# WEYMOUTH PUBLIC SCHOOLS

# HIGH SCHOOL HANDBOOK

# 2019-2020

**If you need this booklet translated, please contact the main office of your child's school.**

Portuguese/Português

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

Arabic/عربى

إذا كنت بحاجة إلى ترجمة هذا الكتيب ، فيرجى الاتصال بالمكتب الرئيسي لمدرسة طفلك.

Spanish/ Español

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

French/ Français

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

German/ Deutsch

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

Russian/Русско

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

Chinese/汉语

如果您需要这本小册子被翻译， 请与您的儿童的学校大会办公处联系。

Hindi/ihndI

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

Vietnamese/Việt

Nếu bạn cần cuốn sách này được dịch, xin vui lòng liên lạc với văn phòng chính của trường học của con em mình.

**The Weymouth Public Schools have implemented Positive Behavioral Intervention Supports (PBIS). PBIS is a framework, or approach, for assisting school communities in adopting and organizing evidence-based behavioral interventions. These positive behavioral interventions are explicitly taught with a focus on four behavioral expectations encompassed within our R.O.A.R. acronym.**

**R. Respect**

**O. Ownership**

**A. Achievement**

**R. Responsibility**

**Each school has a PBIS Team comprised of school community members responsible for designing, collaborating, and implementing systems for teaching school-wide expectations.**



**Dear Parents/Guardians and Students:**

**It is with great enthusiasm that I welcome you to the 2018-2019 school years! The Weymouth Public School system is pleased to share this year's handbook. This handbook includes valuable information on school and district policies and regulations. Please thoroughly review this handbook with your student to ensure that you understand this important information and also see how you can help make the 2018-2019 school year rewarding and successful.**

**We believe that collaboration between schools and families is essential to achieve student success. By working together to create an environment that fosters educational excellence, high expectations as well as care and support, with your help, we can ensure that every student has a positive learning experience and the opportunity to succeed.**

**We look forward to working with you and having an inspirational school year.**

**Sincerely,**



**Dr. Jennifer Curtis-Whipple**
**Superintendent of Schools**

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## STATEMENT OF EDUCATIONAL PHILOSOPHY

The Weymouth Public Schools believe that a challenging, supportive, safe environment affords the individual student an opportunity to develop his/her maximum potential. The educational program provides physical, social, emotional, aesthetic and creative, as well as, intellectual growth experiences appropriate to each age level.

The Weymouth Public Schools are committed to an effective collaboration among students, faculty and community in the belief that education is a lifelong activity providing the skills and knowledge necessary for success in a democratic society.

## CORE VALUES

The Core Values for the Weymouth Public Schools serve as the basic premise on which all management and curricular decisions are made and are the standards by which accomplishments are measured.

- ♦ Schools dedicated to teaching and learning
- ♦ Respect for diversity in the teaching and learning process
- ♦ Striving for excellence
- ♦ Care and concern for people
- ♦ Participatory decision making
- ♦ Schools as safe places for teaching and learning

## WEYMOUTH PUBLIC SCHOOLS WEBSITE

Current district information, a full-text version of the WPS Policy Manual as well as links to individual schools can be found at:

***http://www.weymouthschools.org***

# SCHOOL DIRECTORY

| | | |
|---|---|---|
| **Elden H. Johnson Early Childhood Center**<br>70 Pearl Street | Grade PK<br>(781) 335-0191 | 8:15 a.m.—2:15 p.m. |
| **Academy Avenue Primary School**<br>94 Academy Avenue | Grades K - 4<br>(781) 335-4717 | 9:05 a.m.—3:15 p.m. |
| **Frederick C. Murphy Primary School**<br>417 Front Street | Grades K - 4<br>(781) 331-2862 | 9:05 a.m.—3:15 p.m. |
| **Thomas V. Nash Primary School**<br>1003 Front Street | Grades K - 4<br>(781) 340-2506 | 9:05 a.m.—3:15 p.m. |
| **Lawrence W. Pingree Primary School**<br>1250 Commercial Street | Grades K - 4<br>(781) 337-2974 | 9:05 a.m.—3:15 p.m. |
| **William Seach Primary School**<br>770 Middle Street | Grades K - 4<br>(781) 335-7589 | 9:05 a.m.—3:15 p.m. |
| **Ralph Talbot Primary School**<br>277 Ralph Talbot Street | Grades K - 4<br>(781) 335-7250 | 9:05 a.m.—3:15 p.m. |
| **Thomas W. Hamilton Primary School**<br>400 Union Street | Grades K - 4<br>(781) 335-2122 | 9:05 a.m.—3:15 p.m. |
| **Wessagusset Primary School**<br>75 Pilgrim Road | Grades K - 4<br>(781) 335-2210 | 9:05 a.m.—3:15 p.m. |
| **Abigail Adams Middle School**<br>89 Middle Street | Grades 5 - 6<br>(781) 335-1100 | 8:20 a.m.—2:45 p.m. |
| **Maria Weston Chapman Middle School**<br>1051 Commercial Street | Grades 7 - 8<br>(781) 337-4500 | 7:50 a.m.—2:15 p.m. |
| **Weymouth High School**<br>1 Wildcat Way | Grades 9 - 12<br>(781) 337-7500 | 7:30 a.m.—2:15 p.m. |

# SCHOOL CANCELLATION/DELAYED OPENING

### School Cancellations

"No School" announcements will be made via the School Messenger Communication System. ~~a telephone system that allows school personnel to send a recorded message to each student household~~. Messages will be delivered at approximately 5:45 a.m. on the morning of the cancellation unless conditions are such that the information is known on the previous day and notification can be sent on the evening prior to the cancellation. The following radio and television stations will also carry school cancellation/delay announcements:

Radio: WBZ, WRKO, WPLM, WATD
TV: Channel 4, 5, 7, 56, 25 and Cable 22

### Delayed Opening

In addition to canceling school for the entire day, the Weymouth Public Schools, when conditions warrant, may exercise a Delayed School Opening. On such days, the opening for all schools will be delayed by two hours and all morning programs including pre-kindergarten and kindergarten will be cancelled. The WeyCare Extended Day Program ~~will open and operate as usual on a delayed school opening~~ will open at the discretion of the Superintendent.

### Early Release

On rare occasions, schools will be closed earlier than regular dismissal time if a severe storm develops in the morning. This early closing will be announced via School Messenger, radio and television as indicated above.

# DISCRIMINATION/CIVIL RIGHTS

The Weymouth Public Schools do not discriminate on the basis of sex in the educational programs or activities which they operate, and are required by Title IX not to discriminate in such a manner. In addition, no child shall be excluded from or discriminated against in admission to a public school or in obtaining the advantages, privileges and courses of study of such public schools on account of race, color, sex, gender identity, religion, national origin, disability, or sexual orientation.

All members of the school community are expected to show understanding of and respect for differences among people. Each student has a right to be free from discrimination, including verbal or physical attack based on race, gender identity, national origin, religion, sex, disability, or sexual orientation. Violation of another person's civil rights will result in disciplinary action, which may include but is not limited to detention, suspension, or expulsion, and possible legal action for civil rights violations.

*Any student who believes that he/she has experienced discrimination in any form should report this discrimination to an administrator, a teacher, or a guidance counselor.*

Ref: WPS Policy AC, JB, GBA

## CHILD FIND

The Weymouth Public Schools' Department of Special Education annually conducts Child Find activities to identify students who are disabled and in need of services. The district is responsible for providing services for disabled children from three to twenty-two years of age who reside in Weymouth. For information about evaluation, eligibility and services please contact the Department of Special Education at 781-335-1460 x 20316.

## CIVIL RIGHTS VIOLATIONS

In dealing with matters of harassment or discrimination, all parties involved will be given protection of privacy. The individual(s) accused of harassment or discrimination will be informed that recriminations/reprisals against the complainant(s) shall not be tolerated and shall be the basis for independent disciplinary action.
In each school, the building principal will designate a staff person(s) to whom he/she will refer complaints of harassment or discrimination for investigation. The principal will then make those name(s) known to the student body and staff.

The following procedures have been established to report possible civil rights violations:

**Level One**: If a student believes that he or she has had his/her civil rights violated, or that he/she has witnessed such a violation, the incident should be immediately reported to a teacher, counselor or other adult in the school. That person will then refer the matter to the principal or to a faculty member who has been designated to investigate civil rights complaints. It is recommended that a complaint or report be made within five (5) days of the incident.

Upon receipt of a complaint, preferably submitted in written form, the designated staff person will meet with the complainant. It shall be the responsibility of the designated person to investigate and decide upon resolution of the complaint. That investigation shall include, but not be limited to, interviewing the complainant and the accused, individually and privately, interviewing witnesses identified by the complainant, and interviewing witnesses identified by the accused. Interview of witnesses will be conducted individually and privately, without either the complainant or the accused present. The investigator shall document the statements of the witnesses. At the conclusion of that process, the designated staff person shall file a written report with the building principal and the District's Civil Rights Coordinator. Both parties will be provided a copy of the report.

**Level Two**: If resolution cannot be achieved within fifteen (15) school days at the building level or if the complaint is external to a particular school, it will be submitted, in writing, to an Assistant Superintendent as the District's Civil Rights Coordinator. The report shall contain the following elements:

- The date, time and location of the incident
- The identification of the person making the incident known
- The identification of the parties involved in the incident and the noting of any witnesses to the incident

- A description of the particulars of the incident including witness statements and whether the incident is new or has been a continuing interaction between parties
- A categorization of the incident as one of student to student, student to staff member or staff member to student
- A description of any attempt to resolve or mediate the complaint prior to forwarding or submitting the written report to the Assistant Superintendent

The Assistant Superintendent will fully investigate the complaint by interviewing the complainant and the accused, individually and privately, interviewing witnesses identified by the complainant, and interviewing witnesses identified by the accused. Interview of witnesses will be conducted individually and privately, without either the complainant or the accused present.

The investigator shall document the statements of the witnesses. At the conclusion of the process, the Assistant Superintendent shall file a written report with the Superintendent of Schools. Both parties will be provided with a copy of this report.

**Level Three**: When a complaint cannot be resolved by the District's Civil Rights Coordinator or such resolution does not occur within fifteen (15) school days, it will be forwarded to the Superintendent of Schools for review and action.
*Note: The complainant may pursue his or her rights under any law and file a complaint with appropriate state and federal agencies at any time.*

If it is determined by the investigation that a civil rights violation has occurred, the violator will be subject to appropriate disciplinary action. In the case of students, the violator will be subject to the options of discipline available to the building principal or expulsion by the Weymouth School Committee on the recommendation of the Superintendent of Schools. Report of the discipline will be placed in the student's file. In the case of an employee, appropriate disciplinary action will be taken, including, but not limited to, suspension or possible termination, and a report of the discipline shall be placed in the employee's personnel file. It should be noted that recrimination or reprisal against a complainant even after a finding of no violation, will not be tolerated.

Ref: WPS Policy ACA, ACAB, ACE, GBA, GBAA, JBA, JBAA

## CIVIL RIGHTS LAWS/DISTRICT COORDINATOR INFORMATION

**Title VI of the Civil Rights Act of 1964**
Statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

**Coordinator:** Coordinator Designee as assigned by the Superintendent
111 Middle Street, Weymouth, MA 02189
781-335-1460

**Title IX of the Education Amendments of 1972**
Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have a grievance procedure through which

students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch. 151B, S3A)

**Coordinator:** Superintendent's Designee
111 Middle Street, Weymouth, MA 02189
781-335-1460

**Section 504 of the Rehabilitation Act of 1973**

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

**Coordinator:** Coordinator Designee as assigned by the Superintendent
111 Middle Street, Weymouth, MA 02189
781-335-1460

**American with Disabilities Act of 1990**

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate a least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address and telephone number of the employee(s) designated pursuant to this paragraph."(34 CFR 35.107)

**Coordinator:** Coordinator Designee as assigned by the Superintendent
111 Middle Street, Weymouth, MA 02189
781-335-1460

**Equal Educational Opportunities Act of 1974**

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC S1203(f))

**Coordinator:** Coordinator Designee as assigned by the Superintendent
111 Middle Street, Weymouth, MA 02189
781-335-1460

**Mass. General Laws CH. 76, S5 (Chapter 622)**

This state law provides that "no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, or sexual orientation."

**Coordinator:** Coordinator Designee as assigned by the Superintendent
111 Middle Street, Weymouth, MA 02189
781-335-1460

**Title I of the Elementary and Secondary Education Act of 1965**

Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services because they receive special education services. Also, school districts must ensure that Title I funds are not being misused (e.g. referring an ESL student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).

