

ARLINGTON HIGH SCHOOL

Student Handbook 2020-2021

Some schedules, policies, and procedures for the 2020 - 2021 school year have been amended in accordance with COVID - 19 regulations. For the most up to date information, please refer to the following:

[Student Handbook Updates Page](#)

[School Re-Opening links on Spyponders.com](#)



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Section A: Welcome

Notice of Nondiscrimination

The Arlington Public Schools does not discriminate on the basis of race, sex, color, religion, national origin, sexual orientation, marital status, disability, or homelessness, in admission to, access to, employment in, or treatment in its programs and activities.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 for Arlington High School is Athletic Director, John Bowler.

He can be reached at 869 Massachusetts Ave, Arlington, MA 02476, 781-316-3551.

Inquiries regarding the application of the Arlington Public Schools' nondiscrimination policy may be referred to Title IX Coordinator as named above or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, J.W. McCormack Post Office & Courthouse, Room 222, Boston, Massachusetts).

Mission Statement & ICARE Values

In an effort to foster academic excellence and personal achievement at the highest levels, Arlington High School focuses on learning, connecting, and caring as a community. AHS provides a safe, supportive, nurturing environment in which students can acquire knowledge, values, and intellectual curiosity that will lead to lifelong learning. As a community we have agreed upon the following values and habits of mind as foundational principles and social and behavioral expectations that will guide all teaching and learning and policy decisions at Arlington High School. They are:

- Integrity,
- Communication,
- Accountability and responsibility,
- Respect, and
- Effective teamwork and cooperation.

We believe that living these values and habits of mind on a daily basis will ensure all students a rigorous high school education that will prepare them for their future roles as learners, leaders, and citizens in a 21st century democracy.

Welcome Letter from the Principal

Dear Student:

Welcome to Arlington High School. The purpose of this handbook is to provide you with basic information, expectations, and rules for life at AHS. You should use it and know it as you would know the rules of any game you like to play. Understanding the purpose, rules, and expectations of the high school will help you avoid pitfalls and get the most out of your time here.

In addition to the curriculum and classes of instruction which form the central part of our school, there are also many opportunities and services provided for support, fun, personal growth, and community spirit. Get connected. We encourage you to get involved in extracurricular sports, clubs and organizations. Take advantage of the supports and resources available such as advisors, counselors, learning center, library, scholarships. We encourage you to participate in school activities year round.

This handbook provides you with information on all aspects of school life. We hope you will take advantage of the many opportunities for a rich and rewarding high school experience.

Dr. Janger

Arlington High School Administration

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Section B: Academics

Academic Expectations

Arlington High School strives to foster the following skills and habits of mind, across disciplines, in all students:

- Gather data and critically evaluate the content, source, and relevance of that data, especially but not exclusively, through the use of technology.
- Reason logically, using appropriate qualitative or quantitative methods and use their analysis to answer questions.
- Write clearly and effectively.
- Listen actively and respond through inquiry, discussion, writing, and various forms of art.
- Read and comprehend varied materials and be able to interpret and apply what they have read.
- Speak clearly and effectively in a variety of contexts.
- Demonstrate life, leadership, physical, and cognitive skills through projects, performances, and products.

Program of Studies

Please refer to the Arlington High School **Program of Studies** for detailed information about graduation requirements, course offerings, course levels, class selection, and grading.

Academic Honesty Policy

The Arlington High School community values personal integrity, learning, and effort.

Academic dishonesty includes, but is not limited to, the following behaviors:

- Using another person's words or ideas without acknowledgment. Plagiarism is stealing.
- Purchasing, selling, obtaining, or furnishing an assignment from another person or technological resource and using it without acknowledgement
- Looking at another student's test/quiz or essay and submitting the work as one's own

- Communicating about course material with anyone other than the teacher during a test/quiz
- Allowing one's own work to be copied, shared, or photographed and submitted as part of another person's work without acknowledgements
- Using unauthorized assistance (for example: notes, calculators, phones, or other devices) on a test/quiz
- Falsifying scientific or other data submitted for academic credit
- Acquiring, without authorization, copies of tests/quizzes before the scheduled exercise

Responsibilities of Students, Parents, Teachers and Administrators

Students: No assignment is exempt. If a student has any questions about this policy, it is his or her responsibility to ask. Clearly informing teachers of sources and types of assistance used on assignments is an important way for students to learn how to use resources appropriately.

Parents/Guardians: Parents and guardians are expected to be familiar with and support this policy.

Consequences

The following actions will be taken for every violation of the academic honesty policy:

- Teacher will consult students about the suspected offense.
- Teacher will notify the appropriate House Dean who will enter the infraction into the student's Discipline Record.
- Teacher will notify the parents or guardians.
- The student will receive a zero for the given assignment.
- The student may be expected to make-up work in order to demonstrate learning, earn a passing grade, remain prepared for additional coursework, or support other class activities (e.g., a collaborative project).

Graduation Requirements

For graduation, all students must earn 106 diploma points, pass MCAS in English and Math and Science, and participate in Community Service.

Graduation requirements are:

1. Pass MCAS exam in ELA, Math and STE
2. Pass four years of English
3. Pass three years of History/Social Science (to include World History, US History I and US History II)
4. Pass three years of Science (to include Physical Science to pass Introductory Physics MCAS)
5. Pass three years of Mathematics (to include Algebra & Geometry)
6. Pass four years of Physical Education
7. Pass one year of Fine Arts (5 credits)
8. Pass two years of World Language (three years of the same language is strongly recommended)
9. Demonstrate competency in Computer Technology
10. Perform and document 40 hours of community service
11. 106 credits minimum

Students will earn credits for each term in which they receive a passing grade. Students who fail a term will not receive the credit for that term. Students will earn one-quarter of the total credits given

for the course per term. The final grade is the determining factor as to whether a course is passed, not the number of credits received. No credits are given if the course is failed.

Under normal circumstances, students will be enrolled for 30 credits per term. Any exceptions to the 30 credit limit, either under or over, must be approved in advance by the Principal.

In order to be eligible for an Arlington High School diploma, regular education students who attend AHS must have attended AHS classes and earned a minimum of one-half year's credits from AHS courses as well as having met all other curricular requirements.

Foreign Exchange students will be eligible for an Arlington High School diploma only if they have met the credit and MCAS requirements for the diploma and have completed twelve years of schooling counting from grade 1. Graduation requirements/years of schooling required in the country of origin are irrelevant in determining eligibility for an AHS diploma.

Grades

Term Dates - School Year 2019-2020

Term 1: September 3 – November 5

Term 2: November 6 – January 23

Term 3: January 24 – April 3

Term 4: for seniors: April 6 – May 29

Term 4: for grades 9-11: April 6 - June 25*

**June 18th is the 180th day. June 25th is the 185th school day, which accounts for 5 snow days.*
When making travel arrangements, please consider that school may still be in session during the week of June 22nd.

Letter Grade Explanation

The following terms will be used in rating your achievement in the courses you take:

- A Superior work. Content knowledge, complex reasoning skills, and work habits exceed the standard for the course.
- B Proficient work. Content knowledge, complex reasoning skills, and work habits meet the standards for the course.
- C Fair work. Content knowledge, complex reasoning skills, and work habits partially meet the standards for the course.
- D Poor work. Content knowledge, complex reasoning skills, and work habits meet only the minimum standards for credit in the course.
- F Failure. Student has failed to demonstrate the minimum expectations for content knowledge and complex reasoning skills in the course.
- P Pass. Student has demonstrated the expectations for content knowledge and complex reasoning skills and work habits in a course designated pass/fail.
- H Honors
- S Satisfactory
- U Unsatisfactory
- W Withdraw. Student withdrew from the class after the official date to be removed from a class.

Term Grades

The following grades may appear in the term grade for a course, but will not appear in the year-end grade for the course.

- FA Failure due to excessive unexcused absences (seven or more). The comment from the teacher will detail the grade the student would have received. (See **Section C: Attendance** for more information about attendance and the FA policy).
- I Incomplete. Requirements of course have not been met due to excusable absences. Incomplete grades must be made up within two weeks after the closing of the term. Under special circumstances the teacher, with the approval of the principal, may allow an additional period of time for work to be completed.
- NG No grade. Student was not present for a sufficient amount of time to receive a grade.
- M Medical absence (The quarter is not counted as part of the student’s final year average.)

GPA Details

Report card grades are expressed in letter format. The data below shows the progression of grades and the corresponding percent grade.

A+ (97-100); A (93-96); A- (90-92); B+ (87-89); B (83-86); B- (80-82)
 C+ (77-79); C (73-76); C- (70-72); D+ (67-69); D (63-66); D- (60-62); F (0-59)

Incomplete Grades

Incomplete grades must be made up within two weeks after the closing of the term. Under special circumstances the teacher, with the approval of the principal, may allow an additional period of time for work to be completed.

Course Transfer/Withdrawal

A formal withdrawal procedure must be followed in order to change or withdraw from a course. A student should consult his/her counselor and teacher when a course change is being considered. When course changes are deemed appropriate, a change in programming will be made.

The final date to request a course change for a course will be 3 weeks after the first day of school. For the few elective or other classes that are offered during the second semester, the final date to request a change is 3 weeks after the first day of term 3. (See chart below for specific dates). Any course change after this deadline will be reflected with a W in the term and end of year grade, but it will not impact their GPA. Please note, these deadlines are also applied to any student wishing to change from a heterogeneous level within a course to an honors level.

Yearlong course	3 weeks after the first day of school
Semester 1 course	3 weeks after the first day of school
Semester 2 course	3 weeks after the first day of term 3
Quarter 1	2 weeks after the first day of term 1
Quarter 2	2 weeks after the first day of term 2
Quarter 3	2 weeks after the first day of term 3

When a student transfers from one level to another in the same content area (Honors Geometry to Curriculum A Geometry) the student's grade for the course travels with him/her and is averaged into the final grade for the term in the receiving course. When a student replaces one course with a completely different course, (i.e. Astronomy to French I) the grade does not travel with the student. If a student enters the new class too late in the term to earn a grade he/she will receive an NG in the receiving class. If it is determined that a student must change their schedule after the above deadline, teachers, department heads, counselors, special education liaisons (when applicable) and house deans can and will be involved in the decision to withdraw a student from a course and determine the grade adjustment for shifting levels or whether sufficient work exists to receive a grade.

Extra Help

Students can obtain various kinds of help from classroom teachers by attending special help periods after dismissal or before the school day per arrangement. Check with each teacher for specific times or variations.

Pupils who need help with a subject or have work to make up after an absence are urged to take advantage of the opportunity for extra help. It is your responsibility to take the initiative and arrange for extra help.

Final Examinations

The final examination is the instrument used to evaluate the student's knowledge of the course material presented over the length of the course, whether a semester or full-year course.

A final assessment will be given in all courses. The final examination for all courses will be one and one-half hours in length. The final examination grade will be recorded on the student's final report card.

The final examination for full year courses will be weighted as 1/9th of the final course average with each quarter weighted as 2/9ths. Final examinations for semester courses will be weighted as 1/5th of the final course average with each quarter weighted as 2/5ths.

Students absent on the day of a final examination must have their absence verified as excusable via a parental call to their House Dean on the day of the exam(s). No makeup exams will be allowed without verification of the absence to the teacher(s) from the House Dean. Students absent on the day of an exam without a parental verification will receive an "F" for any exams not taken on that day. Students must return all textbooks and materials to the teacher on the day of the final exam. Students will not be allowed to take the final exam until all textbooks and materials are returned or replaced and may receive an "F" on the exam. Examinations may not be given early unless an extenuating circumstance exists, and the student receives permission from the Principal or his designee.

Senior Final Examinations Exemptions

Seniors who have maintained a B+ or better average are exempt from senior final exams. The B+ must be the grade for the entire year, not just the 4th term. Teachers have the final say on whether a student is carrying a B+ or better average.

Summer School and Credit Recovery

All summer school course requests should initiate with Guidance, Department Heads, and be approved by the Principal.

National Standardized Examinations

The College Entrance Examination Board of the Educational Testing Service and the American College Testing Service offer examinations whose scores are sought as admission criteria by post-secondary educational institutions.

Arlington High School conducts exams for the PSAT, SAT, and AP tests. A center for the ACT test is available in the Metropolitan Boston Area.

Information about these tests is given at regular intervals through the Guidance Office and the school bulletin. You should work out a tentative calendar of testing with your counselor at the end of the sophomore year. Counselors urge parents and students to consult with them with regard to questions relating to these tests.

Scholarships & Awards

Each year the Arlington High School Scholarship Committee oversees distribution of money from a variety of wills, trusts, funds, grants, organizations and companies that have allocated money and/or awards for deserving AHS seniors. Scholarship information is available through the Guidance Office and a general application may be submitted in late January online.

Section C: Attendance

Overview

There is a positive correlation between good attendance and high achievement for students. It is important that students demonstrate a commitment to their attendance in class and as a result, to their education and academic success. We believe it is appropriate for students to begin to take responsibility for their own behavior, in a fashion no different from what is expected in the world beyond secondary school.

Nothing in the attendance policy below should be interpreted to mean that students are “allowed” or “entitled” to miss school/class. Maximums are exactly that: maximum allowable absences in a given student’s circumstances. Regular attendance for all students should be the goal.

Attendance Policy

Massachusetts’s statute does not enumerate specific exceptions to the school attendance law. It is the feeling of the Arlington High School faculty and administration that **extended illness** (verified by a physician if appropriate), **family emergencies** (crisis, unforeseen happening), and **religious observances** would qualify as acceptable reasons for absence.

The following absences, therefore, **are exempt and do not count towards the maximum allowed absences; however, students are responsible for making up missed work:**

- Religious holidays
- Extended illness
- Family funeral/emergencies

The following absences **are unexcused and do count towards the maximum allowed absences for a term.** Students are allowed six absences per class/per term for the following reasons. All missed work due to an unexcused absence must be made up:

- Sick day (called in by parent/guardian but not accompanied by a doctor’s note)
- Travel (must be called in by a parent)
- Field Trips (permission slips must be signed by all teachers)

Arlington High School must be notified by a parent/guardian any time a student is absent from school.

Students who miss classes due to Guidance grade-level group meetings, individual meetings with Social Workers or Guidance Counselors, time spent in the Transition Program, and/or meetings with school administrators will be marked with an A9 in PowerSchool. **A9’s will not be counted as absences.** Staff will make every effort to limit the use of A9 absences in any given class period.

FA (Failure due to Attendance) Policy

- **Students who have seven or more unexcused absences in a quarter in a given subject will receive an FA, or Failure due to Attendance, for that term even if the earned average is 60 or higher.** A grade of 59 will be recorded when the student’s earned grade point average is over 60 and the comment “Failure due to attendance” will be noted on the report card.

- **Seniors who have five or more unexcused absences during term 4 in a given subject will receive an FA for that term even if the earned average is 60 or higher.**
- A FA will count as a failing grade and be equivalent to 0 (zero) credits earned in determining academic eligibility for any extracurricular activities including MIAA athletic eligibility.
- A student who earns an FA due to the attendance policy for three quarters will receive no credit for the year. Required courses would need to be repeated in the following school year.
- Students will not be allowed to change or drop classes to avoid the consequences of poor attendance. Those students who change classes for legitimate reasons will have their attendance record follow them to the new class.
- House Deans may excuse absences for reasons of illness, incapacity, or serious family problems, if the student provides the proper written documentation. It is requested that the student (and parent/guardian) present the proper documentation for all absences within 3 days of the student's return to school.

Participation in Extracurricular Activities

Students involved in athletic and extracurricular events must be present in school and in all classes on the day of the event. On days of absence, no event participation or practice is allowed. The rule applies as well to participation on weekends or school vacation if a student does not attend school during the last day prior to that weekend or vacation period.

Tardy Policies

Tardiness

Students arriving late to school must report immediately to their House Office.

Students are required to be in homeroom at 8:00 A.M.

Tardiness Policy – Tardy To School

1. Three tardies per quarter will be allowed without penalty.
2. A student will receive administrative detention (2:35-3:15) on the fourth time arriving tardy to school.
3. A student will receive a late administrative detention (2:35-4:45) on the sixth time arriving tardy to school.
4. A student will receive a late administrative detention (2:35-4:45) and parent notification on the eighth time arriving tardy to school.
5. A student who is tardy ten times during a quarter will be given one day In School Suspension.
6. A student who is tardy twenty times or more during a quarter will be given two days In School Suspension.

Excused Tardy

The policy for excused tardies will follow the same guidelines as the attendance policy.

Tardiness to Class

Teachers will determine student consequences for tardiness to class. Students who do not respond to teacher-assigned consequences will be referred to the House Dean for stricter and more severe consequences. Being tardy 30 minutes or more to a class will be considered an absence from that class.

Dismissals

Students will not be dismissed from school except for illness or for a very urgent reason. ***Pupils who are ill must report to the nurse at the Clinic.*** The nurse will determine if dismissal is warranted and will then take necessary steps for dismissal. A dismissal is valid only when you obtain a dismissal slip from the nurse or the House Dean's office.

There will be no early dismissal for students attending school-sponsored dances except in the case of medical or dental appointments. Students who live outside of Arlington may be dismissed early via the Dean's Office.

Incompletes

Students who are absent for an extended period of time due to illness and are able to make-up the work may receive an **Incomplete** for the term. All work must be made-up within two (2) weeks after the close of grades. Teachers must change the Incomplete to a grade within three weeks of the end of the term.

Medical Exemptions

In the event of serious illness where students are out for a major part of the term, a school administrator may grant a Medical absence. Students will not receive a grade or credit for the term. Their final grade will be averaged from the terms that they are in attendance and the final exam.

Student, Parent, and Staff Responsibilities

We believe that staff, students, and parents/guardians play an active role in monitoring, supporting, and understanding this attendance policy.

To support students and parents/guardians with the monitoring of attendance, we have opened up a Parent Portal on Power School where parents/guardians are able to check attendance (and grades) at any time.

Student Responsibilities

- It is each student's responsibility as part of our ICARE habits of mind to be aware of this attendance policy, to make responsible decisions about attending all classes on a regular basis, and to miss no more than six classes during a term.
- Students should monitor their attendance records on the PowerSchool Portal and speak to their teachers if there are questions about attendance records in their classes.
- Students must obtain and make up any and all class work missed due to absences.

Parent Information and Responsibilities

Parents/guardians will receive automated phone calls through ConnectEd each evening at 6:00 PM when students are absent from three or more classes during the day. We ask that a parent/guardian call the Absence Line when the student will be absent, as early in the morning as possible. When parents/guardians make the call, we enter a special code in Power School that prevents ConnectEd from making the automatic phone call home that evening. It is also helpful for record keeping of student absences and reasons for them.

- If the parent cannot call the school, it is requested that the student bring a note to the House Office on the day following the absence(s).

- Parents/guardians are encouraged to monitor student attendance by entering the Parent Portal on PowerSchool.
- We encourage parents/guardians to engage in discussions with their children about the importance of good attendance in all classes.

Staff Responsibilities

Classroom teachers are responsible for:

- Recording each student's attendance in PowerSchool on a daily basis.
- Maintaining records of attendance should disputes arise related to a student's attendance.
- Changing all "A's" (absences) to "T's" (tardies) when appropriate by the end of the school day.

Administrative Responsibilities

The deans will intervene to support students with chronic tardiness and absences, primarily through collaborative problem-solving with students, and parents, when necessary.

Excessive school absences may also result in administrative staff initiating legal action to address the situation.

Section D: General Information

SCHOOL FOOD SERVICE INFORMATION

School lunch *is* \$3.00, which includes the main entree, choice of fruit, veggies, bread, fat-free and low-fat milk. A full salad bar, sub bar, pizza, pasta and many other choices are available daily. In addition, breakfast is served daily before the start of school for \$1.50. This includes choice of daily special, breakfast sandwich, cereal or a bagel and cream cheese with milk, juice and/or choice of fruit.

The High School will continue the use of its Point of Sale register system. Students will use the same password from last year, including students who have moved up from the Ottoson. Parents may prepay for their child's lunches by sending in a check made payable to "Town of Arlington" or by logging onto www.myschoolbucks.com and making a payment online. All parents may set up an account on www.mysthoolbucks.com using their child's six digit student id number to view their child's purchases even if you choose not to prepay online: Funds in your child's account will be available to purchase lunch and will carry forward with the child from year to year. Students moving to the High School from the Ottoson will have their balances available to purchase lunch. Parents may also request funds be transferred from one child to another.

Free and reduced price lunch applications will be available online in early August at www.arlington.k12.ma.us under Food Services. Applications will also be available in the Café, in the Guidance Offices as well as the Main Office. Applications must be filled out each year, even if your child qualified last year. Please only fill out one application per household. Students who qualified *last* year will receive benefits for the first **3** weeks of school, until a new application is received. **Please note that many students are Directly Certified by the State to Receive Free Lunch. These letters will be sent out towards the end of**

August. If you receive a letter you do not need to send in an Application. If you have any questions, please email Denise Boucher at dboucher@arlington.k12.ma.us or call 781-316-3643.

Thanks to the support of Arlington EATS, the Nurse's office also has a fully stocked food closet. Students in need can come to the Nurse's office to help themselves to a weekend/vacation food bag. We also have an array of hearty 'teenager approved' snack type foods that can be offered to students during the school day that may have missed meals. Our nurses are available to assist students with filling a weekend bag or just to grab a snack.

Cafeteria & Lunches

Cafeteria Expectations

Stay in the cafeteria or the courtyard during lunchtime. Students should not congregate in corridors or classrooms and will be asked by teachers to leave those areas while lunch is in session. **All food must remain in the cafeteria or courtyard.**

Students must use only their own student ID to purchase lunch. Any student who uses an ID number other than their own will face school consequences.

Students are responsible for cleaning up after themselves in the cafeteria:

- o Leave the tables and floor clean. Dispose of all your lunch rubbish immediately when leaving the table.
- o Students at a table are responsible for any refuse left by others sitting at the table. If you sit at a table at any time during the lunch period, you are equally responsible for its cleanliness.

Failure to abide by the above rules may result in loss of lunchroom privileges.

Cars/Parking

No student parking is permitted on AHS school property during the school day.

Change of Address, Phone, & Emergency

All changes of address, phone and/or emergency information should be done directly by the parent/guardian through the demographic section on the Parent Portal.

Directed Study and Old Hall

Students will be assigned to Old Hall if a teacher is absent from school on a particular day, or to a Directed Study if their academic class schedule is not full. You should report directly to assignment and bring sufficient academic work for the length of the period assigned. Out of respect to the academic work occurring in and nearby, you should consider Directed Study and Old Hall classes as quiet areas. Old Hall teachers do not issue passes except to the House Office or emergency bathroom passes.

Electronic Devices

Electronic devices are not to be used during class time unless approved by the teacher. Students should be as fully engaged as possible in their work as part of a learning community.

Gifts and Solicitations

The superintendent shall deny all requests to use children in the schools to raise funds or to deliver notices seeking volunteer fundraisers.

No fundraisers of any description shall take place within the high school without permission of the high school principal or designee.

Guidance and Counseling Program

The Guidance and Counseling program is devoted to ensuring the development of each student's talents and capabilities to the fullest extent. The program's major objective is to guide you to a higher level of self-understanding and self-direction to enable you to make realistic educational and career decisions.

Services offered by Guidance include: orientation and college counseling programs, testing, counseling, referrals, placements, education and career information. The entire program helps a student to see where he/she is and recognize where he/she wants to go. It presents the alternatives and means that enable a student to attain his/her goals.

Homeroom / Advisory

The school day begins at 8:00 am. Homeroom attendance is essential for accurate reporting to parents and state agencies. Moreover, homeroom is a conduit for communication between and among staff and students. Homeroom and advisory together provide opportunities for relationship- and community-building. Therefore, students are expected to attend all homeroom and advisory periods.

Juniors and seniors with first-period independent study are not required to attend homeroom on those days, but are expected to sign-in at their respective house offices.

Indoor Student Traffic

Before school do not loiter in the corridors. By 7:59 AM you should be in your homeroom or first period class. Proceed directly from one class to the next without loitering in the corridors, stairways, or outside the building. You must leave the school property upon completion of the school day's academic and co-curricular activities. Students should leave the building by 2:45 PM daily unless they are attending a school event, activity or function.

Students who loiter in the public areas of the building (e.g. the main lobby, lobby behind the cafeteria, front steps) are subject to school consequences. Students who are in approved areas during class time are reminded that their presence must not be disruptive to classes or administrative activities being conducted in neighboring areas.

Lockers

All lockers are the property of Arlington High School and are assigned to each student at the beginning of the school year for safekeeping books and other personal items. Locks are provided for each student. Five dollars (\$5) is the cost of a replacement lock. Keep the locker locked and do not share the combination or key with unauthorized persons.

Do not bring prohibited or illegal materials such as weapons, explosives, intoxicating liquor, narcotics and other controlled substances onto school grounds or into school events. You are responsible for

using your assigned locker properly, and you are responsible for its contents, regardless of how, or by whom, an illegal item was placed in the locker.

If school administrators have reason to believe that a student has violated any of the rules in the student handbook they may exercise their right to search a student and/or their personal property.

See **Section E: Code of Conduct** for more information regarding lockers and locker searches.

Lost & Found

The lost and found department is located in the Main Office. If you find a lost article, please take it there. When you have lost an article, look in the lost and found frequently, as it may not be turned in immediately.

Lunch Period

The lunch period is determined by the location of your fourth period classroom. Your fourth period teacher will instruct you as to your lunch period. You should go to your locker after period three to pick up your books and items required for periods four through six. Students are discouraged from going to their lockers during the day unless absolutely necessary as there is limited passing time between classes.

No School Signal

In the event of inclement weather, the school will notify parents via an automated phone call through our Alert Now system. Also, the no-school signal will be sounded by the Central Fire Station at 7:00 AM for students attending high school. The signal consists of the Fire Alarm Number 2 –2 sounded three times. It also may be announced on various local radio and TV stations from 7:00 AM on. (Channels 4, 5, 7, Radio 680 AM (WRKO), 1030 (WBZ).

If the weather clears by the afternoon, coaches may hold practice, if they receive permission to do so from the principal and the athletic director. Individual coaches will contact students by phone or email if a practice is to be held. Parents who deem that their child should not go to practice on a non-school day, may keep their child home from practice without any consequence for the student as long as they send a note or email to the Athletic Director stating that they chose to keep their child out of practice on such a day.

Parents' Night/Open House

Historically there have been two main reasons for conferences.

- For parents/guardians to connect with the teachers.
- For teachers and parents/guardians to address the needs of students who require extra communication.

We propose a conference model that allows for a variety of different venues for parents/guardians and teachers to interact.

Open Houses are intended to allow parents/guardians to connect with the school and meet the teachers. There are two Open House opportunities:

- We will have the traditional Open House in the fall, which will allow parents/guardians to visit their student's classes and hear from their teachers.
- We will also hold a second semester Open House. The second open house will provide an initial teacher meeting for second semester courses and an opportunity to follow up on the activities of yearlong classes.