**Coordinator:** Jeremy Angelos
770 Middle Street, Weymouth, MA 02188
781-335-7589 ex 36311

**Title III of the Every Student Succeeds Act (ESSA)**

The purpose of this federal grant program is to provide funds to improve the education of English learners, including immigrant children and youth, by assisting the children and youth to learn English and meet challenging state academic content and student academic achievement standards.

**Coordinator:** Melanie Curtin
111 Middle Street, Weymouth, MA 02189
781-335-1460 ex 20325

### McKinney-Vento Homeless Education Assistance Act

The federal McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll homeless student in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.

**Coordinator:** Robin Howard
111 Middle Street, Weymouth, MA 02189
781-335-1460 ex 20305

## MA Legislature Chapter 71, Section 37H, 37H 1/2, 37H 3/4

***Policies relative to conduct of teachers or students; student handbooks.***

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37*O* and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37*O*. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures ensuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37*O*. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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

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

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

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

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

(e) 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.

### *Section 37.H1/2: Felony complaint or conviction of student; suspension; expulsion; right to appeal.*

(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 or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an 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 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 calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian 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 an 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.

**Section 37H 3/4 - Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H 1/2**

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to

appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

## TRANSLATION OF WRITTEN MATERIALS

To assure equal access to information disseminated in the school district, all written materials including forms, notices, handbooks, and applications, will be made available in the native language of families for whom the first language is not English. Many of the district forms are available on the WPS website in the most commonly represented languages. If translation is required and forms are not readily available, contact the main office of your school or the District Civil Rights Coordinator, Susan E. Kustka, Ed.D. at (781) 335-1460 x20333.

## SEARCH AND SEIZURE

Students should not assume a legitimate expectation to privacy within their lockers. Lockers assigned to students remain the property of the Weymouth Public Schools and are subject to search by school officials at any time. Students are responsible for the contents of the lockers issued to them. These searches may be conducted without warning.

Furthermore, students are not to have in their possession, on their person or in their personal belongings, weapons, controlled substances, matches, lighters, lighter fluid or any other incendiary device, or other illegal, inappropriate items. School officials may search the students and his or her personal belongings such as clothing, backpacks and purses, as well as any automobiles on campus, so long as the school official has a reasonable suspicion that a search will produce evidence of a violation of school rules or violation of law.

## PHYSICAL RESTRAINT

The Weymouth Public Schools is committed to providing a safe and supportive learning environment for its staff and students. Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Weymouth School District. Furthermore, students are protected by law from unreasonable use of physical restraint. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall be used only in emergency situations after less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. In the event that physical restraint is required to protect the safety of school community members, the Weymouth Public Schools has enacted a policy on physical restraint with two goals in mind:

- To administer a physical restraint only when needed to protect a student and/or member of the school community from immediate, serious, physical harm.
- To prevent or minimize any harm to the student as a result of the use of physical restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students.

The Weymouth Public Schools complies with the provisions of 603 CMR sect. 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the principal, the Assistant Superintendent for Administration & Finance and the Superintendent's office.

*Ref: WPS Policy JKAA*

## DISCIPLINE REGULATIONS REGARDING

## STUDENTS WITH SPECIAL NEEDS

Federal and state laws and regulations provide eligible students with certain procedural rights and protections in the context of student discipline. These laws include the Individual with Disabilities Education Act (20 U.S.C.1041 et seq.) its implementing regulations (34 C.F.R. 300 et seq.), Section 504 of the Rehabilitation Act of 1973 and its implementing regulations, and Massachusetts General Laws, chapter 71B and its implementing regulations (603 CMR §28.00).

In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of the removal. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/ guardian(s) consent(s) to a new IEP. The Team must also conduct a functional behavior assessment and develop or revise a behavioral plan for the student.

- School personnel may unilaterally order a change in the educational placement of a child with a disability to an appropriate Interim Alternative Education Setting (IAES) for no more than forty-five (45) school days if the student:
  - Carries or possesses a weapon to or at school, on school premises, or to or at a school function;
  - Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function;
  - Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

School personnel may also seek an order from the Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) school days when the student is in danger to himself or others. For a copy of the Massachusetts Department of Elementary and Secondary Education brochure on Special Education Parents' Rights, available in many languages, visit www.doe.mass.edu/sped/parents or contact the Administrator of Special Education at (781) 335-1460 ext. 20316.

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is established between the Weymouth Public Schools and the Weymouth Police Department regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within Weymouth Public Schools. The Weymouth Public Schools and the Weymouth Police Department agree to coordinate their response to violence or other illegal activity by students and non-students which occur on school premises or at school-sponsored or school-related events. Through collaboration the two departments can ensure safe and secure schools and community environments designed to maximize effective teaching and learning.

This Memorandum of Understanding is in addition to, and does not supplant, policies of the Weymouth Public Schools with regard to disciplinary procedures and codes of student conduct which are now or may be formulated and published in student handbooks.

Weymouth Public Schools reserves the right to investigate any and all reports regardless of the time or location of the event, in collaboration with the Weymouth Police Department and the Norfolk District Attorney's office

### SMOKE/ELECTRONIC SMOKING DEVICES (VAPE) FREE SCHOOLS

The Weymouth School Committee is dedicated to establishing lifelong healthy habits for all students.

The Educational Reform Law and School Committee policy prohibit the use of any tobacco/vaping products within the school buildings, school facilities, or on the school grounds or school buses by any individual including school personnel. To insure compliance, the following policy has been adopted. The purpose of this policy is to align Weymouth Public Schools with that of State Law (Smoke Free Workplace) and to provide that the health of all Weymouth Public School employees and students is paramount to the Weymouth School Committee.

Violations may be issued by the following Weymouth Public Schools employees:

| | |
|---|---|
| Superintendent | Assistant Superintendents |
| Principals | Associate Principals |
| Assistant Principals | Deans/Housemasters |
| Designee of Superintendent | |

This policy applies to anyone using or possessing any tobacco/tobacco-like, vaping products or nicotine products, including electronic cigarettes or electronic smoking devices (vaping) in any Weymouth Public Schools building or on any Weymouth Public Schools grounds before, during or after regular school hours, 7 days a week, 365 days a year. The loss of sports and school

activities will not end with the academic year. It will be carried out on a rolling 12 month period and will carry on to the next academic year to fulfill the policies guidelines, if needed.

Examples of school activities would be school dances, clubs, school governance and attendance at all other school sponsored activities.

**First Offense:**

$100 fine in accordance with M.G.L. chapter 270 sec 22 (m) (1), sec 22 (m) (2)

- Students will be prohibited from attending a club or activity for one meeting or practice from the date of the incident.
- Student Athletes will be disciplined according to MIAA guidelines
- Parental Notification
- 1 day of Independent Work Station In School Suspension

**Second Offense**: (within a period of 3 years)

$200.00 fine.

- Students will be prohibited from attending a club or activity for two meetings or practices from the date of the incident.
- DART program will be offered by the Weymouth Police Department.
- Mandatory parent meeting with Principal/Dean/Housemaster.
- 2 day of Independent Work Station. In School Suspension
- Loss of leadership role for any activity, club or school governance position.
- Student Athletes will be disciplined according to MIAA guidelines

**Third Offense**: (within a period of 3 years)

- $300.00 fine.
- Students will be prohibited from attending a club or activity for three meetings or practices from the date of the incident.
- DART program will be offered by the Weymouth Police Department.
- Mandatory parent meeting with Principal/Dean/Housemaster.
- 3 days of Independent Work Station. In School Suspension
- Student Athletes will be disciplined according to MIAA guidelines

**Fourth Offense:** (within a period of 3 years)

- A hearing with the Board of Health and/or Licensing Board of the town of Weymouth.
- Students will be prohibited from attending a club or activity for one month of meetings or practices from the date of the incident.
- DART program will be offered by the Weymouth Police Department.

- Mandatory parent meeting with Principal/Dean/Housemaster.
- A Discipline Hearing will be held with possible out of school suspension
- Student Athletes will be disciplined according to MIAA guidelines

Legal Reference M.G.L. chapter 270 sec 22 (m) (1), sec 22 (m) (2)

## STANDARDS OF DRESS

Students in the Weymouth Public Schools are expected to dress in a manner that reflects the seriousness and purpose of the school setting. Students should take pride in their appearance and dress appropriately for school. Therefore, the Weymouth school district encourages reasonable standards of dress and personal grooming habits. In accordance with state law, footwear must be worn at all times.

Students may not wear any style or type of clothing that endangers the health, safety, or welfare of the school community. Students enrolled in specific classes such as science labs, PE and/or CTE classes, must dress in accordance with safety guidelines in order to participate.

Appropriate Attire Includes:

- Shirts which extend to the abdomen
- Bottom: pants/sweatpants/leggings - shorts/skirts/dress that extend beyond the fingertips
- Shoes; activity specific shoes requirements are permitted (for example CTE or athletics)

Students Cannot wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same.
- Hate speech, representation of a hate group, profanity, or pornography
- Images or languages that creates a hostile or intimidating environment based on any protected class.
- Visible underwear
- Articles of clothing or accessories that may be used as a weapon such as chains, studs, metal spiked belts, etc.
- Gang related activities such as display of “colors” or signs
- Bathing suits, leotards/bodysuits
- Flip flops, athletic/beach sandals, roller sneakers, and excessively high heels
- Hats, headwear, hoods, helmet, except for medical or religious reasons, with the approval of the principal

*Any staff member questioning the appropriateness of a student’s attire may send that student to an administrator for a decision as to whether the student is in violation of the dress policy. If a student’s dress is deemed inappropriate, he/she will be asked to change. If the student cannot change or resolve the issue, a parent/guardian will be contacted to bring appropriate attire.

*The principal at the primary level will have some discretion when interpreting specific provisions of the standards of dress as they relate to young children.

## HEALTH SERVICES

A full time registered nurse is available during the school day. Advice regarding health problems and first aid is available to all students. Any student may visit the health office by securing a pass from his/her teacher or during study periods from the teacher in charge. Students should not ask for a pass to the health office unless it is absolutely necessary.
Dismissal for health reasons, if deemed advisable, is the decision of the school nurse. No student is allowed to leave school without the approval of a responsible adult as designated on the health contact card on file in the health office. Emergency contact cards are critical; *every student* must have an updated card on file.

### Physical Examinations

Physical examinations are mandatory for all students entering grades K, 4, 7 and 10. (MGL Chapter 71, Section 57). The family physician has a comprehensive knowledge of the health of the student and is the best person to perform this physical. Physicals must be completed and documentation presented to the school nurse by ***September 1st***. Failure to complete the physical examination process will subject the student to exclusion from school until proof of the physical is presented. All students competing in interscholastic athletics must submit proof of a completed physical exam to the health office prior to practicing or competing in any sport.

### Communicable Conditions/Diseases

During the school year, communicable conditions or diseases may occur. All students returning to school after having certain illnesses must present a certificate from their primary health care provider or family physician. The conditions are the following:

| | | |
|---|---|---|
| *Chicken Pox* | *Impetigo* | *Mumps* |
| *Encephalitis* | *Measles* | *Scarlet Fever* |
| *Fifth Disease* | *Meningitis* | *Whooping Cough* |
| *German Measles* | *Mononucleosis* | *Strep Infections* |

If a student has other communicable conditions such as conjunctivitis or head lice, it is suggested that the school nurse be consulted relative to the student's return to school.

### Medications

Students may not self-medicate during school hours. All medicines of any type must be taken under the supervision of the school nurse. Massachusetts General Law (MGL Chapter 112, Section 80B) requires that the following forms be on file in a student's health record before the school nurse can begin to give any medication at school:

- Signed consent by the parent/guardian to give the medication.
- Signed medication order. The written order should be taken to your child's licensed prescribed (physician, nurse practitioner, etc.) for completion and returned to the school

nurse. This order must be renewed at the beginning of each academic year, or as needed. Medicines must be delivered to the school in a pharmacy or manufactured-labeled container by a parent or guardian or responsible adult designated by the parent or guardian. Please ask the pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school health office.

### Limitation of Physical Activity

When it is necessary to excuse a student from Physical Education or limit physical activities due to medical reasons, written notification is required from both the parent/guardian and physician. Written notification is also required to resume participation.

### State Mandated Screenings

Screenings for vision, hearing, height/weight and body mass index (BMI) are administered to students in grades K-4-7-10. Scoliosis screenings are administered to students in grades 5-9. Parents are notified if test results indicate a problem and further evaluation by a physician is necessary. A request for individual testing by parents, guardians or school personnel will be honored at any time.

### Screening, Brief Intervention, and Referral to Treatment (SBIRT)

Screening, Brief Intervention, and Referral to Treatment (**SBIRT**) is an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs. Weymouth Public Schools will screen students in grades 7 and 9. https://malegislature.gov/Laws/SessionLaws/Acts/2016/Chapter52 (see Sections 15, 63, 64, 66).