Parent/Guardian-Teacher Conferences are intended to provide one-on-one meetings for those who have a need to speak with a teacher. These visits afford parents/guardians the opportunity of meeting and discussing with teachers areas of mutual concern and interest relative to students' total school experience:

- We have expanded the conference timeslot to 10 minutes.
 - There are 4 conference dates on November 12, 14, 19, and 21: two during an early release day, one during a late entry; and one in the evening.
 - Although these conferences are open to all, we encourage only those parents/guardians with a need for one to one discussion to attend these conferences.
 - In order to allow for the most access, we also encourage parents/guardians to limit conferences to two teachers.
-
- Where there are issues that require more than one or two 10-minute conversations, it is recommended that parents/guardians contact Guidance, administration, or the teacher for assistance.
 - Parents/guardians may schedule time for consultation with members of the administration, guidance and faculty. Appointment should be pre-arranged.

Parents/guardians should also remember that they can make appointments with teachers during their office hours, if there is a pressing need.

Skateboards, Bicycles, Athletic Equipment, etc.

All skateboards, rollerblades, bicycles, balls, bats, lacrosse sticks, hockey sticks, etc. must be kept in the student's locker or secured in a house office, the athletic locker room {open before and after school only, not during the school day}, physical education office, or any other secure location during the school day.

Student Dress

All students must wear appropriate footwear while in school, and are required to be dressed so that they do not inhibit either the teaching or learning process. The principal, assistant principal and house deans shall make the final decision on any clothing or outfit that inhibits the teaching or learning process.

Clothes should not impede the identification of a student, for example:

Hooded sweatshirts must be worn down during the school day. **Sunglasses must not be worn** during the school day.

Clothing imprinted with vulgar or obscene language or artwork, or displaying illegal substances, weapons, and alcohol or tobacco products is not allowed. Clothing that displays slogans or messages contrary to the AHS mission, e.g., *Snitches Get Stitches*, or features gang colors or styles are not allowed.

Students are required to wear clothing that completely cover undergarments. All tops and dresses worn during the school day must have straps holding them up.

Students enrolled in culinary arts, physical education, and science classes may have additional clothing requirements in order to ensure a student's health and safety.

Students who fail to meet student dress requirement will be asked to put on clothes that meet the code and may face disciplinary consequences.

Student Advisory Council (SAC)

Arlington High School has an active Student Advisory Council (SAC) which meets with members of the School Committee on matters of concern to the students. This student group is different from the AHS Student Council in that it is required under the Commonwealth's General Laws, Chapter 71, Section 38M and has the Principal as its advisor. The Principal will determine these representatives in consultation with the AHS Student Council.

Student Identification

Student identification cards are issued at the beginning of the school year. ID cards may be required for entry into the Media Center and for use of computer labs. Teachers and administrators may require students to show ID at any time if they feel that students are disrupting the school environment or are in an unauthorized area. Failure to show an ID when requested is a violation of the Code of Discipline and may result in detention or further consequence.

Student Insurance

A plan of casualty insurance coverage for the school year is offered to all students on a voluntary basis. Information is available early in the school year.

Student Passes

Students out of class for any reason must be given a pass by the subject teacher or other authorized school personnel, showing date, time, and destination, along with the teacher's signature. If you need to go to the Computer Labs, Media Center, Guidance or other specialized areas during the school day, you should get the pass before school.

Student Visitors

Students may not bring visitors to school for the safety and security of all. Any questions or concerns regarding student visitors should be directed to the Dean.

Surveys

All surveys taken in the high school must have the prior approval of the Principal.

Textbooks

Textbooks are furnished free of charge (in the majority of courses) and are the property of the school. If a book is defaced, damaged or lost, you are responsible for the full cost of replacing the text. Students are responsible for returning all textbooks prior to taking their final exams. **In addition,**

any student records (report cards, transcripts, diplomas) will be put on HOLD until obligations are settled.

Transcripts

Upon request, a copy of a student transcript will be sent to a designated school. **The first three requests will be sent at no cost**, and for all additional transcripts there will be a service charge of five dollars (\$5) per transcript.

Valuables & Large Sums of Money

Students are strongly urged not to bring large sums of money or valuables to school. The school will not be held accountable for lost or stolen items.

Working Permits

Students beginning at the age of 14 may obtain their working permit and papers from the Secretary in the Guidance Office.

Items and information necessary for a permit:

- You must have a job.
- You should know the type of work you are going to do.
- You should know the exact name and address of the company.
- You need to have in your possession a Certificate of Birth, current passport, or a driver's license or permit.
- You must be present when applying for a working permit; others cannot obtain it for you.

For students age 14 – 16, a doctor's certificate and a signed parent consent form are also required.

X-Block

The weekly schedule includes an X-block on Tuesdays and Thursdays.

- Tuesday - Campus Block: 1:30 pm - 2:26 pm, an opportunity to meet with teachers or clubs during the school day.
- Thursday - Advisory: 10:19 am - 10:43am, planned activities in homerooms designed to strengthen the AHS community and create open communication.

Section E: Code of Conduct

General Expectations

A Safe School Environment

Arlington High School is a closed campus school that strives to provide all students with a quality education in a safe school environment. Students are expected to conduct themselves in a manner that promotes a safe and orderly learning environment and may be subject to disciplinary action if they fail to do so. Arlington High School fosters respect for personal differences and desires to produce respectful and responsible citizens. Students are expected to make informed, responsible judgments regarding their personal, emotional, and physical well-being.

A student whose safety or learning at school is jeopardized by other students is expected to report the matter to a professional staff member. A student who engages in any behavior that disrupts the safe and orderly environment of the school is subject to disciplinary action. Penalties will become progressively more severe for repeated infractions and may result in restriction from any and all school activities.

Major and Minor Infractions -- Overview

Minor Infractions Minor infractions of the Code of Discipline are typically addressed with interventions (e.g. warnings, parent notification, collaborative problem-solving), and/or detention. Egregious or repeated violations may result in late detention or in-school suspension.	Major Infractions A major infraction of the Code of Discipline disrupts the school environment and creates an unsafe atmosphere for the school community. Major infractions of the Code of Discipline will result in disciplinary action up to and including expulsion and possible referral to School Resource Officer.
Class cut	Alcohol/ Drugs Policy violations
Class disturbance	Assault
Cutting advisory	Bomb scares, fake fire alarms
Dishonest to dean regarding class cut or tardy	Bullying
Electronic devices used during class time	Cheating / Plagiarism
Failure to report to the teacher and/or House Dean	Failure to identify oneself, defiance, insubordination
Failure to sign into school	Felony, felony delinquency
Forged note or phone call	Fighting, Food fight

Illegal parking	Fireworks possession
Inappropriate or distracting clothing and/or footwear	Gambling
Leaving class without permission	Hate Crime
Loitering	Hazing
Missed detention without rescheduling	Inappropriate use of school technology
Taking food out of the cafeteria	Inappropriate use of school or non-school technology or electronic communication that disrupts the school environment
Tardiness to school	Intimidation, threats, harassment
Tardiness to class	Leaving the building without permission
Throwing objects	Leaving the building during X-Block
	Present in an unauthorized/unsupervised area

	Profane, vulgar, obscene behavior
	Repeated violations of the Code of Discipline
	Sexual harassment
	Sexual / Lewd Behavior / Sexting
	Smoking
	Theft of school or student property
	Throwing objects, including snowballs or food to endanger people or to destroy property
	Truancy
	Vandalism

	Violation of civil rights and safety
	Weapons Possession

Code of Discipline

The violations of the Code of Discipline enumerated below describe the school-related disciplinary offenses for which a student may be subject to suspension, long-term suspension or expulsion. The regulations listed here refer to violations of the Code of Discipline that occur:

- While the student is on school grounds
- During a school sponsored activity
- While on school-provided transportation en route to or from a school or school-sponsored activity (field trip)
- While walking to and from school or waiting for or riding on public transportation to and from school ("portal-to-portal")
- Electronically, if such electronic communication disrupts the school environment

1. **Assault and Battery/Bodily Harm**

- a) Assaults/Fights-causes or attempts to cause physical injury or harm to another person, or intentionally acts in a manner that could reasonably place another person in danger of physical damage or harm.
- b) Food fight-throws food or other objects in the school cafeteria and/or creates a disruptive environment.
- c) Throwing objects-(including snowballs)-throws an object out of school windows or on school grounds, throws objects anywhere on the school grounds.

2. **Possession of Firearms, Dangerous Weapons, Dangerous Objects**

2a. Weapons-possesses, uses, handles, sells or transmits any firearms or other weapons on school property or at any school activities. "Other weapons" includes but is not limited to knives, razor blades, blackjack, *nunchucks*, kung fu fighting sticks, and/or other inherently dangerous weapons, including but not limited to mock and toy guns. See page 36 for additional information about what may constitute a weapon in a school setting.

Firearms and Fireworks

Firearms of any sort are not allowed on school grounds. The definition of firearms includes any pistol, revolver, rifle or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

These excerpts are taken directly from the Laws of Massachusetts. The public law on fireworks and firearms will be strictly enforced within the buildings and on the grounds of Arlington High School. Students in violation of the above laws will be suspended and may be expelled for possession of a firearm. Staff may also refer the student to the authorities for court action.

Firearms Statute General Law Chapter 70, Section 10

"Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as herein defined, loaded or unloaded in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college

or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means."

2b. Fireworks—possesses, uses, or causes to explode any fireworks or chemical.

According to the General Law of the Commonwealth of Massachusetts:

"No person shall set or have in his possession, or under his control, or use, or explode, or cause to explode, any combustible or explosive composition or substance or any other article, which was prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation."

"Whoever shall sell or keep for sale any fireworks in violation of this section shall be punished by a fine of not less than ten dollars nor more than one hundred dollars."

3. Controlled Substances, Alcohol, Marijuana, Tobacco

3a. Alcohol or Drugs-Knowingly possesses, uses, sells, transports or attends school under the influence of drugs or other related controlled substances, including marijuana. Included as a prohibited practice in this policy is possession of drug paraphernalia, including but not limited to pipes, roach clips, grinders, vape pens, Juuls, chew, juice, nicotine liquid or e-cigarettes.

3b. Use by a student of a drug authorized by a medical prescription from a registered physician in accordance with the instructions for use as prescribed shall not be considered a violation. Such medications must be brought to the school nurse by a parent/guardian. The nurse will administer medication as directed by physician.

Being in the "knowing presence" where alcohol, drugs, tobacco are being consumed, under the influence of alcohol, transporting, distributing, and/or selling is punishable as a major offense. It is required that students remove themselves from areas or situations where drugs, alcohol, tobacco, or paraphernalia are present or in use. The student's condition will be assessed by the school administrative personnel at the time of the incident and is contestable only at that point in time.

Drug and alcohol offenses will generally result in suspension. However, the Principal (or designee) has the authority to limit or reduce the length of a suspension (or forgo expulsion where applicable) based upon a student's submission of written proof of negative results from a drug and alcohol screening test prior to being readmitted to school. The test will be required for any nature of alcohol or drug offense whether it be possession, use, selling, transferring, under the influence of or in the presence of (example: prom vehicles). Costs for tests are borne by the student and/or parent, and are not reimbursable. The Principal reserves the right to suspend a student from school until positive results can be provided.

The Principal/designee may also consider limiting the length of a suspension (or expulsion) where the student participates in a substance evaluation prior to or upon re-entry to school.

Students suspended for drug or alcohol offenses are required to participate in a substance evaluation prior to or upon re-entry to school. The Principal reserves the right to suspend a student from school until the evaluation is completed.

Students suspended for alcohol or drug offenses will be put on social probation and unable to attend school functions and social events for the remainder of the year. Students may appeal this portion

of the suspension consequence to the school's Principal no later than 14 days prior to the event. The determination of the Principal is final.

NOTE – MIAA: Under the rules of the Massachusetts Interscholastic Athletic Association, drug and alcohol violations both inside and outside of school may result in lengthy or permanent exclusion from athletic participation.

3c. Smoking/Tobacco Use-Using tobacco or nicotine at any time at Arlington High School or at school-sponsored functions. This includes all school property, transportation vehicles used in athletic events, proms, clubs, performances, field trips, etc. Snuff, chewing and smokeless tobacco and electronic cigarettes are treated the same as all other tobacco products for the purposes of this rule.

Smoking cessation classes are available to all students after school during the school year.

These excerpts are taken directly from the Town of Arlington Board of Health regulations. The public regulations on tobacco use will be enforced within the buildings and on the grounds of Arlington High School:

RULES AND REGULATIONS RESTRICTING SMOKING AND DISTRIBUTION OF TOBACCO AND TOBACCO PRODUCTS WITHIN THE TOWN OF ARLINGTON

SECTION 3.0 PROHIBITION ON SMOKING IN PUBLIC PLACES

No person shall smoke in any public place.

Schools. It shall be unlawful for any person, including all teaching and non-teaching personnel to smoke in any public or private school, on school grounds or school buses at any time.

SECTION 5.0 PUBLIC PLACES/WORKPLACE ENFORCEMENT

(A) Any person who smokes in a non-smoking area shall be subject to a fine of \$100.00 for each violation.

After a first warning and referral to smoking cessation class, tickets will be issued to students caught smoking on school grounds. No report cards, schedules, diplomas or transcripts will be issued until any and all fines are paid in full.

4. Felony or Felony Delinquency Charges

4a. Student has been charged with a felony (or with a felony delinquency for a student under 18); and the Principal determines and states in writing that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student may be suspended for a period of time pending adjudication of charges. The student may appeal the suspension to the Superintendent who will hold a hearing to determine whether or not to uphold the principal's decision.

4b. Student has been convicted of a felony (or upon an adjudication or admission in court of guilt for a felony or felony delinquency); and the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student may be permanently expelled. The student may appeal the expulsion to the Superintendent who will hold a hearing to determine whether or not to uphold the

principal's decision. **Arlington High School cooperates fully with law enforcement agencies regarding felony or other criminal investigations.**

5. Bullying, Cyberbullying, Harassment and/ or Violation of Civil Rights

Priority Statement–Arlington High School and the Arlington Public Schools are committed to providing all students and staff with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

5a. Bullying–Massachusetts law and the Arlington Public Schools define bullying as the repeated use by one or more students or by a staff member of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the victim or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) Infringes on the rights of the target at school; or (v) materially and substantially disrupts the education processor the orderly operation of a school. Further information regarding the district's bully prevention plan and reporting can be found at: <http://www.arlington.k12.ma.us/administration/bullyingprevention/pdfs/apsbullyingpreventionplan.pdf>

5b. Cyberbullying–Massachusetts law and the Arlington Public Schools define cyberbullying as bullying through the use of technology 'or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, Including, but not limited to, electronic mail, internet communications, Instant messages or facsimile communications. Cyber-bullying shall also Include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) 'the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the condition's enumerated In clauses (i) to (v), Inclusive, of the definition of bullying.

5c. Creating a hostile environment–A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Violators of the provisions set forth by Massachusetts Law who organize or participate in bullying, cyberbullying, or creating a hostile environment will face disciplinary action as determined by the review board of Principal, and appropriate House Dean or Deans. Penalties will range in nature from counseling and/or parent conferences up to penalties, such as suspension.

5d. Intimidation–presents any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity in the school environment, such as:

- name calling (verbal / written), teasing, mimicking, slurs, or other derogatory remarks;
- offensive graffiti, symbols, posters, pictures, cartoons / caricatures notes, book covers, or designs on clothing;
- phone calls, emails, text messaging, and/or instant messages;
- touching of a person or a person's clothing;

- words, pranks, or actions which provoke feelings of embarrassment, hurt, or humiliation;
- stalking;
- discrimination.

5e. Threats—suggests verbally and or physically an intent to harm another person.

*See **Section F: Student and Parent Rights** for more information about reporting bullying.*

5f. Harassment—engages in behavior, unwelcome by the recipient, which threatens a person and impairs the learning process, impinging upon the safe climate of the school. Harassing behaviors include, but are not limited to, behaviors that relate to a person’s: gender, race, color, ethnicity/national origin, religion, age, handicap/disability, sexual orientation, physical appearance, physical/mental capacity. (Please see more specific information on the APS policy on harassment and discrimination in the online version of this handbook.)

*See **Section F: Student and Parent Rights** for more information about harassment.*

5g. Hate Crime—commits any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, threatened, attempted, or completed overt act motivated at least in part, by racial, religious, ethnic, handicap or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation.

5h. Hazing—willfully or recklessly endangers the physical or mental health of any student or other person.

From the Massachusetts General Laws (Hazing):

Section 17: “Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substances, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

Section 18: “Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.”

Section 19: Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

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

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such a policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Violators of the provisions set forth by Massachusetts Law who organize or participate in hazing will face disciplinary action as determined by the review board of Principal, and appropriate House Dean or Deans. Penalties will range in nature from parent conferences up to, and including, expulsion. All hazing allegations will be reported to the police.

6. Theft and Vandalism

6a. Theft of school/student property–Takes school property or the property of another person, with or without force, coercion, intimidation, or threat of violence. Students caught stealing, or in possession of a stolen item, are subject to disciplinary action under the code of discipline as well as possible criminal and civil consequences.

6b. Vandalism–Cuts, defaces, marks up, or otherwise injures in any way, any part of the school property, books, equipment, or item(s) while attending a school sponsored trip.

7. Dishonesty

- 7a. Cheating/Plagiarism–This includes copying material and presenting it as one’s own copying another student’s answers during a test, copying all or sections of papers, or giving false information to teachers.
- 7b. Forging Notes or False Phone Calls–Forging or falsifying notes, corridor passes, or other authorizing documents. Impersonating a parent in writing or by any electronic method for the purposes of circumventing school rules.

8. Disruption to the School Environment

- 8a. Inappropriate Use of Technology–Students may not photograph or record teachers, students, administrators, or other school staff without their written permission, post images of staff or classroom activities on the Internet or any other form of electronic communication, including social networking postings such as Facebook, without written permission. Students may not use any form of electronic communication to harass, intimidate or threaten AHS students or staff.
- 8b. Inappropriate use of school equipment–misuses computers or software programs; installs, downloads, and / or prints inappropriate or obscene materials, intentionally misuses another student or staff person’s identification number or password.
- 8c. Bomb Scares–Calls in or writes a false bomb report. This action is a felony punishable by imprisonment in the state prison for up to twenty years and by a fine of up to ten thousand dollars (MGL Ch. 169 Sec. 14A). Persons making such report will be suspended and referred to police.
- 8d. Failure to Identify, Defiance of Authority, Insubordination–Refuses to comply with lawful orders of administrators, teachers or other authorized school personnel while properly under their authority or supervision; refuses to identify oneself or gives a false name or identity when asked by a faculty member.
- 8e. Fire Alarms–pulls a fire alarm when no fire or other emergency exists. Massachusetts Law provides for imprisonment in a jail or House of Correction for up to one year, or for a fine of not less than one hundred dollars (\$100) for anyone who causes to be made a false alarm of fire (MGL. Ch. 269 Sec. 13). Anyone apprehended making a false alarm on school property will be suspended and referred to the authorities for court action.
- 8f. Gambling–gamble and/or sells or distributes gaming cards, football cards, and other gambling materials. All gambling is prohibited on school grounds or at school functions.
- 8g. Leaving School Building without Permission–Leaves the school grounds before the end of the school day without written or verbal permission from the House Dean, Assistant Principal or Principal.
- 8h. Present In an Unauthorized or Unsupervised Area–is physically present in an area that is off limits to students.
- 8i. X-Block-During a “Campus Period,” students are required to stay on campus in supervised areas. Time can be used for meeting with teachers, club meetings, having a snack in the cafeteria, or quiet study. During the “Activity Period,” students are required to meet with their advisory group and participate in activities.

- 8j. Profanity, Vulgar Language, Obscene Behavior–uses profanity, vulgarity, obscene behavior or obscenities directed at another student or member of the staff on school premises or at school related events.
- 8k. Truancy–is absent from school without a parent/guardian’s knowledge or permission. Absences from a class without permission shall also be regarded as truancy.
- 8l. Failure to Cooperate during a School Emergency–does not conform to established rules regarding leaving the school building or remaining in an assigned location during any emergency or drill for such emergency.
- 8m. Failure to leave school grounds when required to–Student refuses to leave school grounds, or returns to school grounds, after being notified that he/she is on an out of school suspension. Being on school grounds during an out of school suspension is trespassing and may be referred to the police.
- 8n. Trespassing-Entering the school building after school hours, without authorized adult supervision (i.e. coaches) is considered trespassing and the police will be notified. This includes all school athletic facilities both on campus and off site.

9. Sexual Behavior

- 9a. Sexual Behavior-Engages in lewd conduct and/or sexual activity on school grounds during school hours or while participating in school-sponsored activities.
- 9b. Students are reminded that any form of “sexting,” i.e., sending sexually revealing or explicit photos to other students via cell phone or other technology may result in disciplinary action under the Code of Discipline as well as possible criminal and civil consequences.

Any student who engages in such inappropriate communication causing a member of the school community to feel harassed, intimidated or threatened, or who substantially disrupts the educational mission of the Arlington Public Schools shall be subject to the following disciplinary consequences depending upon the severity of the misconduct: community service, detention, suspension, in-school suspension, short-term suspension, removal from class or classes, social probation, or long-term suspension (beyond 10 days).

In addition, students may face legal consequences, as determined by the School Resource Officer and the AHS administration.

10. Repeated Violations of the Code of Discipline

Repeat Violations–Even a single serious incident of conduct that significantly disrupts the school environment may result in long term suspension where appropriate to the circumstances (or expulsion in the case of drugs, weapons, or assault of school personnel). However, committing one or more of the offenses described in sections 1 through 9 above is of particular concern. Generally, consequences for repeated and flagrant violations of the Code of Discipline may result in long-term suspension or expulsion, but not until all other consequences and remedial strategies have been attempted.

These consequences and strategies may include, but are not limited to, verbal or written warnings, collaborative problem-solving, counseling, parent conferences, restitution, restrictions from school activities, behavior contracts, weekly progress/ behavior reports, peer mediation, detention, late detention, short-term suspension, or long-term suspension (beyond 10 days).

11. Restraining Students

It is the policy of the Arlington Public Schools that, as a general rule, students are not to be physically restrained. Physical restraint may be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and in those instances will be used with extreme caution. School personnel shall use physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm and/or to prevent or minimize any harm to the student as a result of the use of physical restraint. Staff in these programs are required to be trained in:

- appropriate responses to student behavior that may require immediate intervention
- methods of preventing student violence, self-injurious behavior, and suicide
- descriptions and explanations of the school's method of physical restraint

Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm. **(See Appendix B for a full review of the district's restraint prevention and behavior**

Disciplinary Interventions and Consequences

Teacher

Disciplinary actions may consist of preventive counseling, and before or after school obligations/detentions. Such obligations may be designed to correct attitudes or counsel on the responsibilities of living in the school community. Student club, sport, organization, or work responsibilities do not excuse the student from a teacher's discipline. A student's disciplinary action may be delayed by 24 hours to allow for appropriate notification.

House Dean

Serious disciplinary problems and/or multiple offenses will be addressed by the appropriate administrator. When a situation involves the House Dean's Office, one of the following steps will be taken:

Collaborative Problem Solving (CPS)

In lieu of or in addition to other interventions and consequences, deans may address problematic behavior through collaborative problem solving with the students. If the behavior occurs in a classroom, the classroom teacher may be part of the problem-solving discussion.

Detention

Some violations of the discipline code may result in an administrative detention(s) being assigned. Detention(s) may range from 30 minutes to three hours and may be assigned to be served after school. Any disturbance in a detention room [teacher or administrator] or failure to report on the assigned day will result in additional detentions or suspension.

Students assigned administrative detention must adhere to the following rules.

1. Be in their seat in the detention room at 2:35 PM

2. Remain silent during the detention period. (Students are advised to bring work with them)
3. Remain in detention room until 3:15 PM

Late Afternoon Detentions

Late detention is held from 2:35 to 4:45 PM and the same rules apply as administrative detention.

Students assigned late detention must attend regularly scheduled classes during the school day. Students are expected to report to late detention on time and with sufficient work to use the time productively.

Late afternoon detention may be assigned in place of suspension when, in the opinion of the House Dean, the situation so warrants. Serving late afternoon detention in lieu of a traditional suspension excludes students from participating in or attending any school related functions or activities until the completion of the next school day.

In School Suspension ISS

In-school suspension removes students from their regular classroom, but allows them to attend school and make up work in a supervised and regulated environment. ISS requires strict adherence to rules that focus on completion of work, appropriate, quiet behavior, and guidance involving better study skills or school habits. Students who do not use ISS time to complete work or who violate the rules will be asked to leave ISS and finish their suspension out of school. Parents will be notified in such an event.

Removal/reassignment from a class

A student who refuses to comply with the classroom rules and regulations may be permanently removed from the class. Such removal will involve reassignment to another class or assignment to a supervised study period. Parents/guardians will be notified if a student is reassigned.

Students are particularly cautioned regarding their behavior in laboratory or shop classes, where seemingly minor misbehavior may constitute a serious threat to the health and safety of the teacher or other students and may be cause for permanent removal from the class.

Social Probation

A student with a major discipline infraction may be put on social probation. Any student who is on social probation may not attend any school sponsored functions for the remainder of the year.

Participation in the graduation ceremony and other senior activities is a privilege not a right. Students who choose not to participate or who have been excluded from participating due to inappropriate behavior at another school event may pick up their diploma in the Main Office on the day following the ceremony during regular school hours

Any infraction of school rules that results in a penalty of suspension will result in the elimination of the privilege of attending the graduation ceremony and/or senior activities if, for example, that student ends his/her school year while under a school suspension. The Principal reserves his/her right to make all final decisions regarding student participation in all senior activities and graduation ceremony.

Any inappropriate behaviors preceding or during the ceremony, e.g., throwing articles, or failing to follow the reasonable request of a person in authority, will result in the diploma being withheld on graduation day. In such cases the Principal will meet with the student and parents/guardians in the Main Office during the normal school hours the following day.

Short Term Suspension

The Principal, Assistant Principal, or House Deans may suspend students for periods of ten days or less, to be served out of school.

When a student is suspended, the following procedures will be followed:

1. Except where the student's presence endangers persons or property or threatens disruption to the academic process, no student will be suspended prior to having a meeting before the House Deans, Principal, or Assistant Principal. At this meeting, the student will be informed of the reason(s) for the proposed suspension, and will be given an opportunity to respond. In an emergency situation that requires the immediate removal of a student, the meeting will be held as soon after the suspension as possible.
2. The House Deans or Principal will make an effort to notify the student's parent(s) or guardian(s) about the suspension.
3. The Principal will send a letter to the parent(s) or guardian(s) confirming the suspension.

See Section F of this handbook for further information on the policies, protocols, and statutes governing in-school, short-term, and long-term suspensions.