## HOME/HOSPITAL TUTORING

Home/hospital instruction for eligible students with extraordinary circumstances is given by a tutor and must be approved by the principal and assistant superintendent after documentation from a physician has been presented.

## SCHOOL ENTRANCE REQUIREMENTS

All students entering Weymouth Public Schools must present proof of residency in the town of Weymouth. The proof of residency accepted may be a Massachusetts driver's license, a utility receipt, a real estate tax bill, or rental lease. No child will be admitted to a Massachusetts school without presentation of a Physician Immunization Certificate.

## STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that ―the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the commonwealth,‖ and under M.G.L.c.71, s.34F which directs that ―the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of School Committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.‖ 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in

September 2006. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.

## Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

(1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.

(2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.

(3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.

(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a School Committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

## Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

**Access:** shall mean inspection or copying of a student record, in whole or in part.

**Authorized school personnel:** shall consist of three groups:
(1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.

(2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(3) The evaluation team that evaluates a student.

**Eligible student:** shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

**Evaluation Team:** shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

**Parent:** shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

**Release:** shall mean the oral or written disclosure, in whole or in part, of information in a student record.

**School-age child with special needs:** shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

**School Committee:** shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

**Student:** shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a School Committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a School Committee maintains information relative only to the person's employment by the School Committee.

**The student record:** shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

**The temporary record:** shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

**Third party:** shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

**The transcript:** shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/ her birthdate; name,

address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

**Access to Student Records**

**Log of Access:** A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

(a) Authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;

(b) Administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and

(c) School nurses who inspect the student health record.

**Access of Eligible Students and Parents:** The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.
(a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.
**Access of Authorized School Personnel:** Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

**Access of Third Parties:** Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary

record. Except for the information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.
(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.
(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.
(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.
(g) 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. Such notice may be included in the routine information letter required under 603 CMR 23.10.
(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

**Access Procedures for Non-Custodial Parents:** As required by M.G.L. c.71, s.34H, a non-custodial parent may have access to the student record in accordance with the following provisions.
(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or

2. The parent has been denied visitation or has been ordered to supervised visitation, or

3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the high school Principal annually. The initial request must include the following:

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first-class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

### Notification

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

### Transfer of Records to another School

Consistent with the Education Reform Act, schools have authority to transfer a student's complete record to the new school without prior consent. This record includes, but is not limited to, "any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act." It is no longer necessary for a parent/guardian to sign a release form.

### Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within a certain period of time after the student leaves 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. Before any such information may be destroyed the parent and student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

## RESTRAINING/CUSTODY ORDERS

It is the responsibility of parents/guardians to inform the principal's office of any court action that result in the issuance of a restraining order or has impact on custody matters. The principal's office will extend every effort to comply with these directives. A copy of these orders must be kept on file in the principal's office.

## BUILDING SECURITY/VISITORS

The following precautionary steps are taken to provide building security:

- Except for student entrance and egress, building doors will remain locked while school is in session.
- During school hours, entrance will be permitted only at the Security Entrance.
- Public access to the school is restricted to the Security Entrance. Unauthorized persons may not proceed into the school beyond the office without the approval of the principal.
- The Receptionist or Safety Officer assigned to the security desk will provide all necessary assistance to visitors. Those visitors who are approved to enter the building beyond the office must sign the visitors' log and wear a visitor identification badge.
- No student will be dismissed to a parent/guardian without a proper picture I.D. unless the parent/guardian is known to the principal or office staff.

## VISITORS TO THE SCHOOL

The Weymouth School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in the promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purpose of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher will not be permitted. It is the Weymouth Public Schools' policy that the assignment of a student to a particular class is the responsibility of the building principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

- Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end, we request that such requests be made at least forty-eight (48) hours in advance.
- To limit distraction to students, to maintain continuity of the school program, and to insure that a particular classroom is not overcrowded, the principal shall have the right to deny **or limit** a request to visit a particular classroom, to restrict the number of visitors to a particular classroom at a given time, and shall have the right to determine a reasonable period of time for a visitor to remain in a classroom. **These determinations will be made on an individualized basis taking into consideration the individual student's needs and classroom that the evaluator is requesting to observe.** "Classroom," as

used in this policy, is broadly defined to include all instructional areas of the school.

- The principal or designee shall have the right to deny a request to visit a school-sponsored activity if granting the request would interfere with the education of children or with a school program. In all such determinations, preference shall be given to parents attending the school.
- For security purposes, it is required that all visitors report to the Security Entrance upon entering and leaving the building, sign the guest log and wear a visitors badge at all times. Teachers are encouraged to ask visitors if they have registered at the Security Entrance.
- Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school and during the month of June and during MCAS testing periods.
- Any student who wishes to have a guest in school is required to ask permission of one of the administrative staff twenty-four (24) hours in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the Security Entrance of the school. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

LEGAL REF.: MGL71B:3 Massachusetts Department of Elementary and Secondary Education Technical Assistance Advisory SPED 2009-2 date January 8, 2009

## CRIMINAL OFFENDER RECORD INFORMATION

All current and prospective employees, volunteers, persons who may have direct and unmonitored contact with children and persons regularly providing school-related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available Criminal Offender Record Information data from the criminal history systems board. "Direct and unmonitored contact with children'' means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. Access to C.O.R.I material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, C.O.R.I material will be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

# SCHOOL SAFETY DRILLS

At no time during the school day should students be more serious than when the safety alarm rings. Assume every alarm is an emergency situation and listen carefully to instructions from administrators and teachers. By following a few basic rules, the primary hazard of panic can be averted. Two types of drill will be practiced throughout the school year to prepare students in the event of an emergency.

**Evacuation:** Some emergencies may require the evacuation of the building. Directions for evacuating each area are posted in conspicuous places. Students should familiarize themselves with these directions. However, it may be necessary to exit by other routes due to blocked stairways, etc., so the following requirements are critical:

- Proper behavior is essential.
- Remain quiet during exit and reentry.
- Do not enter any courtyard.
- The first students to enter the hallway should hold the exit doors for those students following them.
- Walk rapidly, do not run, to the nearest exit and leave the building.
- After exiting a building, move away from the building and other areas that may be used by the fire department on arrival.
- Stay together. It is necessary to account for the members of the group.

Classroom teachers will accompany their students and will be responsible for attendance, before and after a fire drill.

**Lockdown:** Some emergencies, particularly those exterior to the building, may require students and staff to remain in classrooms in a lockdown situation. When the alarm sounds and a lockdown is indicated over the public address system, the following must be implemented:

- Students move to the center or rear of classroom at the teacher's direction
- Students in corridors, restrooms, etc. will proceed to the nearest classroom or identified safe haven immediately.
- Remain quiet while lockdown is in progress
- Do not open classroom doors until all-clear is sounded

During any emergency situation, attendance must be taken to insure that all students and staff have been accounted for. Improper behavior during a safety drill may result in disciplinary action.

## Massachusetts General Law

### CRIMES, PUNISHMENTS AND PROCEEDINGS IN CRIMINAL CASES
### TITLE I. CRIMES AND PUNISHMENTS
### CHAPTER 266. CRIMES AGAINST PROPERTY

**Chapter 266: Section 120F. Unauthorized access to computer system; penalties**
**Section 120F**. Whoever, without authorization, knowingly accesses a computer system by any means, or after gaining access to a computer system by any means knows that such access is not authorized and fails to terminate such access, shall be punished by imprisonment in the house of correction for not more than thirty days or by a fine of not more than one thousand dollars, or both.
The requirement of a password or other authentication to gain access shall constitute notice that access is limited to authorized users.

## BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools* (M.G.L. c.71, §37O). This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents.

**Definitions:**

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

**Bullying** is the repeated use by one or more students or a member of the school staff 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 target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her 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 process or the orderly operation of a school. Bullying includes cyber bullying.

**Cyber bullying** is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

**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.

***Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.***

**Target** is a student against whom bullying, cyber bullying, or retaliation is directed.

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

## Prohibition Against Bullying

Bullying is prohibited:

- Through the use of technology or an electronic device that is owed, leased or used by a school district or school (for example, on a school computer or over the Internet using a On school grounds,
- On property immediately adjacent to school grounds,
- At a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- At a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- school computer),
- At any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

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

## Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. Please reference the WPS Bullying Prevention and Intervention Plan for reporting details and contact the building principal and/or Assistant Superintendent ~~MaryAnn Bryan at Central Office~~ for Instructional Services and Support (781-335-1460) to report alleged incidents. School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor; (v) notify central office.

# ACCEPTABLE USE POLICY

**2018**

**Guidelines for Implementation of Acceptable Use Policy for Digital Information, Communication, and Technology Resources**

## ACCEPTABLE USE POLICY AND GUIDELINES

**Scope of Policy**
Weymouth Public Schools (WPS) provides access to technology devices, Internet, and data systems to employees and students for educational and business purposes. This Acceptable Use Policy (AUP) governs all electronic activity of employees using and accessing the district's technology, Internet, and data systems regardless of the user's physical location.

**Guiding Principles**

- Online tools, including social media, should be used in our classrooms, schools, and offices to increase community engagement, staff and student learning, and core operational efficiency.
- WPS has a legal and moral obligation to protect the personal data of our students, families, and staff.
- WPS should provide a baseline set of policies and structures to allow schools to implement technology in ways that meet the needs of their students.
- All students, families, and staff must know their rights and responsibilities outlined in the Acceptable Use Policy and government regulations.
- Nothing in this policy shall be read to limit an individual's constitutional rights to freedom of speech or expression or to restrict an employee's ability to engage in concerted, protected activity with fellow employees regarding the terms and conditions of their employment.

**Compliance Requirement for Employees**
The Acceptable Use Policy is reviewed annually by the Superintendent and Director of Educational Technology. Technology users are required to verify that they have read and will abide by the Acceptable Use Policy annually.

**Student AUP & Contract**
Copies of the Acceptable Use Policy and the student contract for Internet use are included in the Guide to Weymouth Public Schools for Families & Students, given to all students at the beginning of the school year. The Student Contract for Internet Use must be completed and signed by all students and their parent/guardian after going over the AUP together. The signed contract must be returned to the school before the student may begin using the Internet.

**Consequences of Breach of Policy**
Use of all WPS technology resources is a privilege, not a right. By using WPS Internet Systems and devices, the user agrees to follow all WPS regulations, policies and guidelines. Students and staff are encouraged to report misuse or breach of protocols to appropriate personnel, including building administrators, direct supervisors and to the Weymouth Public Schools Educational

Technology Department (WPS EDTECH). Abuse of these privileges may result in one or more of the following consequences:

- Suspension or cancellation of use or access privileges.
- Payments for damages or repairs.
- Discipline under appropriate School Department policies, up to and including termination of employment, subject to any collective bargaining obligations.
- Liability under applicable civil or criminal laws.

**Definitions**

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

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

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

**Communication & Social Media**
Employees and students are provided with district email accounts and online tools to improve the efficiency and effectiveness of communication, both within the organization and with the broader community. Communication should be consistent with professional practices used for all correspondence. When using online tools, members of the WPS community will use appropriate behavior:

*a) When acting as a representative or employee of the Weymouth Public Schools.*
*b) When the communication impacts or is likely to impact the classroom or working environment in the Weymouth Public Schools.*

All communication sent by an employee using district property or regarding district business could be subjected to public access requests submitted through Freedom of Information Act (FOIA). Users need to be aware that data and other material/files maintained on the school district's systems may be subject to review, disclosure, or discovery. Use of personal email accounts and communication tools to conduct school business is strongly discouraged and may open an individual's personal account to be subject to FOIA inquiries. WPS will cooperate fully

with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies or government regulations.

**Guidelines for Online Communication**

- Communication with students should not include content of a personal nature.
- When communicating with parents/guardians of students, employees should use email addresses and phone numbers listed in the Student Information System (SIS) unless steps have been taken to verify that the communication is occurring with a parent/guardian that has educational rights for the student.
- When communicating with a parent/guardian, refrain from discussing any non-related students when possible.
- Employees who use internal or external social media (blogs, Twitter, etc.) are expected to refrain from discussing confidential information and/or discussing specific students. Information that can be traced back to a specific student or could allow a student to be publicly identified should not be posted on any social media sites.
- When using social media, employees are expected to refrain from posting any negative comments online about students.
- Employees are required to notify their principal before setting up an online site to facilitate student learning. Employees are encouraged to monitor/moderate online communication to the best of their abilities.
- Employees should not add any students/former students or parents as 'friends' or contacts on social media unless the site supports classroom instruction or school business.
- Employees may communicate with WPS graduates (+18 years old) on social media but should be advised to maintain professionalism and caution when communicating online.
- Employees who add parents/guardians of students as 'friends' or contacts on social media must maintain professionalism to avoid any appearance of conflict of interest.
- Avoid responding to spam or phishing attempts that require a user to click on any links or to provide any account information. Note: WPS will never ask for a user's account password for any purpose and users are advised to report any suspicious requests for account information directly to the Weymouth Public Schools Educational Technology Department.