Long Term Suspension or Expulsion

The Principal may expel or suspend students on a long-term basis per M.G.L. c.71, §37H.

When considering expelling or suspending a student on a long-term basis, the Principal will follow the steps set forth below. An expulsion is defined as a permanent exclusion from the Arlington Public Schools and a long-term suspension as suspension exceeding ten school days. (See also, M.G.L. c.71, §37H--MA Education Reform Act of 1993.)

1. Provide written notice of the following:
 - a. Charges and a statement of the evidence
 - b. Date, time and place of a hearing
 - c. Notice of the right at the hearing to:
 - i. be represented by legal counsel (at the student's/parent's own expense)
 - ii. present evidence
 - iii. confront witnesses
2. Provide a written decision setting forth the facts upon which the decision is based.

A parent/student may appeal any decision by the principal to suspend a student on a long-term basis or to expel the student pursuant to M.G.L. c.71 §37H, by sending a written request to the Superintendent within 10 days of the notice of suspension/expulsion. The suspension/ expulsion will remain in effect pending completion of the appeal.

Notwithstanding the above, the Principal may suspend or expel a student from school, under the provisions of Chapter 71, Sections 37H and 37H ½ of Massachusetts General Laws for the following offenses when they occur on school premises, at a school sponsored or school-related event:

- possession of a dangerous weapon
- possession of a controlled substance as defined in Chapter 94C of the General Laws
- assaults upon a Principal, teacher, teacher's aide, or other educational staff, and

- circumstance in which a student has been charged with or convicted of a felony charged/convicted of a felony using the standards and procedures set forth in M.G.L. c.71, §37H1/2.

In all cases, the suspension/expulsion will remain in effect pending completion of the appeal.

See Section F: Student and Parent Rights for further information on the policies, protocols, and statutes governing in-school, short-term, and long-term suspensions.

Details and Ramifications of Suspension

A student who misses classes more than three days consecutively because of disciplinary reasons will be allowed to receive assignments and submit their completed work within three days of their return to school. Students should contact their Deans, Guidance Counselor, and individual teachers (via email) to secure their work.

Students who receive an out-of-school suspension of three days or less will be required to submit their completed work within one day of their return. It is the student's responsibility to request the work.

Students suspended from high school are not to be in any Arlington school building or on any Arlington school grounds without permission from the Principal or the House Dean.

A student on suspension is excluded from participating in or attending any school-related functions or activities until the first day of classes after the completion of the suspension.

Suspensions prior to a weekend, holiday, or vacation period will render the student ineligible for all athletic participation during that weekend or holiday period. Under normal circumstances a suspension begins immediately on the day it is assigned and ends on the day the student formally is readmitted and in attendance at school. Students suspended prior to the completion of period three will be considered suspended for that day. Suspension days do not include holidays, weekends, or snow days, i.e., a three-day suspension must be served on three school days.

If a suspension occurs during senior end-of-year activities, the suspension will be maintained up to and including the loss of participating in the prom, senior trip, senior awards, other senior activities, and graduation exercises. Any loss of money due to ticket purchases, etc. will not be refunded. The student will receive his/her diploma at a time established by the Principal.

Before being re-admitted from a suspension, the student may be asked to report to the designated school official with a parent or guardian for a conference.

Students suspended for violation of the school's alcohol or drug policies will be re-admitted through the office of the Dean or the Principal, depending on the severity of the case. The student and parent/guardian must attend the re-admittance meeting. Prior to formally returning to school the student must present a written lab report indicating his/her negative results for alcohol or drugs (including marijuana) within the body. The cost of this test is the total responsibility of the student/family. In addition, the student must be evaluated by the school's Intervention Counselor upon return to AHS.

Additional Regulations

Locker Search

All lockers are the property of Arlington High School and are assigned to each student at the beginning of the school year for safekeeping books and other personal items. Locks are provided for

each student. Keep the locker locked and do not share the combination or key with unauthorized persons.

Do not bring prohibited or illegal materials such as weapons, explosives, intoxicating liquor, narcotics and other controlled substances onto school grounds or into school events. You are responsible for using your assigned locker properly, and you are responsible for its contents, regardless of how, or by whom, an illegal item was placed in the locker.

Student lockers are not considered protected areas under the Search and Seizure Section of the Constitution, since lockers are school property and not the personal property of the student. Know that your locker may be subject to search by all available resources including school personnel and the Arlington Police with the use of their K-9 drug investigation unit.

If a locker search is conducted, the following protections shall apply:

- The search shall be conducted by a school administrator.
- The student has the right to be present if time and situation permits.

These protections may not be observed when the administrator feels that immediate action is required because of a threat to health or safety, during routine end-of-year locker cleaning, or when an absent student requests that material be obtained from his locker.

Searches and Questioning Students

School administrators are authorized to search students and/or their personal property if there is a reasonable basis for believing that the search will reveal evidence of a violation of school rules or the law.

School officials are authorized to question students about information that is relevant to the performance of their duties, including enforcement of school rules.

Loitering

Students who loiter in the public areas of the building, e.g., the Main Lobby, lobby behind the cafeteria, front steps, etc. are subject to school consequences. Students who are in approved areas during class time are reminded that their presence must not be disruptive to classes or administrative activities being conducted in neighboring areas.

Trespassing

Students are not allowed in the building after school hours unless involved in a supervised activity (clubs, sports, after school help), including gyms and fitness room. Access to the weight room without appropriate school personnel is prohibited, considered trespassing, and the police will be notified by silent alarm. Students found in the building during the evenings and on week-ends without supervision are subject to school consequences and/or loss of school privileges. Those caught trespassing may also be referred to the police.

Section F: Student and Parent Rights Due

Process and Other Provisions Relating to Student Suspension OR Expulsion

STATUTORY OFFENSES: CONDUCT THAT MAY LEAD TO EXPULSION UNDER M.G.L. c. 71, §37H and 37H½

Under M.G.L. Ch. 71, §37H, students are subject to expulsion (i.e., permanent exclusion) by the Principal for the following conduct:

- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Possession of a dangerous weapon*
- Assault on teachers, administrative staff or other educational personnel

*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapons will be turned over to the Police Department. Any student who brought a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H½.

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of the suspension/expulsion.

Procedures Applicable to Statutory Offenses

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall

include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.

3. A letter will be mailed to the parent/guardian of the suspended student stating:

- a) The reason for the suspension
- b) A statement of the effective date and duration of the suspension
- c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H (See below.)

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H½. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate. (See below.)

Controlled Substances, Dangerous Weapons and Assaults on Education Personnel (M.G.L. c. 71, § 37H)

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

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

3. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

Felony Complaints and Felony Convictions (M.G.L. c. 71, §37H½)

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons

for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal; or headmaster, including recommending and alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

3. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

Conduct Other than Statutory Offenses

Conduct of concern in a school setting that is not covered by M.G.L. c. 71, §37H and 37H½ may result in disciplinary action up to and including long term suspension (up to 90 days) from school. The administration will determine the consequences for serious infractions of the Code of Discipline and avoid using long-term suspension from school (i.e., more than ten days cumulative in a school year) as a consequence until alternatives have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.)

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

A. In-School Suspension for Less than 10 Cumulative Days during a School Year

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite parents/guardians to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meetings will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parents/guardians to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meetings will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator 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.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found under Section C below.

B. Procedures for Short-Term, Out-of-School Suspensions (10 Cumulative Days or Less in a School Year)

Except in the case of an Emergency Removal as provided under Section D below, prior to imposing a short-term out-of-school suspension (i.e., 10 days or less in a school year), the administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:
 - a) The disciplinary offense;
 - b) The basis for the charge;
 - c) The potential consequences, including the potential length of the student's suspension;
 - d) The opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - e) The date, time, and location of the hearing;
 - f) The right of the student and the student's parent to interpreter services at the hearing if neededto participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, or email to the address provided by the parent for school communications, or any other method of delivery agreed to by the school and parents.

2. **Efforts to Involve Parents:** The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

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

4. **Decision:** The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

C. Procedures for Long-Term Suspension

Except in the case of an Emergency Removal provided under Section D below, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. **Notice:** The notice will include all of the components for a short-term suspension in Section B above, plus the following:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d) The right to cross-examine witnesses presented by the school district;
- e) The right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) The right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. **Format of Hearing:** The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. **Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and

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

1. Identify the disciplinary offense, the date on which the hearing was held, and the participants at the hearing;
2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 consecutive days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - a) The process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that;
 - b) The long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

D. Exception for Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger or disruption by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section B or C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.

- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

E. Appeal to the Superintendent

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

Discipline of Special Education Students

Any modifications of disciplinary policy for special needs students will be written into their individual education plans. Parents of students on an individualized education plan may contact the Director of Special Needs for more information regarding their child's rights.

The Individuals with Disabilities Education Act (20 U.S.C., §1400 et seq.) and the related regulations (34 C.F.R. §300 et seq.) ("IDEA") provide eligible students with certain procedural rights and protections in the context of student discipline, as set forth below.

Short term removals. Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student's disability. Students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitute a "change of placement" as described below. However, during such additional

removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student's Individualized Education Program ("IEP") goals, as determined by the Principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

Change of Placement. A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a "change in placement." Prior to a suspension that constitutes a change in placement, the student's Team, including the student's parents, must convene to determine whether the behavior is a manifestation of the student's disability. In making this determination, the Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information provided by the parents, to determine if the conduct was caused by, or had a direct and substantial relationship to the student's disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination. If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which program may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury. Regardless of the Team's decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Bureau of Special Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the Special Education Director.

Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent had expressed

concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Policy on Harassment and Discrimination

Harassment Policy

The Arlington Public Schools are committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Arlington Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition of Harassment

Harassment includes communications such as jokes, comments, innuendos, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment. While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of, or submission to, such conduct is made either explicitly or implicitly as a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.

3. Such conduct interferes with an individual's job duties, education or participation in extracurricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Arlington Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion; or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

Investigation

Any individual who believes he/she has been harassed or who has witnessed or learned about the harassment of another person in the school environment, should inform the Principal as soon as possible. If the individual does not wish to discuss the issue with him/her, or if s/he does not address the problem in an effective manner, the individual should inform the Assistant Superintendent of Schools who can be reached at 869 Massachusetts Ave, Arlington, MA 02476, 781-316-3523

The Arlington Public Schools will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse under Massachusetts Law. The Arlington Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

Closure of a Complaint

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

The Arlington Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can resolve the issue. The state agency responsible for enforcing laws prohibiting harassment is the Massachusetts Commission Against Discrimination (MCAD), located at One Ashburton Place Boston, Massachusetts. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at 475 Government Center, Boston, MA.

Policy on Bullying

The Arlington Public Schools are committed to maintaining a school environment where students are free from bullying, including cyber-bullying, and the effects of such conduct. We further recognize that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness,

academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment.

A. Definitions

Bullying is conduct that is repeated by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional and is directed at a student, causing one or more of the following:

- a. Physical or emotional harm to the targeted student or damage to his/her property;
- b. Placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property;
- c. Hostile environment at school for the targeted student;
- d. Infringement on the rights of the targeted student at school; or
- e. Material and substantial disruption to the educational process or the orderly operation of the school.

Bullying generally involves "picking on" a student over time and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take; words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying through the use of cell phones, computers or other technology and may include conduct such as sending derogatory, harassing, or threatening email messages, instant messages, text messages, or bogs; creating websites or blogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of others. It may also include creating a website, blog, or posting by which the creator/author impersonates another person.

Hostile Environment is a circumstance in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. The targeted student becomes so concerned about bullying that he/she is unable to participate in and concentrate on academic and other school activities.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. It involves a student or staff member "getting back at" a student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

B. Acts of Bullying (Including Cyberbullying) and Retaliation Are Prohibited.

The Arlington Public Schools prohibit bullying (including cyberbullying) and retaliation as defined above both at school and under the following circumstances:

- on school grounds or any property next to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activities, functions or programs;

- through use any school computers, internet connection or other school based technology;
- at a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted student; infringes on the rights of the targeted student at school, or otherwise disrupts the orderly operation of the school.

C. How to Report Bullying

Students who believe they are the targets of bullying or retaliation, or who know about bullying conduct should report the conduct to: K-5 Building principals, 6-8 Grade level Administrator, 9-12 House Deans. Students may also report the conduct to a teacher, guidance counselor, or other school staff member, who will in turn report the incident to the Principal (or to a member of the Superintendent's staff if the Principal's conduct is at issue, or to the School Committee Chair if the Superintendent's conduct is at issue). Students are urged to report all conduct that is of actual concern to them. However, knowingly making a false accusation of bullying could result in discipline.

D. Addressing Concerns Regarding Bullying

The Principal or other appropriate individual will be responsible for taking steps to investigate and otherwise address reports of bullying and retaliation. Where appropriate, the Principal/designee will take steps to restore a student's safety even before an investigation has been completed. Students who engage in bullying will be subject to discipline by the Principal or Assistant Principal, subject to any procedural requirements. In making disciplinary decisions, the Principal/Assistant Principal will consider both the need for accountability and the importance of teaching appropriate behavior. The range of disciplinary action for students that may be taken includes, but is not limited to:

- verbal warning;
- written warning;
- reprimand;
- detention;
- short-term or long-term suspension; or
- expulsion from school

In addition to taking disciplinary action, the Principal/Designee will report conduct relating to bullying and retaliation to local law enforcement if s/he believes that criminal charges may be pursued.

Nothing in this handbook is intended to prevent school staff and/or school committee if applicable, from addressing and taking disciplinary action against a student for conduct that does not meet the definition of bullying/cyberbullying or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

E. Closing a Complaint Regarding Bullying

In the event school staff determines that bullying or retaliation (as defined in this policy) has taken place, the Principal or designee will, in addition to taking disciplinary action, notify the parent or guardian of the student aggressor. Staff will also inform the parent of the targeted student of the steps that will be taken to support the student and to prevent further acts of bullying or retaliation, so long as consistent with applicable legal restrictions. For example, specific information about disciplinary action taken will generally not be released to the target's parent or guardian—unless it involves a "stay away or other directive that the target must be aware of in order to report violations.

F. Further Review

If either party is dissatisfied with the results of an investigation, he/she may direct his/her concerns in writing to the Superintendent or designee for further consideration.

In addition, regardless of the outcome, school officials will inform parents about the Department of Elementary and Secondary Education Program Resolution System (PRS) and how to access that system. Information can be found at: <http://www.doe.mass.edu/psm>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

The above language is intended to be consistent with the Arlington Public School's Policy Addressing Bullying and the Arlington Public School's Bullying Prevention and Intervention Plan. A copy of the complete plan is available at:

<http://www.arlington.k12.ma.us/administration/bullyingprevention/pdfs/apsbullyingpreventionplan.pdf>

Student Records

Right to Privacy

The Federal Family Educational Rights and Privacy Act, (FERPA), sometimes called the "Buckley Amendment" requires schools to protect the privacy of student records, and gives parents and students rights including inspection and review of student records. The Massachusetts Student Record Regulations are consistent with the FERPA statute and regulations.

Confidentiality of Student Records

Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll.

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and authorized school personnel are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

School systems are required to provide for the security and confidentiality of student school records. Under these laws, the school principal or his/her designee is responsible for the privacy and physical security of all student records maintained in the school and any computerized systems employed are electronically secure.

All information and data contained in or added to the student record shall be limited to information relevant to the educational needs of the student. Information and data added to the temporary record shall include the name, signature, and position of the person who is the source of the information, and the date of entry into the record. Standardized group test results that are added to the temporary record need only include the name of the test and/or publisher and date of testing. Screening and Assessment Records are accessible by the screening team, the child's teacher, any specialists involved in the assessment process (testing or implementation of services), and the school principal. Screening and assessment results are used to identify areas where a student may need additional testing, intervention, or other support services that will assist in the learning process.

Amending the Student Record

The eligible student or the parent has the right to add information, comments, data, or any other relevant written material to the student record. The eligible student or the parent shall have the right to request in writing deletion or amendment of any information contained in the student record,

except for information which was inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

(a) If such student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either student or parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.

(b) The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such student or parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the student or parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

Inspection of Record

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within ten days after the request, unless the parent or student consents to a delay. The parent and eligible students have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Destruction of Records

Regulations require school authorities to destroy a student's temporary record within five years after the student transfers, graduates or withdraw from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

Non-Custodial Parents Rights

As required by General Laws Ch. 71, Section 34H, a parent who does not have physical custody of his/her child ("non-custodial parent") may have access to the student record in accordance with law and Department of Education Regulations. The Arlington Public School district encourages all parents to be involved in and informed about the education of their children and asks that non-custodial parents follow this process to access their child's records:

- Submit a written request for the records to the school principal.
- Include the full name of the student, the name of the custodial parent, and the name of the parent making the request.
- When making an initial request, and to facilitate the process, a non-custodial parent may also include a certified copy of a court order indicating that the requesting parent is entitled to:
 - a. Unsupervised visitation with the child
 - b. Eligible to receive student record information pursuant to Section 34H

School officials are required to contact the custodial parent when they receive such a request in order to provide that parent an opportunity to provide information that may impact the noncustodial parent's eligibility for access.

Meaningful Education

It is the intent of Arlington High School to maintain high educational standards so that the potential of the student may be developed. Students shall have the right to participate in the advantages of all programs and courses of study regardless of race, color, sex or national origin.

Pregnant and Parenting Students

Pregnant and parenting students have full access to the regular and co-curricular programs. Pregnant students will be permitted to remain in their regular classes and activities throughout their pregnancy and to return to those same academic classes and activities upon their return from giving birth.

Dignity and Respect

A student should not be subject to ridicule, harassment or degrading treatment that would diminish his/her self-esteem or exclude the student from his/her peer group. Such behavior, either by another child, parent or a school official represents a clear and unacceptable violation of the right to be treated with dignity and respect.

If a parent or student believes the student's right to be treated with dignity and respect has been disregarded, the parent or student should speak either to the teacher, counselor, or Principal. In the event the parent or student is dissatisfied with the manner in which their concerns have been addressed, recourse is available through the Director of Special Education and Support Services.

Section G: Health and Safety

Student Resources

Personnel

Arlington High School has many staff members available to provide students with help and support.

- Guidance Counselors
 - Caroline Lichter 781-316-3651 clichter@arlington.k12.ma.us
 - Danielle Rakowsky 781-316-3601 drakowsky@arlington.k12.ma.us
 - Kathy Hirsch 781-316-3603 khirsch@arlington.k12.ma.us
 - Anne Benson 781-316-3588 abenson@arlington.k12.ma.us
 - Les Eggleston 781-316-3602 leggelston@arlington.k12.ma.us
 - Ryan 781-316-3592 rcox@arlington.k12.ma.us

Cox • Social Workers

- Andrea Razi 781-316-3651 arazi@arlington.ma.k12.ma.us
- Jessica 781-316-3651 jklau@arlington.k12.ma.us

Klau • School Nurse

Sarah Bott Lee 781-316-3563

- School Resource Officer
TBD 781-316-3619

Resource Lists

Arlington High School has prepared the following resources to assist students in obtaining support for a number of potential issues.

- Social/Emotional Resources:
<https://sites.google.com/a/arlington.k12.ma.us/ahsguidance/social---emotional-resources>

- APS Physical and Mental Health Resources Booklet:
http://www.arlington.k12.ma.us/emergency_preparedness/files/physical_mental_health_resources.pdf

Health Services and Policies

The Arlington Health Services Program is designed to protect and promote the health of our school children.

These services include:

- A registered nurse: Sarah Bott Lee 781-316-3563
- Additional support provided by Arlington's Fire/Safety Department.

The School Nurse recognizes that parents have the primary responsibility for the health care of their children. The health room is not designed for the extended care seriously ill or injured children. Parents should not expect children to receive care for illness or injuries which occur at home. The nurse does not make a medical diagnosis or prescribe treatment.

Student Illness

There are times when a student should remain at home for his/her own welfare and the protection of other students. Some criteria to be used as a guideline are:

- Vomiting or diarrhea within 24 hours
- Fever over 100.5 within 24 hours
- Sore throat and swollen glands
- Undiagnosed rash or skin eruptions
- Severe earache or drainage from eyes

If a child is diagnosed with a communicable disease, parents must notify the Nurse. Teachers can then be informed about the existence of the communicable disease within the school community (while protecting the confidentiality of the affected student) to refer early, similar symptoms in other students.

Dismissals

When a student becomes ill or injured at school, the Nurse will contact the parent/guardian for permission to dismiss the student. It is imperative that each parent supply the school with their home and work phone numbers and the name of an alternate person to be contacted in an emergency.

Medications

Medications cannot be administered to a student unless the parent has made a written request and signed the appropriate forms. Please contact the Nurse for this information. **Students are NOT allowed to carry any medication during school hours.** Parent and physician forms must be on file in the nurse's office and medication will be dispensed through the office. Exceptions to this rule will be approved by the School Nurse.

Physicals and Screenings

M.G.L. c. 76 § 15 prohibits the admittance of a student to school without a physician's documentation of all required immunizations.

Massachusetts Department of Public Health requires documentation of a physical exam for all 10th grade students.

The School Nurse manages screening programs in accordance with the Massachusetts Department of Public Health mandates.

Extended Illness

Students returning from an extended physical or mental health illness must re-enter AHS through a meeting that includes the School Nurse and other school personnel.

Wellness Policy

To be in compliance with the new state wellness legislation, the following restrictions on food products that are sold in school, or are offered to students during the school day, are now in effect:

- Bake sales will not be allowed in any building, when school is in session or during the 30 minutes before or after school hours.
- Foods not included on the "A list" may not be served in classrooms or at school events or celebrations during the school day.

A list of acceptable foods can be found on the APS website under the heading "at a glance" summary of the standards.

Acceptable foods that meet the guidelines may also be found at:

<http://www.johnstalkerinstitute.org/alist/>

Building Security and Emergency Procedures

Security Cameras

Arlington High School has installed exterior and interior security cameras to assist the school in preventing theft, vandalism, trespassing, and other violations of the Code of Discipline. The use of security cameras is meant to promote the overall safety of students on the Arlington High School campus.

Fire Drills

A certain number of drills are required by law during each school year. They are necessary for the protection and safety of each student and teacher. They are practice runs for everyone to be prepared in case a real fire or emergency should arise. They must be taken seriously. Your cooperation is essential during these drills. Students may not stop to retrieve personal effects during a fire drill.

Directions are posted near the door of each room. When the fire signal sounds follow these directions, keeping the lines moving. Running is absolutely forbidden, if a student is not in a classroom when the fire alarm sounds a drill, he/she should join the nearest group of students leaving the building. Silence should be maintained in order to be able to hear any change of direction should this be necessary. Emphasis should be on safety, not speed. Administration will signal students when it is time to return.

Failure to follow safety drill protocols may result in school discipline including detention or suspension.

Arlington High School also works with the Arlington Police and Fire Departments and runs other safety drills throughout the year as appropriate.

Arlington Public Schools has adopted the ALICE safety protocol in recent years. ALICE is considered "best practice" for K-12 schools and is being adopted throughout the United States. Our decision was reached after reviewing the Massachusetts Task Force on School Safety and Security report.

To learn more about the Massachusetts Task Force on School Safety and Security that resulted in Arlington adopting ALICE protocols, please visit www.mass.gov/edu/safety. You can read the entire Task Force Report.

at <http://www.mass.gov/edu/docs/eoe/school-safety-security/school-safety-report.pdf>.

And to read more about ALICE, you may want to visit <http://www.alicetraining.com/>.

Our planning for these events can be triggering for some. Our goal is to make preparation routine to increase our sense of safety and our preparedness. If you are concerned about any student, please notify administration or guidance, so that we can offer them support as necessary

Section H: Student Activities

Athletics

At Arlington High School, a wide variety of sports activities are offered on both a varsity and sub-varsity level. Any student may try out for any varsity sport. To be eligible, you must not have reached your nineteenth birthday before September 1 and must have earned at least 20 credits in the previous quarter's grades. Once you start high school, you are eligible to participate in the Athletic Program. Whether you compete or not; you must be in good standing as a school citizen. The program is governed by the rules and regulations of the Massachusetts Interscholastic Athletic Association (MIAA). No team may exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, disability, or homelessness.

Participation in our athletic program, as in any other phase of AHS student co-curricular activities, is an honor and privilege and, as such, carries with it many student obligations. AHS athletes are expected to demonstrate good sportsmanship and serve as examples of good, wholesome living and of good leadership. You must always strive to continue to bring honor to your school and fellow students by your effort and your good example. Failure to do so in any way could deprive you of the privilege of athletic participation. The activities offered through the Athletic Department are:

Fall:	Cheerleading	Football
	Cross Country (boys/girls)	Soccer (boys/girls)
	Field Hockey	Swimming
	Golf	Volleyball (girls)
Winter:	Basketball (boys/girls)	Indoor Track (boys/girls)
	Gymnastics	Wrestling
	Hockey (boys/girls)	
Spring:	Baseball	Softball
	Lacrosse (boys/girls)	Tennis (boys/girls)
	Outdoor Track (boys/girls)	Volleyball (boys)

Athletes' Responsibilities & Sanction(s)

Participants must complete the necessary medical and parental permissions and forms and pay the athletic fee no later than the first day of their participation.

Sanction: The individual cannot practice or play until the specified form(s) and fees are processed through the Athletic Director.

Participants must fulfill all eligibility requirements as set forth by the MIAA. Copies are posted in the locker room, in the Blue Book which is given to every coach, and on the MIAA website (www.MIAA.net).

Sanction: Academic eligibility cannot be regained until your next report card is issued unless the grades in question are OFFICIAL INCOMPLETES. Once the Athletic Director has the official make-up grade with the signature of the teacher involved, eligibility could be regained.

You are expected to be in school for a **full day, period 1-6**, every day on which you intend to practice or play. Tardiness or dismissal will be watched closely, and students who display a pattern of excessive tardiness or dismissals may be withheld from practices and/or games. Student athletes must be in school on the Friday before any Saturday, Sunday, or vacation contest.

Sanction: Permission to participate in any fashion must come from the Athletic Director or Principal if extenuating circumstances prevent attendance at play or practice.

Any participants involved in any way (use/consume, possess, buy/sell, or give away) with alcohol, drugs, or tobacco shall be subject to possible suspension or dismissal from the athletic program. Said cases would be reviewed by the school administration and the Athletic Department as soon as a report is received. Consequences for drug, tobacco, and alcohol-related infraction will follow both AHS and MIAA sanctions. Normal school due process protocols will be followed, however, **if a school suspension occurs the following rules are in effect:**

A student on suspension, both in-house and out of school suspension, is excluded from participating in or attending any school related functions or activities until the first day of classes after the completion of their suspension. Suspensions prior to a weekend, holiday, or vacation period will render the student ineligible for all athletic participation during that weekend or holiday period.