**Solicitation**

Web announcements and online communication promoting a business are prohibited by the WPS Solicitation Policy. The Superintendent's Office may make exceptions if benefits are judged sufficient to merit exception.

**Use of Copyrighted Materials**

Violations of copyright law that occur while using the WPS network or other resources are prohibited and have the potential to create liability for the district as well as for the individual. WPS staff and students must comply with regulations on copyright plagiarism that govern the use of material accessed through the WPS network.

Users will refrain from using materials obtained online without requesting permission from the owner if the use of the material has the potential of being considered copyright infringement. WPS will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Weymouth Public Schools.

**Network Usage**
Network access and bandwidth is provided to schools for academic and operational services. WPS reserves the right to prioritize network bandwidth and limit certain network activities that are negatively impacting academic and operational services. Users are prohibited from using the WPS network to access content that is inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence.

**Network Filtering & Monitoring**
As required in the Children's Internet Protection Act (CIPA), WPS is required to protect students from online threats, block access to inappropriate content, and monitor Internet use by minors on school networks. WPS EDTECH is responsible for managing the district's Internet filter and will work with the WPS community to ensure the filter meets the academic and operational needs of the district while protecting minors from inappropriate content.

By authorizing use of technology resources, WPS does not relinquish control over materials on the systems or contained in files on the systems. There is no expectation of privacy related to information stored or transmitted over the WPS network or in WPS systems. WPS reserves the right to access, review, copy, store, or delete any files (unless other restrictions apply) stored on WPS computers and all employee and students communication using the WPS network. Electronic messages and files stored on WPS computers or transmitted using WPS systems may be treated like any other school property. District administrators and network personnel may review files and messages to maintain system integrity and, if necessary, to ensure that users are acting responsibly. WPS may choose to deploy location tracking software on devices for the sole purpose of locating devices identified as lost or stolen.

**Personal Use**
WPS recognizes that users may use WPS email, devices, and network bandwidth for limited personal use; however, personal use should not interfere with or impede district business and/or cause additional financial burden on the district. Excessive use or abuse of these privileges can be deemed in violation of the Acceptable Use Policy.

**Network Security**
The WPS Wide Area Network (WAN) infrastructure, as well as the building-based Local Area Networks (LANs) are implemented with performance planning and appropriate security measures in mind. Modifications to an individual building network infrastructure and/or use will affect LAN performance and will reduce the efficiency of the WAN. For this reason, any additional network electronics including, but not limited to, switches, routers, and wireless access points must be approved, purchased, installed, and configured solely by WPS EDTECH to ensure the safety and efficiency of the network. Users are prohibited from altering or bypassing security measures on electronic devices, network equipment, and other software/online security measures without the written consent of the Director of Educational Technology.

**Data & Systems**

Access to view, edit, or share personal data on students and employees maintained by WPS central offices, individual schools, or by persons acting for the district must abide by local, state, and federal regulations, including the Family Educational Rights and Privacy Act. Student and staff information and data may only be shared with individuals deemed eligible to have access by the person(s) responsible for oversight of that data. Outside parties and/or non-WPS individuals requesting protected data must receive approval from the Office of the Legal Advisor and have a non-disclosure agreement with the WPS. Individuals requesting ongoing access to data through WPS systems are required to have a designated WPS administrator who will act as a "sponsor" to ensure the safety of the data.

**Electronic Transmission of Data**
When educational records or private data are transmitted or shared electronically, staff are expected to protect the privacy of the data by password-protecting the record/file and only using WPS systems to transmit data. Staff are also expected to ensure records are sent only to individuals with a right to said records and must take reasonable measures to ensure that only the intended recipients are able to access the data.

**Passwords**
Users are required to adhere to password requirements set forth by the Weymouth Public Schools when logging into school computers, networks, and online systems. Users are not authorized to share their password and must use extra caution to avoid email scams that request passwords or other personal information.

**Media & Storage**
All local media (USB devices, hard drives, CDs, flash drives, etc.) with sensitive data must be securely protected with a password and/or encrypted to ensure the safety of the data contained. Use of cloud-storage services for storage or transmission of files containing sensitive information must be approved by the Office of the Legal Advisor and WPS. Users are encouraged to use WPS approved data/information systems for the storage and transmission of sensitive data whenever possible and avoid storage on local hardware that cannot be secured.

**Electronic Devices**
WPS defines electronic devices as, but not limited to, the following:

- Laptop and desktop computers, including like-devices
- Tablets
- Wireless email and text-messaging devices, i.e., iPod
- Smartphones
- Donated devices

**Device Support**
WPS provides basic installation, synchronization, and software support for WPS-issued electronic devices. Devices must be connected to the WPS network on a regular basis to receive software and antivirus updates and for inventory purposes. Password protection is required on all WPS-issued electronic devices to prevent unauthorized use in the event of loss or theft. Users are responsible for making periodic backups of data files stored locally on their devices.

**Loss/Theft**

Users must take reasonable measures to prevent a device from being lost or stolen. In the event an electronic device is lost or stolen, the user is required to immediately notify appropriate school staff and/or their direct supervisor, local authorities, and the WPS Educational Technology Department. The WPS will take all reasonable measures to recover the lost property and to ensure the security of any information contained on the device.

**Return of Electronic Devices**
All technology purchased or donated to the WPS is considered district property and any and all equipment assigned to employees or students must be returned prior to leaving their position or school. All equipment containing sensitive information and data must be returned directly to WPS before it can be redeployed.

**Personal Electronic Devices**
The use of personal electronic devices is permitted at the discretion of the Principal and Director of Educational Technology. The WPS is not responsible for the maintenance and security of personal electronic devices and assumes no responsibility for loss or theft. The district reserves the right to enforce security measures on personal devices when used to access district tools and remove devices found to be in violation of the AUP.

**Energy Management**
WPS strives to reduce our environmental footprint by pursuing energy conservation efforts and practices. The district reserves the right to adjust power-saving settings on electronics to reduce the energy consumption.

**Technology Purchasing & Donations**
Technology hardware and software must be purchased or donated through WPS unless prior approval has been received by WPS and the Business Office. All technology purchases and donations must abide by City procurement policies and are subject to approval by WPS. Technology pricing can include additional expenses required to ensure proper maintenance and security, including but not limited to warranties, hardware/software upgrades, virus protection, and security/inventory software. Schools or departments applying for technology grants, funding, or donations must budget for any additional expenses associated with the requested technology and can be held responsible for any additional expenses incurred.

**AUP POLICY REVIEW:**

**Reviewed and approved**: This policy will be reviewed annually by the WPS Office of the Legal Advisor, WPS Educational Technology, and the Superintendent's Office.
**Distribution**: District's Website and Student Handbook
**Revision**: Requests for AUP amendments can be forwarded to the Director of Educational Technology

***This agreement is to be distributed to all Weymouth Public School students. A signed agreement form must be on file for each student who wishes to use any computer system in the Weymouth Public School.***

## STUDENT INSURANCE

Annually, the School Committee makes available an optional group accident insurance plan for students at a nominal cost to parents. Application forms and brochures are distributed in September. Claim forms can be obtained from the school office. For information regarding insurance coverage, claims or adjustments, the insurance company should be called.

## FIELD TRIPS

~~Field trips by student groups must have the approval of the building principal and the Assistant Superintendent on a form provided for this purpose. There will be at least one chaperone per 15 students on all field trips, with a minimum of 2 chaperones on all field trips. In accordance with state law, all prospective chaperones and volunteers shall sign a form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. Supervision of students is the ongoing responsibility of the chaperones and will be maintained in a manner consistent with building policy. Overnight trips must have the approval of the School Committee. Students who participate in a school sponsored field trip must have written approval from the parent or guardian. The Building Principal will be responsible for informing parents in writing the details of any school sponsored field trip, including the fact that students are providing transportation with their own vehicles.~~

Field trips are an extension of the instructional program and provide enrichment for primary school children. These trips may include visits to museums, historical sites, natural science centers, performing arts theaters, and other locations that are appropriate extensions of the school program.

Field trips by student groups must have the approval of Building Principals and the Superintendent or designee on a form provided for this purpose.

There shall be at least two chaperones on all field trips. The chaperone to student ratio shall not exceed one to fifteen. All chaperones shall consent to a Criminal Offender Record Information (CORI) check which must be completed prior to the field trip.

Overnight trips must have the approval of the School Committee; taking into consideration the student to chaperone ratio, in relationship to the accommodations, location and duration of the field trip. All chaperones shall complete a CORI and SAFIS (Statewide Applicant Fingerprint Identification Services) check prior to the field trip.

Supervision of students is the ongoing responsibility of those chaperoning the trip and will be maintained in a manner consistent with building policy and the student handbook.
Students who participate in a school sponsored field trip must have written approval from the parent or guardian.

The Building Principal shall be responsible for ensuring that parents or guardians receive written details of any school sponsored field trip for their child's class.

School employees may use school facilities to organize non-school-sponsored trips—subject to approval of the Superintendent and the School Committee. School Employees using school facilities for such purposes must inform parents in writing that the trip is not school sponsored. No materials will be distributed within the schools without the prior approval of the Superintendent.

The material must include a disclaimer that the trip is not sponsored or approved by the Weymouth Public Schools or the Weymouth School Committee; however, the student conduct will be consistent with the WPS handbook policies and procedures.

Parents should exercise careful scrutiny of non-school sponsored trips as the School Committee and Administration shall not be held responsible/liable for such trips.

REF: School Committee Policy IJOA

If food is being provided teachers are required to refer to School Committee - JLDD and JLDD-N - Life Threatening Allergy Policy.

All chaperones are expected to ride the school provided transportation to and from the field trip. Students will not be allowed to ride to or from a school sponsored field trip in a private vehicle.

## TRANSPORTATION REGULATIONS

A student is provided transportation if all of the following conditions are met:

- The student is attending a school within his/her district
- The student is in grades kindergarten through grade six
- The student's place of residence is over two miles from the school.

There is no transportation offered to students in grade seven through grade twelve beyond the pay rider program.
All measurements are made along the shortest commonly traveled routes from a point perpendicular to the school entrance to a point on the public road perpendicular to the front door of the residence.

Pay riders are accommodated if sufficient space remains on the bus for them, priority being given to younger children who live farthest from the school. The principal will authorize pay riders in accordance with School Committee Policy.

The fee for pay rider is as follows:

$235 for the first child
$235 for the second child
$120 for the third child

**There is a maximum fee of $590 per family.**

If the fee for the pay rider program presents a hardship to an individual family, a waiver of the fee may be applied for through the school principal by a written request accompanied by documentation of annual income. Bus transportation is a privilege and may be withdrawn by the principal for misbehavior.

## BUS REGULATIONS

The following bus regulations are for the safety and convenience of all students who are transported on school buses. Building principals, after following due process and after

considering the seriousness of the act, are authorized to revoke the transportation privileges either temporarily or permanently of a student who fails to comply to with these regulations.

- Payment for pay ridership must be made in advance of distribution of pay rider tickets.
- Students are expected to cooperate with the bus driver at all times and obey instructions.
- Physical or verbal assaults or other acts of violence on another individual will not be tolerated.
- Smoking, spitting, screaming, obscene or abusive language, gestures or other kinds of inappropriate or anti-social behavior will not be tolerated. Eating, drinking, littering or defacing of a bus will not be permitted.
- Charges will be made for slashed seats, broken windows, etc. ($50.00 minimum)
- Students will keep head, arms and hands inside the bus. Live animals or unusual items may be brought on the bus only with the written permission of the principal and bus driver. (Secure permission at least four days in advance.)
- Students will enter and exit the bus in orderly fashion. Once seated, they will remain seated until their destination is reached.
- When leaving the bus, students who have to cross the street will do so while the bus is stopped and the lights are flashing. Students MUST CROSS IN FRONT OF THE BUS IN FULL VIEW OF THE DRIVER.
- Nothing may be thrown from a bus window.
- Students are NOT to open and close windows on a bus without the permission of the driver.
- Emergency doors must be used for emergencies only. Safety equipment will be used only in times of emergency.
- Students waiting for transportation at bus stops will practice safety precautions and behave in an orderly manner. Private property must be respected at all times.
- Upon dismissal from school, students must immediately board their buses. A student may not leave and re-board a bus anywhere en route home.
- Students are only permitted to ride on buses to which they have been assigned. Students may be assigned to specific seats by school personnel in conjunction with the driver.
- Buses will stop only at regularly scheduled stops.

## SCHOOL COUNCIL

There is a school council established at each school. This council consists of the principal, who is designated as one of the co-chairpersons. The remaining make-up of the council is determined by the principal; however, the number of parents of students currently in the school must equal the number of staff members, including the principal. Not more than fifty percent of the council shall be made up of non-school members. The second co-chairperson shall be elected by the council's full membership at the first meeting. Councils assist the principal with a wide range of local management issues, many of which are outlined in the law.

## PARENT COUNCIL

The School Committee has authorized the formation of a parent council at each school or school district to serve as a link between the home and the school. All parents are encouraged to join. Parent councils hold regular meetings to discuss current issues or programs and activities they may sponsor for the students in the school. Councils also offer topical speakers for parents. More information about parent councils may be obtained from the building principal.

All parents of Weymouth school students are encouraged to join the Town Wide Parent Council. Each parent council elects representatives who have voting privileges at the monthly meetings. In addition to sponsoring forums and speakers, the Town Wide Parent Council discusses issues, curricula and programs of interest to all parents. Parents may obtain more information from the individual school's parent council.

## SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)

Weymouth's Special Education Parent Advisory Council is a group of parents of children with disabilities who meet the first Tuesday of every month during the school year to discuss issues of concern regarding special education. If you have a child on a 504 (accommodation plan) or an IEP (Individual Education Plan) and you live in Weymouth, you are *already* a member of Weymouth's SEPAC.

Parents, guardians, teachers, and others interested are welcomed to access this resource by contacting the SEPAC Executive Board. Parents who have faced similar challenges can be a resource for other parents. ALL information shared will be kept confidential. Please join them at a monthly meeting or other events to learn more.
SEPAC announcements, newsletters, Chairperson(s) names and phone numbers are posted on the Weymouth Public Schools website: www.weymouthschools.org. Go to the district homepage, click on "family", then click on the "SEPAC" link.

SEPAC parents, School Committee members, and school administrators may visit special education programs each year as part of the annual review and evaluation process. To participate, please contact the SEPAC Chairperson or the Administrator of Special Education.
*To contact SEPAC or to receive a copy of the Department of Elementary and Secondary Education booklet "Parent's Guide to Special Education", send inquiries to:

SEPAC
C/O Weymouth Public Schools
111 Middle Street
Weymouth, MA 02189

## ASPEN X2 STUDENT INFORMATION SYSTEM

Weymouth Public Schools utilizes Aspen X2 Student Information System to allow electronic access to student information for students and families; enhancing communication between parents/guardians, students, teachers and administrators. Each parent/guardian will receive a Login ID and password via email at the start of the year.

When the Student Portal or Family Portal is accessible, information includes: attendance, schedule, progress and term report cards, student contact information, assessments, conduct and transcript (grades 9-12 only). In addition, information may include details of assignments in

some classes and may include a teacher "Page". Parents/guardians are only able to view information about their own child(ren).

**Student Responsibilities:**

- Agree to use the site in a responsible, ethical and legal manner in accordance with the Acceptable Use Policy
- Regularly monitor their progress in classes
- Communicate with teacher regarding questions about progress
- Will not share their password
- Will not attempt to harm or destroy the school or the district's data or networks.
- Will not attempt to access information or any account assigned to another user.

**Parent/Guardians Responsibilities:**

- Agree to use the site in a responsible, ethical and legal manner in accordance with the Acceptable Use Policy
- Use Aspen X2 with your student(s) to monitor your child's progress
- Maximize use of technology resources. Paper copies of Progress and Report cards will only be printed and sent home upon request
- Provide current personal, family, and emergency information to the schools
- Report discrepancies/errors in Aspen X2 data to appropriate building staff (as illustrated in the PowerPoint available to parents on the Weymouth Schools website)
- Will not attempt to harm or destroy the school or the district's data or networks
- Will not attempt to access information or any account assigned to another user

**Support**

Parents/guardians who encounter a problem using the system should ~~email to the appropriate school X2 Support Desk with their concerns~~ type in the URL below into their web browser and choose the appropriate support request. ~~The email should include the name of the student(s) and should be sent from the email address on file with the school.~~

https://edtech.weymouthps.org/support

The Aspen X2 Student Information System is web based. Anyone with internet access and the proper login and password word should be able to access the site. The school cannot troubleshoot home computer issues. Users are responsible for resolving any technical issues encountered when trying to access this system.

**Security**

The Weymouth Public Schools will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student information. The District reserves the right to limit or terminate the Internet site for viewing student information without notice.

- Access is made available with a secure Internet site. Note: Account holders are

responsible for not sharing their passwords and to properly protest or destroy any printed/electronic documentation generated from this site.

- Users will automatically be logged off if they leave their web browser open and inactive for a period of time
- The student's account will be inactivated when the student withdraws or graduates from Weymouth Public Schools

**Account Unlock Procedures**

Should your account become locked out because of too many unsuccessful login attempts, you should ~~send an email to the appropriate school X2 Support desk~~ type in the URL below into their web browser and choose the appropriate support request:

https://edtech.weymouthps.org/support

The email should include the name of the student(s) and should be sent from the email address on file with the school. The school will make every effort to unlock the account within 48 hours. An email will be sent confirming that the account is unlocked or may ask you to provide additional information.

Helpful information about navigating the site, how to receive email notifications about grades, conduct and attendance is available on the district website.

# ~Weymouth High School~

Mission Statement

*Weymouth High School will embed 21st century skills across the curriculum to prepare students for post-secondary education, careers, and active citizenship.*

## General Information

### Accreditation

The New England Association of Schools and Colleges, a non-governmental, nationally recognized organization, accredits Weymouth High School. Accreditation indicates that the school meets or exceeds criteria established by the N.E.A.S.C. and is reviewed by a team of peers every ten years. Weymouth High School has available the necessary school resources to achieve its stated purposes through appropriate educational programs. Accreditation is applied to the school as a whole and provides reasonable assurance about the quality of opportunities available to students who attend the school.

### Responsibilities

Weymouth Public Schools recognizes that in lieu of the principal, their designee (Associate Principal, Deans, etc.) may uphold and act on all policies stated in the WPS handbook, in order to provide proper supervision and maintain the continuity of teaching, learning and safety at Weymouth High School.

### Building Security

In order to ensure and maintain a safe and orderly learning environment for all, the only doors accessible to the public will be the Security Entrance. At no time will a student open an outside door for visitors or other students. All guests must sign in at the Security Desk, located next to the gold cafeteria on the stadium side of the building, be issued a visitor pass after providing appropriate identification, and then report directly to the destination. Persons not adhering to the aforementioned procedure will be considered trespassers and administration will be notified. The police will be notified as well.

### Flow of Communication

The first level for communicating a concern is to contact the specific teacher. Should the matter require additional attention, the courteous and proper sequence for contact is the following:

| | |
|---|---|
| First Level: | Classroom Teacher |
| Second Level: | Dean |
| Third Level: | Principal/Associate Principal |
| Fourth Level: | Asst. Superintendent of Schools |
| Fifth Level: | Superintendent of Schools |

## Student Handbook Review

Section 37H of Chapter 71 of the General Laws provides that in each school building containing the grades nine through twelve, inclusive, the principal, with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook annually to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in section 37H.

## Significance of the Student Handbook

All regulations contained in the student handbook represent Weymouth School Committee policy and are in force until otherwise revised in accordance with Chapter 71, section 37H of the General Laws of the State of Massachusetts. These handbooks are filed annually with the Commissioner of Education and copies of the same are distributed to all students.

## Parental Notification Law

In accordance with General Laws Chapter 71, Section 32A, the Weymouth School Committee has adopted this policy regarding the rights of parents and guardians of students in relation to curriculum that primarily involves human sexual education or human sexuality issues.
At the beginning of each school year, all parents/guardians of students in our school will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will direct building principals to distribute such material. Parent/Guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform them that they may:

- Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the principal requesting an exemption. Any student who is exempted by request of the parent or guardian under this policy may be given an alternative assignment.

- Inspect and review program instructional material for these curricula, which will be made reasonable accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school.

Materials will be available at the Central Office with the Assistant Superintendent for Instructional Services or with the Health Grant Coordinator.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials or exemption for the student under this policy may send a written request to the Superintendent for review of this issue. The Superintendent or his designee will review the issue and give the parent/guardian a timely written decision, usually within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send

a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, usually within four weeks of the request. A parent or guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

### Student Rights and Responsibilities

The school committee, in adopting regulations relative to student conduct, does so in the belief that current practices in our school have been, and will continue to be, reflective of the rights of students as citizens while giving necessary attention to accompanying responsibilities. Students who have reached the age of 18 years shall have all rights, privileges and responsibilities which accompany that age. If a student feels that his/her rights have been abridged in any way, that student should bring the matter to the attention of a teacher, counselor, building administrator or member of the student advisory council.
Each year students are elected to represent the high school on the State Student Advisory Council. Students are also elected to represent the school at the Weymouth School Committee meetings. Student grievances or suggestions, which involve the school as a whole, may be brought to these students for consideration.

# Student Services

### Career and Technical Education Admission Policy

**http://www.weymouthschools.org/sites/weymouthps/files/u2766/approved_adm_policy_2016.pdf**

An admission process is necessary for career and technical programs where there are more applicants than openings. This process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to the Career and Technical Education programs for grades nine through twelve at Weymouth High School will be evaluated using the selection criteria contained in the Admission Policy. (See website)

### Class Dues

The senior graduating expenses of yearbook, cap and gown, class dinners and other activities can become a financial hardship at the end of the senior year. Therefore, each year the class tries to earn money to help defray senior expenses through fundraisers. To better equalize the financial responsibilities of each class member, class dues will be assessed over four years to equal a total of $145.00. All grades are required to pay class dues each year prior to the end of semester one in January. After January, class dues will become an obligation. Students who participate in fundraisers may be exempt from class dues upon meeting specific criteria. Unpaid class dues will be carried over to the next academic year. Students that transfer into Weymouth High School must pay the same total of $145.00 to cover senior expenses. Students who have class dues obligations will be restricted from participating in class events and graduation until their dues is paid. See the yearly payment chart.

| Grade | Dues |
|---|---|
| Freshman | $15.00 |

| | |
|---|---|
| Sophomore | $15.00 |
| Junior | $40.00 |
| Senior | $75.00 |
| Total | $145.00 |

## Counseling Services Department

The overarching goal of the Counseling Services Program is to help students understand their aptitudes, abilities, and interests so that they know themselves as individuals and as members of society. Furthermore, our program strives to help students make wise decisions educationally, vocationally, and personally. The Counseling Services Department is comprised of guidance counselors assigned by an alphabetical split, four grade level adjustment counselors, and one adjustment counselor that support specialized programs within the school.

Adjustment Counselors are Masters level clinicians available on an as-needed, as well as scheduled basis, for help in dealing with a wide range of social and emotional issues that interfere with school achievement. The school adjustment counselors may be accessed through the Counseling Services Department. Faculty, parents/guardians, administrators, staff and peers can refer students with any of the following issues: social, emotional, academic or behavioral. Services are delivered on an individual or small group basis. Adjustment Counselors also make appropriate referrals to outside supportive agencies for students and their families.

Guidance Counselors are certified/licensed Masters level educators trained in school counseling with unique qualifications and skills to address all students' academic, personal/social and career development needs. They serve a vital role in maximizing student achievement. By incorporating leadership, advocacy and collaboration, guidance counselors promote equity and access to opportunities and rigorous educational experiences for all students.
*Some services include the following:

- Developing a four year course plan with a career focus
- Teaching students strategies to advocate for themselves
- Providing career, educational, and post graduate planning
- Interpreting standardized test results
- Assisting in college research and selection process
- Facilitating orientation and transitional programs
- Providing help with personal/social concerns
- Coordinating support and intervention strategies for students in need of assistance
- Helping students to understand and accept capabilities and limitations
- Promoting the use of computer assisted planning and information services available in the high school's counseling services office

*Important information:

- Students are assigned to counselors by an alphabetical split and stay with their students throughout the four years at Weymouth High School.
- Student appointments can take place anytime during the day and before or after school.
- Counselors are generally available at most times throughout the school day; however appointments may be necessary as counselors may have already set-up meetings with other students / parents, be running group counseling sessions, or fulfilling other duties and responsibilities. A counselor will always be available to assist in an emergency situation.
- Multiple evening activities are planned throughout the school year by the Counseling Services Department. Please access the school's website periodically to remain up-to-date on new events.
- Parents are encouraged to contact counseling services regarding any concerns.
- Direct Counseling Services telephone number is 781-337-7500 ext. 25126.