IMPORTANT – MIAA rules about tobacco, drugs and alcohol are in effect from the first practice of the fall until the last day of school REGARDLESS OF WHETHER YOUR SPORT IS IN SEASON OR NOT. Students who violate the drug and alcohol rule at any time during the school year will miss 25% of the games. A second violation will trigger a loss of 60% of the games. For example, an athlete who violates the drug, tobacco or alcohol rule in October but is not playing a fall sport, will miss the first 25% of his/her games if he/she begins to play a winter or spring sport. The violation follows the student until the consequence is served.

PLEASE NOTE These sanctions are cumulative and carry over from fall to winter to spring if applicable. Students who return to school from a suspension for drugs or alcohol must be evaluated by the AHS Intervention Counselor as soon as an appointment can be scheduled.

Any participant who suffers an injury at or during supervised practice or games must immediately inform the coach.

As an AHS athlete, you are responsible for all items of equipment and/or uniform issued to you. If you don't return all items at the time and in the condition specified, you cannot participate in any further interscholastic programs until all obligations are settled.

Sanction: You will have to pay the ACTUAL REPLACEMENT COST for the item or item(s) lost or damaged.

You must travel to away contests with the team on the regular bonded carrier. Any exception must be approved ahead of time by the Coach, Athletic Director or the Principal if written permission of parent/guardian is presented with enough time for verification by the Athletic Department.

Sanctions:

1st offense = No participation in that day's session and parent is notified.

2nd offense = One week suspension from athletic participation, (5 days, including Saturday or Sunday if that day is part of the team's schedule).

3rd offense = Dismissal from the team in session at the same time the third offense is committed.

When travel to away games requires early dismissal, only those participants who have secured the necessary teacher approval will be allowed early release. Permission can be rescinded if student action warrants.

Sanctions:

1st offense = No participation in that day's contest and parent is notified.

2nd offense = One week suspension from athletic participation (5 days, including Saturday or Sunday if that is part of the team's schedule).

3rd offense = Dismissal from the team in session at the time the third offense is committed.

No AHS athletic activity discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, gender identity, marital status, or disability in admission to, access to, employment in, or treatment in its programs and activities.

Head Injuries and Concussions

The Arlington Public Schools has put forth this policy to provide standardized procedures for persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities, including but not limited to interscholastic sports, in order to protect their health and safety.

"Concussion" means a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury. Among the many symptoms associated with concussion, headache, dizziness, confusion, amnesia, nausea and disorientation are commonly reported. Loss of consciousness, however, occurs in less than 10% of all injuries and is not an indicator of concussion severity.

In some cases, symptoms related to concussion can impact a student's academic performance by causing lapses in short term memory, shorter attention span, reduced or impaired concentration and more difficulty in completing assignments and studying for tests.

Current research suggests that cognitive rest is critical during the recovery stage. The goal is to protect the health and safety of our athletes and maintain and regularly update a system wide protocol for responding to their needs.

The Superintendent, in consultation with the Director of Nursing and Athletic Director, shall promulgate guidelines, which shall be made publicly available.

Fan Behavior

We welcome student attendance at athletic and extracurricular events. Students must maintain proper decorum and respect while in attendance at these activities since they are representing Arlington High School. All AHS rules apply to spectators at athletic and extra-curricular events including our strict policies regarding drug and alcohol use. In general we have the following expectations of all fans:

- Students should have fun by demonstrating positive enthusiasm without causing harm, danger, or embarrassment.
- Students are to follow all school rules that are in effect during the regular school day.
- Students should demonstrate respect toward fellow students, opponents, players, coaches, and officials.
- Students should show respect and pride for the school.
- Students must be appropriately attired, including wearing shirts.

Students may not engage in the following behaviors:

- Calling by name or taunting players on either the home or visiting team.
- Using vulgar language towards other fans, players, or the game officials.
- Wearing costumes, masks, or obscuring face paint that prevents them from being recognized.
- Participating in dangerous or boisterous behavior, such as pushing, shoving, or fighting.
- Throwing objects either in the stands or onto the playing surface.

Students who engage in prohibited fan behavior may face detention or suspension consequences as determined by the House Dean or other AHS administrator.

For more information on Arlington High School Athletics, select Athletics on the Arlington High School website.

Clubs and Organizations

Listed below are some of the co-curricular activities that have been offered annually at AHS. Clubs will continue to be offered depending on student interest and availability of advisors. New clubs appear every year as student interest changes. See below for information about starting a new club.

For the most up to date information please see the Club Webpage on the AHS Website.

Starting a Club

If you want to initiate a new club or organization, find a willing faculty advisor to discuss the goals and operation of the club and serve as your club's advisor.

Before a new club is formally recognized by the school, the student leaders and advisors must meet with the All Club Advisor, Ms Begin in room 330. After paperwork is cleared the club will be added to the website. **No club may exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, disability, or homelessness.**

Student Government

Membership

The Student Government is composed of the Student Council and the Class Councils.

The Student Council is composed of four elected officers: President, Vice President, Treasurer, and Secretary, and three representatives from each grade.

The Class Councils is composed of four elected officers: President, Vice President, Treasurer, and Secretary. The Vice President of each Class Council also serves as a Student Council Representative.

Purpose

The purpose of the Student Council is to:

- support the mission of Arlington High School
- represent the students of Arlington High School
- voice the concerns of the students
- be a link between the student body and the administration
- unify the student body through social activities and community service opportunities

The purpose of the Class Councils is to:

- support the mission of Arlington High School
- promote a positive class culture
- plan and coordinate class events, such as dances and service projects • raise funds for class events and manage the class treasury

Student Government Elections

Student Government members must be elected by their peers. Elections for 9th grade officers and representatives are held in mid-October. Elections for all other positions are typically held in late May for the following school year.

Elections will be announced and nomination papers will be made available approximately three weeks prior to the election date. Candidates for student government must complete nomination papers and submit these to the Student Council Advisor by the deadline provided. Assemblies for election speeches will be held prior to the opening of the online ballot.

More information about Student Government and Student Government Elections is available in the AHS Student Government Constitution, available on the Arlington High School website.

Eligibility for Student Activities

A uniform set of minimum eligibility standards has been established for Arlington High School. These eligibility standards apply to membership of the Student Council, holding class office, and holding offices in any school club or organization.

To participate in a school sponsored event, students must be present in school on the day that the event is to take place for the entire day unless your absence has been approved by the Dean prior to participation. Students who are assigned to an in-school or out of school suspension may not participate in after school clubs and organizations on the days that they are suspended.

Every student is a member of his/her individual class. These classes constitute the student body of our school, and the school community is expected to conform to the usual standards of conduct considered representative of good citizenship. Whenever a student fails to meet his/her obligations as a good citizen, his/her status shall be determined by the administration in conjunction with the group faculty sponsor. Conduct expectations may be found in other chapters of the handbook (see Section E, Student Rights, Infractions and Consequences).

No club or activity may exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, gender identity, disability, or homelessness in admission to, access to, employment in, or treatment in its programs and activities.

Dance Contracts

You and a parent will be required to sign a contract prior to purchasing any ticket to a school dance. These will be available where tickets are sold.

Section I: Technology

Arlington High School is pleased to offer our students, staff and guests access to a wide range of digital information technology. Starting in 2016-17, AHS began a program allowing students to bring their own devices (BYOD) to school and access a robust school network. The details of this program are covered in the Arlington Bring Your Own Device (BYOD) Agreement. In addition, digital technology use at AHS is governed by the Arlington Public Schools Acceptable Use Policy (AUP) and the Student Code of Conduct.

All students will receive a copy of the Arlington Public Schools Acceptable Use Policy and the BYOD Agreement and must agree in writing to the terms and follow the regulations and protocols outlined within the Arlington AUP. Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Acceptable Use Policy, The Bring Your Own Device Agreement, the Student Code of Conduct, or other relevant APS policies up to and including short or long-term suspension depending on the degree and severity of the violation.

Acceptable Use Policy (AUP)

Student Internet Access

All students will have access through their classroom, library/media center, or computer lab to the following information resources:

- Electronic mail communication with people all over the world
- News and information
- Library Collections including Library of Congress
- Public domain software and graphics
- Discussion groups
- World Wide Web and USENET access

Acceptable Use Policy

The use of the Arlington Public Schools Network is a PRIVILEGE, not a right, and any inappropriate use will result in cancellation of privileges. Users should not expect privacy in the contents of personal files on the district system. Routine maintenance and monitoring of the APS Network may lead to discovery that a student has violated this Policy, the student handbook, or the law. The Telecommunications Technology Specialist and other school officials shall have the right to access at any time email sent or received over the APS network at any time. Unacceptable use includes (but is not limited to) the following points:

- Students shall not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- Students shall NEVER agree to meet with someone they have met online.
- Students shall promptly disclose to a teacher or other appropriate school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- Students shall not re-post a message that was sent only to the individual without permission of the person who sent the message.
- Students shall not post private information about another person.
- Students shall not attempt to gain unauthorized access to the APS Network or to any other computer system networked or database through the APS Network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions constitute vandalism and are illegal, even if only for the purpose of "browsing".
- Students shall not make deliberate attempts to disrupt the APS computer system, or other town computer systems and networks nor destroy data by spreading computer viruses or by any other means.
- Students shall not use the APS Network to engage in any other illegal act.

Security

- Students are responsible for their individual file account and should take all reasonable precautions to prevent others from accessing their files. Under no conditions should students provide their password to another person.
- Students shall immediately notify a teacher of the system administrator if they have identified a possible security problem.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- Includes language or images that are obscene, profane, lewd, vulgar, or threatening, or that creates a hostile environment based upon protected classifications, may constitute bullying, or otherwise disrupts the school environment.
- Students shall not knowingly or recklessly put false or defamatory information about a person or organization.

Respecting Resource Limits

- Students shall use the system only for educational, club and career development activities.
- Students shall not download large files unless a teacher has approved.
- Students shall not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Students shall subscribe to discussion group mail lists only under teacher supervision and only to those that are relevant to education or career development.
- Students shall not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the student's.
- Students shall respect the rights of copyright protected materials.

Inappropriate Access to Material

- Students shall not use the APS Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If students mistakenly access inappropriate information, they should immediately tell a teacher. This shall protect students against a claim of intentionally violating the policy.
- Although it is the intent that all student use of the APS Network is to be conducted under faculty supervision, it is however, not always possible for faculty members to monitor student use at every moment. Therefore, every student is expected to take responsibility for his or her appropriate use of the APS Network. The Arlington Public Schools disclaim all liability for the content of material that shall be accessed on the Internet, for damages suffered in the course of or as a result of Internet use, and for any other consequences or Internet use.

BYOD (Bring Your Own Device) Agreement

[Click here to view the BYOD Agreement and FAQs](#) (insert language next year)

Online Parent/Student Portal

A letter advising parents about the online Parent Portal and providing password and login information will be mailed out at the beginning of the year. Parents should use the online portal to monitor their child’s attendance and academic progress throughout the school year. Parents should also update their contact and emergency contact information through this portal.

Students will also have access to a student portal and are encouraged to monitor their own attendance records and academic standing. **It is the responsibility of students to address any concerns or differences of opinions with their teachers on attendance and/or grades that are posted in PowerSchool.**

News Feeds

Students and parents are encouraged to use the online communication tools for Arlington High School announcements and news.

Section J: Schedules

Bell Schedules

Standard Bell Schedule

The following is the standard bell schedule followed at Arlington High School. This schedule will be adjusted to account for changes to our typical week (i.e.early release days, double x-block weeks, late entry days). Any changes to our standard schedule will be announced and posted.

M	T	W	Th	F
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Homeroom 8:00-8:06	Homeroom 8:00-8:06	Homeroom 8:00-8:06	Homeroom 8:00-8:06	Homeroom 8:00-8:06
A 8:09-9:06	A 8:09-9:06	A 8:09-9:06	B 8:09-9:11	A 8:09-9:06
B 9:09-10:05	B 9:09-10:05	B 9:09-10:05	C 9:14-10:16	C 9:09-10:05
D 10:08-11:04	C 10:08-11:04	C 10:08-11:04	X 10:19-10:43	D 10:08-11:04
Lunch & E 11:07-12:27	Lunch & E 11:07-12:27	Lunch & D 11:07-12:27	Lunch & D 10:48-12:16	Lunch & E 11:07-12:27
F 12:30-1:27	F 12:30-1:27	F 12:30-1:27	E 12:19-1:27	F 12:30-1:27
G 1:30-2:26	X 1:30-2:26	G 1:30-2:26	G 1:30-2:26	G 1:30-2:26

Lunch and 4th Period Schedule

M, T, W, F			Thursday		
Fusco Lunch	11:07 AM	11:31 AM	Fusco Lunch	10:48 AM	11:12 AM
Fusco Class	11:31 AM	12:27 PM	Fusco Class	11:12 AM	12:08 PM
Downs Class	11:07 AM	11:35 AM	Downs Class	10:48 AM	11:16 AM
Downs Lunch	11:35 AM	11:59 AM	Downs Lunch	11:16 AM	11:40 AM
Downs Class	11:59 AM	12:27 PM	Downs Class	11:40 AM	12:08 PM
Collomb Class	11:07 AM	12:03 PM	Collomb Class	10:48 AM	11:44 AM
Collomb Lunch	12:03 PM	12:27 PM	Collomb Lunch	11:44 AM	12:08 PM

Note: During the second semester, *Downs* House classes will take first lunch and *Fusco* House classes will take second lunch.

Appendix A

Principals' Right To Amend the Student Handbook

The right of the principal to make final decisions on school-related matters is stated throughout the AHS Student Handbook. The principal reserves her / his right to amend any school-based decision in this handbook when such a change or amendment serves the best interest of the school or an individual student.