## Library Media Center

The Library Media Center (LMC) is open daily. The LMC offers students and staff a variety of educational resources, both print and electronic. Students may use the book collection, reference sources (text and online), periodical collection, and the Internet. They may also borrow materials for research projects and recreational reading. Through its membership in the Massachusetts Library System, The LMC provides access to electronic reference databases. Students may access any of these databases (in school and at home) from the Library page of the WHS Website. The library website also has links to other resources that will help with assignments. Students who need help with a research or other school assignment may ask the LMC staff for instruction, direction, or clarification. Materials that are borrowed must be checked out and returned or renewed promptly. All patrons will take responsibility for careful treatment of the LMC resources. Students must pay for lost or damaged materials.

The LMC may be used by students for brief periods before or after school and during study periods. If a student wishes to use the LMC during an assigned study period, the student may sign up for a study pass when they arrive at school in the morning until the first bell or after school for the next day. Students with LMC passes will leave the yellow copy with their study teacher for attendance and then report promptly to the LMC with the white copy. Attendance is taken in the LMC each period.

## Peer Mediation

In some cases, students who have had a dispute at Weymouth High School or a school sponsored event may opt for ~~a~~ Peer Mediation. Any consenting pair of students can access mediation through a Class Dean, Counselor, or the Principal. A concerned teacher may also request mediation for students, but both parties must consent to it before it occurs.

## Physical Education Policy

The policies of the physical education program for the Weymouth High School are as follows: **Physical Education is mandatory for all grades.**

State law requires that all students must participate in physical education during the school year. Participation in interscholastic sports or another approved after school activity may be an option of fulfilling this requirement if approved by the principal or his/her designee**.**

All students must dress appropriately for class– e.g., gym shorts, tee shirts (see regulations for appropriate school dress), sweatpants, sweatshirts, sneakers, and socks.

All students are required to participate in each class to the best of their ability unless medically excused by a physician. Anyone excused from class for more than two consecutive classes must have documentation from a physician.

The majority of the grade for physical education centers on the student's participation and effort in each class.

## Junior/Senior Privilege

Junior/Senior Privilege applies to juniors/seniors who have a study hall either first or last block of the day. This allows them to arrive before second block or leave at the beginning of the last block of the day. Only juniors/seniors who have the appropriate grades, attendance, discipline, and who are good school citizens who have successfully completed their MCAS obligation, will be eligible for junior/senior privilege.

## Independent Status

Students who have reached the age of 18 can apply for Independent Status. Parents/Guardians of the student must sign an Independent Status form for a student to be eligible for Independent Status. The student accepts responsibility and accountability for their actions. Students who are 18 and have the form signed have the following rights:

1. The student may sign their own absence notes, though school officials may require satisfactory verification as to the cause of the absence.

2. The student may dismiss themselves from school, however, not when they have an assigned detention.

3. The student may sign their own permission slips for field trips

4. The student may withdraw from school without permission of a parent or guardian.

5. The student has all the rights, which would belong to a parent or guardian in connection with the special education process, including the right to consent to or object to their own individual education plan (IEP).

Parents/Guardians have the right to come to Weymouth High School and request to inspect the students' records.

## Working Papers

Applicants for working papers must be at least fourteen years of age. Working papers are required for each job until the student's eighteenth birthday. A working paper may not be obtained until a position is secured. A working paper must be obtained for every change in position.

In all cases, the applicant must make a personal application and present a birth certificate or a passport. Working papers are issued to Weymouth High School students during the school year in both maroon and gold offices and during the summer.

# Exams/ Grading/ Testing/Graduation Requirements

## 21st Century Skills Common rubrics

Weymouth High School is deeply committed to equipping all students with the skills necessary to find success in our 21st century world. By focusing on these core skills, our students become not just masters *of* content but masters *with* content. These core skills include strategic reading, written communication, research, problem solving, technology, collaboration, and oral communication. To create a common language for the instruction of these skills and to standardize their assessment, our teachers utilize school-wide rubrics for the assessment of each of the core skills. In addition, all students are assessed using an Active Citizenship rubric at the end of the each school year. This use of school-wide rubrics also allows Weymouth High School to meet important accreditation standards for the New England Association of Schools and Colleges and to better align our curriculum with the Massachusetts Department of Elementary and Secondary Schools.

## Class Rank Computation

Class rank is calculated at the end of the sophomore and junior years and at the end of the first semester of senior year. All courses with the exception of Physical Education, Physical Education-CTE, Community Service, Lab Assistant, and Academic Support for Learning, Math Lab, and Advisory for Foundation Academy are not included in the calculation of class rank. Every course has been evaluated and assigned a weight according to the level of the course within a department. Courses that are awarded a grade of "P" for *passing* do not have a class rank factor and therefore do not negatively or positively influence one's class rank. At the recommendation of the Massachusetts Board of Higher Education, through their admissions standards for the State University and UMASS system, WHS class rank is determined through our existing weighted grade point average.

## WHS Grade Point Average Weighted Rank

| Numerical Range | Grade | AP | Honors | College Prep | Un-weighted |
|---|---|---|---|---|---|
| 97-100 | A+ | 5.33 | 4.83 | 4.33 | 4.33 |
| 93-96 | A | 5.00 | 4.50 | 4.00 | 4.00 |
| 90-92 | A- | 4.67 | 4.17 | 3.67 | 3.67 |
| 87-89 | B+ | 4.33 | 3.83 | 3.33 | 3.33 |
| 83-86 | B | 4.00 | 3.50 | 3.00 | 3.00 |
| 80-82 | B- | 3.67 | 3.17 | 2.67 | 2.67 |
| 77-79 | C+ | 3.33 | 2.83 | 2.33 | 2.33 |
| 73-76 | C | 3.00 | 2.50 | 2.00 | 2.00 |
| 70-72 | C- | 2.67 | 2.17 | 1.67 | 1.67 |
| 67-69 | D+ | 2.33 | 1.83 | 1.33 | 1.33 |
| 63-66 | D | 2.00 | 1.50 | 1.00 | 1.00 |
| 60-62 | D- | 1.67 | 1.17 | .67 | .67 |
| Below 60 | F | 0 | 0 | 0 | 0 |

## College Entrance Exams

All four year colleges and some community colleges, technical schools and schools of nursing require entrance exams. It is the students' responsibility to arrange for taking the correct tests. Most college bound students take the PSAT exam in the fall of their sophomore year and SAT I, SAT II, Achievement and/or ACT exams in the spring of the junior year. These tests may be repeated in the senior year. Questions regarding these tests should be directed to the counseling services department.

## Graduation/ Promotion Requirements

All students are required to select a minimum of six credits each year along with one additional credit as an alternate to assist in the scheduling process. Students must remain scheduled in at least the equivalent of 6.0 credits a year. Promotion from grade-to-grade in high school is based on credit accumulation in concert with the fulfillment of core requirements and academic standards/expectations:

The following **minimum** requirements must be met for entrance to grades 10, 11, and 12.

Grade 10 4 credits (including 1.0 in English & 1.0 in Math)

11 10 credits (including a minimum of 1.0 credits in English & 1.0 in Math)

12 15 credits (including a minimum of 2.0 credits in English & 2.0 in Math)

*Diploma 22 credits (including the completion of all core and non-core subject area requirements and all required MCAS Competency Determinations)

It may also be the case that some students could transfer to Weymouth High School having accumulated more than 22 credits. It is important to note that in order to earn a Weymouth High School Diploma, the minimum graduation requirements listed below must be fulfilled in all categories before a student can walk in graduation to receive a conferred diploma.

Students must satisfy all Weymouth High School graduation requirements in order to participate in the graduation ceremony.

## Minimum Graduation Requirements - Grades 9-12

1. Total credit requirements:

   Class of **2019**: 22 credits including the completion of all core and non-core subject area requirements, 40 hours of community service, capstone project, and all required MCAS Competencies

2. The following subject credits must be earned as part of the graduation requirement:

| **WHS GRADUATION REQUIREMENTS (All academies except CTE)** | | |
|---|---|---|
| ***All MCAS, Capstone & Community Service requirements must also be met in addition to credits*** | | **22.0 Total Credits** |
| **CORE SUBJECT AREAS (graduation requirements):** | English - (including English I, II, III, and senior elective(s))<br>Mathematics - (including Geometry & Algebra II)<br>Science<br>Social Studies - (must pass US History II) | 4.0 Credits<br>4.0 Credits<br>3.0 Credits<br>3.0 Credits |
| **NON-CORE SUBJECT AREAS (graduation requirements):** | Unified Arts<br>Health<br>Physical Education (.25 credit per year) | 1.5 Credits<br>0.25 Credits<br>1.0 Credits |
| **ADDITIONAL GRADUATION REQUIREMENTS** | Capstone<br>Community Service | 1.0 Credits<br>10 Hours per year/ 40 Hours total |
| Additional Credits Required for an Academy Certificate | | 3.0 Credits |
| **Total *Minimum* Credits Required for Diploma. S*tudents are required to carry 6 credits per year.*** | | 22 Credits |

| WHS CTE GRADUATION REQUIREMENTS | | |
|---|---|---|
| ***All MCAS, Capstone & Community Service requirements must also be met in addition to credits*** | | **22.0 Total Credits** |
| **CORE SUBJECT AREAS (graduation requirements):** | English - (including English I, II, III, and senior elective(s))<br>Mathematics - (including Geometry & Algebra II)<br>Science<br>Social Studies - (must pass US History II) | 4 Credits<br>4 Credits<br>3 Credits<br>3 Credits |
| **NON-CORE SUBJECT AREAS (graduation requirements):** | Unified Arts<br>Health<br>Entrepreneurship<br>CTE - PE Requirement (0.1 per year) | 1.5 Credits<br>0.25 Credits<br>0.25 Credits<br>0.40 Credits |
| **CTE ACADEMY REQUIREMENTS** | CTE Shop Courses and/or Electives | 4.6 Credits *minimum* |
| **ADDITIONAL GRADUATION REQUIREMENTS** | Capstone<br>Community Service | 1.0 Credits<br>10 hours per year/ 40 hours total |
| **Total *Minimum* Credits Required for Diploma. S*tudents are required to carry 6 credits per year.*** | | 22 credits |
| **Additional criteria required for CTE Certificate~~,~~ vary by shop. See the Director of Career and Technical Education for details.* | | |

3. Students majoring in Career and Technical Education, because of the nature of the program must satisfy all graduation requirements in English, Social Studies, Mathematics, Science, and shop. To be eligible for a Technical Certificate, a student must earn credits in both Junior and Senior years in one major.
4. Students must satisfy all Weymouth High School graduation requirements in order to participate in the graduation ceremony.

## MCAS Requirements

To earn a high school diploma from Weymouth High School, students must satisfy all Weymouth High School graduation requirements and earn competency determination in the English Language Arts, Mathematics, and the Science/ Technology portions of the MCAS test.

Students must satisfy one of the following two conditions in both English Language Arts (ELA) and Mathematics to earn a competency determination in those subjects: 603 CMR.31.00

- Meet or exceed the Proficient scaled score of 240 on the English Language Arts and Mathematics grade 10 MCAS tests, or
- Meet or exceed the Needs Improvement scaled score of 220 on the English Language Arts and Mathematics grade 10 MCAS tests and fulfill the requirements of an Educational Proficiency Plan (EPP).

## Graduation Requirements Beyond the Classroom

In keeping with the mission of Weymouth High School "to prepare students for post-secondary education, careers, and active citizenship", all Weymouth High School students will be required to apply their learning beyond the classroom through participation in community service and completion of the Capstone Project.

## Community Service

Community service is a graduation requirement for Weymouth High School. It is intended to prepare students for active citizenship and provides an opportunity for students to contribute to the improvement of their communities. This service also affords students the opportunity to enhance personal growth, build self- esteem and develop social skills.

Students must complete at least 10 hours of approved community service activities each year (grades 9-12) for a total of at least 40 hours by the end of the first semester of their senior year. Students can begin earning community service hours during the summer prior to entering each grade (after June 1st). All community service activities must be approved. Pre-approved community service options are available on the Weymouth High School website; students must seek approval for all community service activities not already listed on the website. While students are encouraged to engage in more than 10 hours of community service per year, any student who accumulates excess hours cannot apply these excess hours to subsequent years.

Community service hours for each year must be completed by June 1st of that school year. Seniors must have completed all hours by the end of first semester senior year unless they have made prior arrangements. While students may only use 10 hours of community service per year towards their graduation requirement, students who choose to perform community service hours in excess of ten hours per year can still apply the balance towards potential post high school scholarship opportunities.

## Capstone Project

Students will work with an advisor to complete an independent project which will synthesize their learning from the electives in their career academy as well as demonstrate command of core 21st century skills in a real-world context.

As the capstone is an independent student project, the form and focus will vary greatly, however, all students must adhere to the following guidelines:

1. Students will create a proposal of the project dealing with one of the themes in their career pathway
2. Students will design and produce a rigorous project, which includes:
    a. A bibliography of 10-20 sources used in the creation of the project
    b. A 3-4 page reflective paper that identifies how the project demonstrates proficiency of the core 21st century skills
3. Students will present the project to an audience consisting of teachers, administrators, parents, and community participants.

To facilitate the successful completion of the Capstone Projects students will enroll in the following classes:

| | |
|---|---|
| Junior Capstone Seminar 4th quarter | .25 credits |
| Senior Capstone Seminar 1st - 3rd quarter | .75 credits |

## Graduation Cohort

The expectation is that all Weymouth High School students, except in cases involving Special Education or Bilingual Education Law will meet the graduation requirements within four (4) years. Students who have not met the graduation requirements within four (4) years may utilize the following options:

- Summer school
- Evening school
- Online classes
- Community college
- High school equivalency test

*Students may only return to Weymouth High School with Principal approval.

## Homework

Teachers will regularly assign homework with the goal of reinforcing skills and/or introducing new material to students.

What Students and Parents/Guardians Can Expect:

- Homework requirements and expectations will be clearly indicated to students in the course syllabus
- A record will be kept of homework grades and assignments completed
- Each course should factor homework into its grading policy
- It may not be appropriate for teachers to grade every assignment

- Homework should not be superfluous, but rather should be clearly related to course content and support student progress through the scope and sequence for the course
- The amount of homework may vary with the nature of the course Students will have adequate notice of long-term assignments
- Homework missed due to absence must be made up within a reasonable time period, normally within one week
- Assignments may be adjusted to meet individual students' needs and abilities

| | **Post-Secondary Pathway** | **Pacing** | | **Home work** | **Independent Learning** | | **Summer work** | |
|---|---|---|---|---|---|---|---|---|
| **AP** | Competitive four-year Colleges | Intense | | *** | ** | | * | |
| **H** | Four year colleges | Fast | | ** | * | | | |
| **CP** | Two/four year colleges, Technical Colleges | Moderate | | * | * | | | |

*** Highest expectation
** High expectation
* Expectation

## Make-Up Work and Extra Help

Teachers are available before and after school to assist students. However, students should check with their teachers as to availability on any given day. It is important that students who are having difficulty in a specific class arrange for extra help to prevent further difficulties later in the term or school year.

## Honor Roll

There are three categories of honors. All subjects are treated equally.

High Honors: All *A's* and one *B* are the minimal standard.
(A *B*- is acceptable)

Honors: *A's* and *B's* in all subjects (A *B*- is acceptable).

Merit: All *A's* and *B's* with a maximum of one *C*.
(No grade lower than a *C*)

## Progress Reports and Report Cards

Midway through each term progress reports are issued electronically for students and parents regarding students' academic growth and progress. Parents/guardians may check the academic progress of their student via the Family Portal available on the Aspen X2 Student Information System.

Report cards are issued electronically four times a year, at the end of each quarter. Each subject teacher will give a grade for achievement; in addition, the teacher may include one or two comments on effort, conduct, or attitude.

A parent-teacher conference is always encouraged in order to help improve the quality of a student's work. Report card grades are indicated with a numeric value. The report card will have a conversion chart for numeric grades to letter grades. Mid-year and final examination grades will be recorded on the report card.

Students who received an incomplete grade in any subject will have an opportunity to complete work as required by the subject teacher within a ***two-week*** period after the marks close.

## Testing

To keep parents and students informed and to comply with the state regulations, Weymouth High School offers the following testing programs:

| *Test* | *Grade Involved* | *Time Frame* |
|---|---|---|
| iReady Math/ELA | Gr. 9 & 10 | September-October |
| PSAT | Gr. 10 | October |
| MCAS Retest(ELA/Math) | Gr. 11, 12 | November |
| Mid-Year Exam | Gr. 9, 10, 11, 12 | January |
| ACCESS | All ELL students | January - February |
| iReady Math/ELA | Gr. 9, 10* | January - February |
| MCAS | Gr. 10 | March– June |
| MCAS Retest(Biology) | Gr. 10, 11 & 12 | February |
| MCAS Retest(ELA/Math) | Gr. 11 & 12 | March |
| MCAS ELA | Gr. 10 | March |
| MCAS Math | Gr. 10 | May |
| MCAS (Sci,Tech,Eng) | Gr. 9, 10, 11, 12 | June |
| iReady Math/ELA | Gr. 9 & 10 | May-June |
| Final Exams | Gr. 9, 10, 11, 12 | June |

*Note: School Committee policy requires final examinations for all courses.*
**Students who require additional testing based on progress.*

## Grading

**Full Year Course Grade**

| | | |
|---|---|---|
| Quarter 1 = 20% | Quarter 2 = 20% | Midyear Exam = 10% |
| Quarter 3 = 20% | Quarter 4 = 20% | Final Exam = 10% |

**The final 4 days of the 2nd and 4th quarter are reserved for Mid-year and Final exams. These dates will be determined as the dates near, however families should plan for this in advance.

| **Semester Course** | **Quarter Course** |
|---|---|
| Quarter 1/3 = 40% | Quarter = 80% |
| Quarter 2/4 = 40% | Final exam = 20% |
| Final Exam = 20% | |

Parents/Guardians should be aware that no student at the secondary level will be promoted or graduate unless the student has met all of the requirements published for students and parents in the WHS Program of Studies book distributed to each student prior to the selection of courses for the next school year. Parents/guardians are encouraged to read each document carefully. Any questions about policies or requirements should be directed to the counseling services department.

## Mid-Year/Final Exam Regulations

All classes are suspended during testing periods for mid-year and final exams. Students are required to be present during their exam times. Attendance during Mid-Year and Final Exams does not count towards your quarterly attendance. If a student is absent unexcused for a Mid-Year or Final Exam they will receive a 0 for the exam.

**The final 4 days of the 2nd and 4th quarter are reserved for Mid-year and Final exams. These dates will be determined as the dates near, however families should plan for this in advance.

Students will be in the cafeteria or in the examination room for the *full period* of the exam. Attendance will be taken at the exam. Students not present will be charged with absence from that class.

Two weeks prior to exams, the school posts the exam schedule on the website and through e-mail. Weather, etc. will not interfere with the order of exams. Buses will pick up at the normal time. Buses will leave promptly at dismissal. There will be no late buses.

There will be no homeroom period during the exam period. Students will report directly to the examination room on exam days.

No lunches will be served for students on exam days.

A missed exam must be made up as soon as possible, normally within two weeks, and only with an acceptable excuse, or it will be counted as a zero. Teachers and students, at the convenience of the teachers, will make arrangements for makeup exams.

Semester textbooks will be turned in at exams.

Students wishing to study at the LMC may do so only with the permission of the librarian.

No electronic devices will be allowed during mid-year and final exams.

## Senior Mid-Year/Final Exam Exemptions

Students who hold senior status must have a cumulative average of 85% or better in both

quarters of a semester course to be exempt from the final exam. Students do not need to earn a grade of 85% or better in each quarter of a semester course, instead they need to have their final* grade for that semester equal or exceed an average of 85%.

Students who hold senior status must have a cumulative average of 85% or better for all four quarters of a full year course to be exempt from the final exam. Students do not need to earn a grade of 85% or better for each quarter of a full year course, instead they need to have their final* grade for that full year course equal or exceed an average of 85%.

* The final grade calculated prior to the final exam is used as the determinant to grant or deny exemption status.

Exemption is an option. A student who qualifies for the exemption may elect to improve his/her final course grade by taking the exam. Students in the process of appealing an attendance failure do not qualify for the final exam exemption Quarter long courses do not qualify for exam exemption.

**Seniors who have taken the AP exam in a class will be exempt from that class' final exam.

***Seniors enrolled in Science AP Lab PE will follow the same exam exemption policy as seniors enrolled in Term PE.

# Policies, Procedures and Discipline

## Attendance Requirements

According to state law, high schools are required to hold school for a minimum of 990 hours and 180 days a year. Regular attendance for *the entire school day* by a student is a primary requisite for learning.

If a student has more than four unexcused absences in a quarter then the student will be considered an attendance failure and will receive an F* for that term unless extenuating circumstances exist.

For classes that meet every other day (Capstone, PE, Health, etc) the third unexcused absence in a term will result in an F* for that term.

If a student receives an F*, it represents a 59% or the grade they actually earned in the class if it is lower than 59%. Please contact your child's dean if you have further questions.

Due to a shortened fourth term graduating seniors with three unexcused absences will receive an attendance failure (F*).

Outside/non-school sponsored events, competitions, and extracurricular events are not 53considered an excused absence.

## Unexcused Absences From Class (Class Cut)

First offense, office detention and a zero will be given for the cut class. There will be no opportunity to make up work missed. Second offense, a full day IWS ISSwill be assigned and a conference will be held involving the student, parent/guardian, and counseling services team. A zero will be assigned for the class cut and no opportunity will be given to make up the work missed.

## Late For Class

Ample time is allowed for passing from one class to the next. Students not seated in their classroom after the passing bell has rung will be assigned makeup time by the teacher for each offense. Failure to meet teacher obligations may result in an office detention. Students who miss *one half* of a class period due to unexcused tardiness will be marked absent unexcused for the class period.

## Calling in an Absence

Parents/ Guardians must call or e-mail the school in the morning to alert the attendance officer of the child's absence.
The following will be considered an **excused absence**:

- Absence validated by a doctor's note provided documentation is **submitted within one week of the absence**
- A post-secondary (military visit, union interviews, etc.) college interview or visitation pre-approved by the student's Dean guidance counselor (limited to three per student, junior and senior year only)
- Legal obligations with documentation
- Religious holidays
- Bereavement

## Dismissal from School

When a student needs to be dismissed from school, the student must submit a note to either office or the security desk by 8:30 AM. Notes may be verified with the parent/guardian. All dismissals must be in writing, either by hand-written note, email or fax. Students must be present for four periods or until 11:00 AM in order to be considered present for the day.

## Tardiness To School

Students not in their assigned seats at the tardy bell are considered late. Tardiness may be excused for one of the following (6) reasons with proper documentation:

- Family Emergencies
- Medical appointments (The student must have a note or appointment card from the doctor.)
- Religious holidays
- Legal obligations
- Illness or injuries
- Pre-approved college interviews or visitations.

Students with unexcused tardiness will be assigned consequences according to the following:

- On 5th tardy: Warning sent to parents
- On 10th tardy: Assignment of Office Detention with notification to parents
- On 15th tardy: Assignment to full day IWS ISS and notification to parents
- Further tardiness will warrant further disciplinary action

Students failing to report to the security desk when tardy will be assigned appropriate disciplinary actions. Students who miss one-half or more of a school day due to tardiness and/or a dismissal will be considered absent for the day.

### Truancy From School

An administrator will contact the parent/guardian. The student will receive a zero for all classroom work missed (no make-up will be permitted) and assigned to full day IWS ISS
Parents or guardians of school age children are required to have them attend school. Failure to do so can result in court fines and actions. Students who fail to attend school in accordance with the above descriptions will be referred to the district attendance officer for possible court involvement. Additionally, school-based consequences may be assigned.

# Code of Conduct

Students are expected to act with proper behavior at all times. This includes traveling to and from school, on school premises, on school buses, at bus stops, at school sponsored or school related events, and at athletic events.

Violations or disregard for school rules and regulations will lead to disciplinary action by school administrators; (Principal, Associate Principal, and Deans) which could result in early dismissal from school, parental conference, detention, internal or external suspension from school for one to ten days, access to or placement in an alternative setting or exclusion from school and restitution for any damages to private or school property.