Appendix B

Arlington Public Schools

Restraint Prevention and Behavior Support Procedures

I. Introduction:

In accordance with Arlington Public Schools' Physical Restraint Policy and Massachusetts regulations for the prevention and safe use of physical restraint (603 CMR 46.00), Arlington Public Schools has developed the following Restraint Prevention and Behavior Support Procedures.

Arlington Public Schools is committed to maintaining an orderly, safe and supportive environment conducive to learning for all students. Arlington Public Schools implements a variety of de-escalation techniques and intervention strategies to safely support students and prevent the use of physical restraints whenever possible. Arlington Public School uses the physical restraint as an emergency procedure of last resort only when a student's behavior poses a threat of assault or imminent, serious physical harm to self or others and the district abides by safe physical restraint administration regulations. All physical intervention is guided by the principle of using a maximum amount of caring and a minimum amount of force.

II. Prevention of Physical Restraint:

Arlington Public Schools use a variety of de-escalation techniques and strategies as alternatives to physical restraint when a student's (or group of students') behavior requires immediate intervention. Additionally, the district implements a continuum of social-emotional and behavioral supports and services, including crisis planning, to foster social-emotional growth, self-regulation and prevent student violence, self-injurious behavior and suicide. These supports and interventions may include, but are not limited to:

- [Bullying Prevention and Intervention Plan](#)
- **Tier One SEL Programming**
 - [Responsive Classroom](#) (K-6)
 - [Ruler](#) (7-12)
 - Second Step (K-5)
 - [PBIS](#) (K-6)
 - [PBIS Brief](#)
 - [Whole Child Lessons](#)
 - Zones of Regulation
 - Advisory 6th,9th-12th
 - Calm/Cool Down Spaces
 - [SEL Resources for Educators Website](#)

- **Tier Two and Three SEL Supports**
 - Counseling and Social Work Services
 - Small Groups that teach social skills
 - Student Support Teams (SST) at All Schools
 - Use of Mental Health Screeners (District Wide)
 - Panorama Survey 2x (Family, Student and Staff)
 - Panorama Playbook for specific skills, needs, and targets
 - Individualized Educational Plans (IEP)
 - 504 Plans
- **SEL and Mental Health Assessments**
 - Views of Climate and Learning Survey (VOCAL)
 - Youth Behavior and Risk Survey (YBRS)
 - [Social and Emotional Learning Indicator System](#) Survey (SELIS)
 - Mental Health Screeners
 - SCUTA at the secondary level for student relationships and engagement
- Youth Mental Health First Aid
- Trauma Sensitive Training for Staff

Arlington Public Schools will engage parents/guardians about restraint prevention and the use of restraint solely as an emergency procedure by:

- making Arlington Public Schools restraint prevention and behavioral support policy and procedures, including complaint procedures available to families;
- discussing with families of students who have required and/or may require physical intervention methods of preventing student violence/self-harm, restraint prevention behavioral supports, alternatives to physical restraint, staff training and restraint use requirements, as well as behavioral support services available to student;
- collaborate with parents/guardians and student's community providers on use of effective de-escalation strategies and alternatives to restraint across settings; and,
- refer families to community-based resources and support, as needed.

III. Safe Use of Physical Restraint

Arlington Public Schools use of physical restraint shall comply with 603 CMR 46.03. The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

Mechanical and medication restraint are prohibited.

Physical restraint, including prone restraints where permitted, shall be considered by Arlington Public Schools an emergency procedure of last resort and can only be used when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint is defined by regulation as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical escort is not considered a restraint. Physical escort is defined by regulation as a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Prone restraint is defined by regulation as a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the facedown position. **Prone restraints are prohibited in Arlington Public Schools, except on an individual student basis and only under the following circumstances:**

- The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
- All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;
- There are no medical contraindications as documented by a licensed physician;
- There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;
- The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), and such use has been approved in writing by the principal and supervisor of ABA services.
- The program has documented 603 CMR 46.03(1)(b)1-5 in advance of the use of prone restraint and maintains the documentation.

Arlington Public Schools shall NOT use physical restraints:

- As a means of discipline or punishment;
- When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or
- As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Limitations on use of restraint:

- Physical restraint in the district shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

- Physical restraint must end as soon as the student is no longer an imminent threat to the physical harm of self or others.
- Only public education program personnel who have received training required for all staff, pursuant to 603 CMR 46.04(2) or the in-depth training required for select staff, pursuant to 603 CMR 46.04(3) shall administer physical restraint on students.
- Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.
- A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements set forth in 603 CMR 46.05(5). Floor restraints, including prone restraints otherwise permitted under 603 CMR 46.03(1)(b), shall be prohibited unless the staff members administering the restraint have received in-depth training according to the requirements of 603 CMR 46.04(3) and, in the judgment of the trained staff members, such method is required to provide safety for the student or others present.
- All physical restraint must be terminated as soon as the student is no longer an immediate danger to himself or others, or the student indicates that he or she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged crying or coughing.

Additional requirements for the use of physical restraint:

- No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student, including skin temperature and color, and respiration.
- Restraint shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
- **If a student is restrained for a period longer than 20 minutes, staff must contact the Principal and obtain the approval of the Principal prior to the restraint continuing beyond 20 minutes.** The Principal's approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint.
- Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- After the release of a student from a restraint, the public education program shall implement follow-up procedures. These procedures shall include reviewing the incident with the student to address the behavior that precipitated the restraint, reviewing the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed, and consideration of whether any follow-up is appropriate for students who witnessed the incident.

IV. Physical Restraint Reporting and Review Requirements

Arlington Public Schools shall report and review the use of physical restraints as follows:

Informing the Principal or Designee. The staff member who administered the restraint shall verbally inform the Principal or designee of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the Principal or designee for review of the use of the restraint. If the Principal has administered the restraint, the Principal shall prepare the report and submit it to an individual or team designated by the Superintendent for review. The Principal or designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the parent or the Massachusetts Department of Elementary and Secondary Education upon request (DESE).

Informing Parents/Guardians. The Principal or designee shall make reasonable efforts to verbally inform the student's parent of the restraint within **24 hours** of the event, and shall notify the parent by written report that must include all the elements described below sent either within **three school working days** of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. If the program customarily provides a parent of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent in that language. The Principal or designee shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

Written Report. The written report required by 603 CMR 46.06(2) and (3), maintained by school and provided to parent/guardian, must include:

- the name of the student; the names and job titles of the staff who administered the restraint, and observers, if any; the date of the restraint; the time the restraint began and ended; and, the name of the Principal or designee who was verbally informed following the restraint; and, if applicable, the name of the principal or designee who approved continuation of the restraint beyond 20 minutes pursuant to 603 CMR 46.05(5)(c).
- A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including the specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
- A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.
- Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student.
- Information regarding opportunities for the student's parents to discuss with school officials the administration of the restraint, any consequences that may be imposed on the student, and any other related matter.

Report all restraint-related injuries to DESE. When a physical restraint has resulted in an injury to a student or program staff member, the program shall report it to DESE as required by 603 CMR 46.06(4) no later than **three school working days** after the restraint. The program shall also send DESE a copy of the record of physical restraints maintained by the Principal or designee pursuant to 603 CMR 46.06(2) for the 30-day period prior to the date of the reported restraint.

Report all physical restraints to DESE. Every program shall collect and report data to DESE regarding the use of physical restraints. Such data shall be reported in a manner and form directed by the DESE.

Individual student review. The Principal or designee shall conduct a weekly review of restraint data to identify students who have been restrained multiple times during the week. If such students are identified, the principal shall convene one or more review teams as the Principal or designee deems appropriate to assess each student's progress and needs. The assessment shall include at least the following:

- review and discussion of the written reports submitted in accordance with 603 CMR 46.06 and any comments provided by the student and parent about such reports and the use of the restraints;
- an analysis of the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved;
- consideration of factors that may have contributed to escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions as appropriate, with the goal of reducing or eliminating the use of restraint in the future;
- agreement on a written plan of action by the program.

If the Principal or designee directly participated in the restraint, a duly qualified individual designated by the Superintendent or designee shall lead the review team's discussion. The Principal shall ensure that a record of each individual student review is maintained and made available for review by the Department or the parent, upon request.

Administrative review. The Principal or designee shall conduct a monthly review of school-wide restraint data. This review shall consider patterns of use of restraints by similarities in the time of day, day of the week, or individuals involved; the number and duration of physical restraints school-wide and for individual students; the duration of restraints; and the number and type of injuries, if any, resulting from the use of restraint. The Principal or designee shall determine whether it is necessary or appropriate to modify the school's restraint prevention and management policy, conduct additional staff training on restraint reduction/prevention strategies, such as training on positive behavioral interventions and supports, or take such other action as necessary or appropriate to reduce or eliminate restraints.

Complaints. A parent/guardian, student and/or Arlington Public Schools staff member may file a complaint about restraint practices with the Principal/Superintendent or designee. A building or district administrator will be assigned to investigate the complaint by reviewing records and/or interviewing relevant parties. The building/district administrator investigating the complaint will notify the complainant of the findings and if applicable, any corrective action steps.

Referral to law enforcement or other state agencies. Nothing prohibits:

- The right of any individual to report to appropriate authorities a crime committed by a student or other individual;
- Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or
- The exercise of an individual's responsibilities as a mandated reporter pursuant to G.L. c. 119, § 51A. 603 CMR 46.00 shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.

V. Use of Time-Out

Seclusion Prohibited. Arlington Public Schools prohibits seclusion. Seclusion (sometimes referred to as “seclusion restraint”) is defined by regulation as the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

Time-Out. Arlington Public Schools uses time-out as a behavioral support strategy. Time-out is defined by regulation as when a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out includes inclusionary time-out and exclusionary time-out.

Inclusionary Time-Out: When the student is removed from positive reinforcement or full participation in classroom activities while remaining in the classroom. The use of inclusionary time-out functions well as a behavior support strategy while allowing the student to remain fully aware of the learning activities of the classroom. Inclusionary time-out includes practices used by teachers as part of their classroom behavior support tools, such as "planned ignoring," asking students to put their heads down, or placing a student in a different location within the classroom. These strategies, used to reduce external stimuli in the student's environment while keeping the student physically present and involved in learning, have proven to be useful tools for classroom management.

Exclusionary Time-Out: The separation of a student from the rest of the class either through complete visual separation (e.g. walled off rooms located within the classroom) or from actual physical separation from the classroom. **The following applies to exclusionary time-outs:**

- Should not be used as a method of punishment for noncompliance, or for incidents of misbehavior that are no longer occurring.
- Should be reserved for use only when students are displaying behaviors which present, or potentially present, an unsafe or overly disruptive situation in the classroom.
- Must end when the student has calmed.
- Unless it poses a safety risk, a staff member must be physically present with the student. If it is not safe for the staff member to be present with the student, the student may be left in the time-out setting with the door closed. However, in order to ensure that the student is receiving appropriate support, staff member(s) must be immediately available outside where the individual can continuously observe and communicate with the student as appropriate to determine when the student has calmed. Students must never be locked in a room.
- For students displaying self-injurious behavior, a staff member must be physically present in the same setting with the student.
- If it appears that the use of exclusionary time-out exacerbates the student's behavior, or the continuation of the exclusionary time-out beyond 30 minutes has not helped the student to calm, then other behavioral support strategies should be attempted.
- **For any exclusionary time-out that may last longer than 30 minutes, a staff member must contact and seek approval from the Principal for the continued use of time-out beyond 30 minutes.** The Principal may not routinely approve such requests but must consider the

individual circumstances, specifically whether the student continues to be agitated to determine whether time-out beyond 30 minutes is justified.

VI. Required Physical Restraint and Behavioral Support Staff Training

Required training for all staff. Each Principal or designee shall determine a time and method to provide all program staff with training regarding the Arlington Public Schools restraint prevention and behavior support policies and procedures as well as requirements when restraint is used. Such training shall occur within the first month of each school year and, for employees hired after the school year begins, within a month of their employment. **Training must include information on the following:**

- The role of the student, family, and staff in preventing restraint;
- The program's restraint prevention and behavior support policy and procedures, including use of time-out as a behavior support strategy distinct from seclusion;
- Interventions that may preclude the need for restraint, including de-escalation of problematic behaviors and other alternatives to restraint in emergency circumstances;
- When behavior presents an emergency that requires physical restraint, the types of permitted physical restraints and related safety considerations, including information regarding the increased risk of injury to a student when any restraint is used, in particular a restraint of extended duration;
- Administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student; and
- Identification of program staff who have received in-depth training pursuant to 603 CMR 46.03(3) in the use of physical restraint.

In-depth staff training in the use of physical restraint. At the beginning of each school year, the principal of each public education program or his or her designee shall identify program staff who are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. Such staff shall participate in in-depth training in the use of physical restraint. DESE recommends that such training be competency-based and be at least sixteen (16) hours in length with at least one refresher training occurring annually thereafter. **In-depth training must include:**

- Appropriate procedures for preventing the use of physical restraint, including the de-escalation of problematic behavior, relationship building and the use of alternatives to restraint;
- A description and identification of specific dangerous behaviors on the part of students that may lead to the use of physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints;
- Demonstration by participants of proficiency in administering physical restraint; and,
- Instruction regarding the impact of physical restraint on the student and family, recognizing the act of restraint has impact, including but not limited to psychological, physiological, and social-emotional effects.

Appendix C

Arlington's Code of Conduct

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

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

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

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key

facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

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

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

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

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

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education

services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [76:17](#); 603 CMR [53.00](#)

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. [71, S. 37H](#) or [37H½](#). The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.