In every case of student misconduct for which suspension may be imposed, the principal, or his/her designee, shall exercise discretion in deciding the consequence for the offense. The principal shall consider ways to reengage the student in learning and shall attempt to avoid long term suspension as a consequence until alternatives have been tried. These alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports

The following offenses will lead to disciplinary action:

- Physical assault, fighting or other acts of violence on any member of the school community
- Threats of violence directed toward any member of the school community
- Use of obscene, abusive or profane language or gestures

- Hazing as defined on page 54
- Committing acts of vandalism
- Harassment, which is defined as discriminatory remarks or actions regarding, but not limited to the following: race/color, sex, religion, disability, national origin, sexual orientation and gender identity.
- The sale, distribution, use or unauthorized possession of drugs (including synthetic substance or materials that simulate drugs), alcoholic beverages or any other devices or materials of any sort injurious to the well-being of the school community
- Possession of weapons of any kind including knives of any length or shape, firearms, firecrackers, or any other explosive materials
- Possession of simulated weapons, laser lights, or any other items not herein specified that would upset the school's normal operation. School personnel will confiscate inappropriate items
- Theft of school or personal property or receiving such stolen items
- Obtaining money, material goods or favors by threat of physical harm
- Destruction of or damage to school or personal property. Restitution will be required
- Sounding false alarm for fire/police, tampering with the call box covers, calling a bomb threat, or disrupting the normal school procedure in any way
- Starting a fire
- Truancy
- Leaving the school building or school property during school hours without permission
- Propping a door open or opening a door to let someone in the building
- Failure to meet detention obligations
- Loitering within the school building or on the school grounds after the normal school day
- Using any of the school facilities without supervision of a teacher or coach on school grounds
- Forgery of school related documents
- Open and continued defiant behavior toward school personnel

- The use of personal listening devices/video devices, telephones, pagers, still or video cameras (unless used for approved school activities), or other electronic devices is prohibited during the school day. If a student chooses to bring an electronic device to school (i.e. cell phone, iPod or texting device), it is to be silenced during the school day, unless used for specific instructional purposes as designated by the supervising teacher. Failure to follow this policy will result in the confiscation of the electronic devices and possible further disciplinary actions.

- Public displays of affection are not in good taste and are unacceptable in a public school

- Committing any illegal act on school property or at school sponsored events off school property

- Consumption of any beverage (coffee, soda, water, etc.,) may be banned in any classrooms, labs, and CTE rooms per teacher discretion.

- Intimidating behavior directed towards faculty, staff, or peers, including any behavior involving physical contact, emotional manipulation, verbal abuse, and purposeful embarrassment (behavior may include but is not limited to, inappropriate epithets, derogatory comments, slurs, and lewd propositions, impeding or blocking movement, violations of personal space, offensive touching or any physical interference with normal work or movement, and visual insults involving drawing or postings)

- School staff authority and responsibility extends over the entire building and school grounds and school sponsored activities at all times. Students who fail to identify themselves upon request will be considered insubordinate and will receive appropriate disciplinary action. Students are accountable to all WPS employees.

- If a school official has reasonable suspicion a school rule is being violated and/or there may be a crime, school officials may search the person's, their belongings and electronic communication.

Any act, not herein specified, which is unfavorable to the interest of the school and community as determined by the Principal/Associate principal, and/or Dean.

## Education Service Plan

In accordance with Massachusetts General Law 37 H ¾, when a student has been suspended or expelled, the student will continue to be provided with education services during the period of suspension or expulsion from the district. Weymouth Public Schools may offer student the services including, but not limited to:

- Independent Work Station
- Online Credit Recovery
- Home Tutoring

## Cafeteria Regulations

The dining rooms are intended to be pleasant places where students may eat lunch in a relaxed

and attractive atmosphere. Student suggestions for better operation of the dining rooms are always welcome.

Neatness of the dining room is everyone's responsibility. Nothing should be left on the tables.

No food or drink, other than water, may be taken from the dining room.

Students must go to the designated dining room during the lunch period. Dining rooms are assigned by the 5th block class. No student is permitted to leave the dining room without authorization, until the bell rings ending the lunch period. Inappropriate behavior may result in the loss of cafeteria privileges, parental conference, office detention and/or suspension. Students are expected to possess and scan their WHS school-issued ID in order to make purchases in the cafeteria using their account.

## Cheating/Plagiarism

Cheating is a serious infraction and is a violation of academic integrity. It interferes with proper student assessment, thus impeding student growth. Moreover, it is a dishonest act which constitutes intellectual theft. Any instance in which a student presents the work or intellectual property of another as his or her own constitutes cheating. This standard applies to all intellectual property, whether taken from a personal, professional or electronic source. As such, cheating includes, but is not limited to, the following:

- copying the work of another student
- submitting work written by another as one's own
- using words or ideas of another as one's own
- using study aids in an unauthorized manner
- sharing information regarding quizzes and tests with others, or using such information to achieve academic advantage

**1st offense:**

- The student will be assigned a zero for the assignment.
- The teacher will notify the parent and send a referral to the Dean.
- All extra-curricular activity advisors will be notified, as well as the National Honor Society.

**2nd offense:**

- The student will be assigned a zero for the assignment.
- The teacher will notify the parent and send a referral to the Dean.
- All extra-curricular activity advisors will be notified, as well as the National Honor

Society.

- One full day of IWS ISS will be served, where the student will write a reflection on the incident.
- If the 2nd offense takes place in the same class as the 1st, the student will be reduced 5 points from that term grade.

**3rd offense:**

- The student will be assigned a zero for the assignment.
- The teacher will notify the parent and send a referral to the Dean.
- All extra-curricular activity advisors will be notified, as well as the National Honor Society.
- One full day of IWS ISS will be served, where the student will write a reflection on the incident.
- If the 3rd offense takes place in the same class as the 2nd, the student will be reduced 10 points from that term grade.

## Chemical Substances

Possession, use, sale or distribution of tobacco, electronic smoking devices, vaping, or vaping paraphernalia, drugs or alcohol in the school building, on school grounds, or at school sponsored activities is prohibited by state law (Chapter 71, Section 37H) and School Committee policy. Violators of this policy are liable to the appropriate penalties as outlined in Section 37H, which may include exclusion and/or expulsion.

In order to safeguard the individual and provide for the general safety and welfare of all students, the Weymouth Public Schools has established the following guidelines for disciplinary action with regard to due process and students' rights in drug, alcohol, and other substance abuse and related cases. No one may possess, distribute, sell or ingest a controlled substance or alcohol on any school premises (including school buses) or while attending an authorized, related activity. Referrals will be made by all school personnel (teachers, secretaries, paraprofessionals, custodians, etc.) to the building principal who may then consult the administrator, school nurse, and/or Superintendent of Schools.

## Chemical Substances Disciplinary Actions

*Suspicion of Being Under The Influence of a Controlled Substance*

- Involvement of a second party- building administrator and/or school nurse parent/guardian requested to take student home.

*Possession, Use, Selling, or Distribution of a Controlled Substance may be subject to any of the following:*

- Letter to parents or guardians, copy placed in student's temporary record
- Immediate suspension from all school programs
- Mandatory parental/guardian conference prior to re-admittance
- Referral to rehabilitation program
- An expulsion hearing may also be held

- The Youth Division of the Weymouth Police Department will be notified

## Breath Alcohol Testing Policy & Procedure

Alcohol use by a student is illegal and poses a serious threat to the well-being of the student as well as the well-being of the entire school community. Drug and alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution may be subject to disciplinary action as set forth in the Student Handbook.
When determining possible alcohol use or intoxication by a student during the school day or at a school-related function the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breath alcohol-testing device which indicates the presence or absence of alcohol.

**I. Procedure at School-Sponsored Dances and Proms:**

Prior to entering the dance/Prom and leaving the dance/Prom all students will be screened as follows:

1. Students purchase their tickets prior to the event. Only students who do not have any outstanding obligations will be allowed to purchase tickets.
2. A trained school administrator will administer the breath testing device (AlcoBlow, AlcoHawk, etc.).
3. The student will be admitted to the dance/Prom if the reading on the breath testing device reads negative (green or 0.0).
4. If the reading on the breath testing device is positive (amber/red or over 0.0), the student may then request a maximum of two additional tests taken at least 2 minutes apart. If additional tests are positive (amber/red or over 0.0), the student will NOT be admitted to the dance/Prom and his/her parent/guardian will be notified and required to take the student home.
5. If the student has tested positive (amber/red or over 0.0), disciplinary action will result in accordance with the student handbook. A student testing positive on the breath testing device will not be allowed to attend any WHS dances for the remainder of the school year including Prom. If the student is a senior s/he will also not be allowed to attend any remaining senior activities.
6. If a student refuses to use the breath testing device, he/she will not be admitted to the event and the student's parents/guardians will be contacted and asked to come take the student home. An administrator may consider the refusal and all other evidence to determine whether or not the student is intoxicated/impaired and impose the disciplinary actions listed in the student handbook.

There is always the possibility that a student may become intoxicated/impaired after passing the initial breath testing screening. If a school administrator at the function observes the behaviors listed in Section II (1), in such a student, then s/he may administer the breath testing device. If the student tests positive (amber or red or over 0.0), on the breath testing device, the student may request a second and third test. See section II (4). If these tests are positive, then the school administrator will follow the procedure as written in Section II of the breath testing policy. School discipline will be administered in accordance with the WHS Student Handbook.

**II. Procedure at School-Sponsored Events (except Dances and Proms):**

1. School staff may determine possible student alcohol use without the aid of a breath alcohol testing device observing one or more but not limited to the following indicators:

- Slurred speech
- Unsteady gait
- Impaired motor control
- Flushed face
- Smell of intoxicating liquor on breath, clothing or person
- Vomiting
- Glassy or red eyes

2. If a student is suspected of being under the influence of alcohol or is suspected of consuming alcohol, the school administrator or school safety officer may administer a breath testing device (i.e. AlcoBlow, AlcoHawk, etc.).

3. The test is administered in privacy in the presence of a school administrator.

a. If the test is positive (amber/red or over 0.0), the student may request a maximum of two additional tests taken <u>at least</u> 2 minutes apart. If these additional tests are positive (amber/red or over 0.0), the Parent/Guardian will be notified and requested to take the student home.

1. Emergency help will be called if student is assessed to be at risk for alcohol poisoning or in need of medical assistance.
2. Disciplinary action will be taken as indicated in the student handbook.

b. If the test is negative (green or 0.0):

1. The student will be allowed to resume activity if the school administrator does not suspect the use of other drugs or impairment.
2. His/her parent/guardian will be notified that the breath testing device was utilized.

4. If a student who is suspected of being under the influence of alcohol or who is suspected of consuming alcohol refuses the test:

a. The school administrator or school safety officer will notify parents/guardians to pick up the student and will detain the student until the parent's/guardian's arrival. The school administrator may consider the refusal and all other evidence to determine whether or not the student is intoxicated or has consumed alcohol and may discipline the student in accordance with the student handbook.

5. If any student suspected of intoxication leaves the scene against the school official's request:

a. Police Department will be contacted immediately.
b. Parent/Guardian will be notified.
c. Disciplinary action for insubordination will be taken as indicated in the student handbook.

**III. Student Athletes and Extra-Curricular Activities**

Students representing Weymouth High School athletic teams are held to a high standard of conduct. The conduct of these student athletes is governed not only by rules established by the MIAA but also those established in the Weymouth High School Student Handbook which states that a student shall not, regardless of the quantity; use, consume, possess, buy, sell or give away any beverage containing alcohol including near beer, tobacco product, or controlled substance including marijuana, synthetics, steroids, or any other controlled substance. Therefore, if a student athlete tests positive on a breathalyzer test the student's name will be given to the athletic director who will consider this evidence that the student has consumed alcohol. This will result in the implementation of the disciplinary code for athletics through a Chemical Health Committee as stated in the student handbook.

Captain/Elected or Appointed Official: If a student is found in violation the Chemical Health Policy, the student will be ineligible to be elected or named captain of an athletic team or president/leader of any extracurricular activity (including class office) for one calendar year. This may result in the student being stripped of titles and captaincies.

## Tobacco Possession/Electronic Smoking Devices and Paraphernalia Use Disciplinary Actions

*Suspicion of Possession and/or Use of Tobacco Products/***Electronic Smoking Devices and Paraphernalia**

- Involvement of a building administrator
- Student is subject to search by administration

*Possession and/or Use of Tobacco Products/***Electronic Smoking Devices and Paraphernalia** *may be subject to any of the following.*

- All policies and consequences outlined in Weymouth Public Schools' *Smoke Free Schools* policy. (Page 11 Weymouth Public Schools Handbook)

As well as,

- Confiscation of any contraband
- Parent notification
- Independent Work Station
- External Suspension

## Expectation of Behavior at Extracurricular Events

Weymouth High School encourages all students to support our sports teams, our theatre company, our music and art programs, and clubs at after school events. Students must attend school that day or have an excused absence in order to attend an after school event. Students in IWS ISS are not allowed to attend any after school event on the day they serve IWS ISS. Students who attend after school events are expected to behave in a respectful manner. Any behavior that is deemed inappropriate towards a staff member, a member of an opposing team, the officials, the venue, or anyone attending the event may result in disciplinary action by Weymouth High School. This could include detention, IWS ISS, out of school suspension and/or social probation, which can include suspension from future athletic/extracurricular events.

## Classroom Conduct

Expectations for classroom conduct are consistent throughout the school.

- Arrive to class on time and be prepared for the work at hand.
- Remain attentive during the entire period.
- Be considerate to the rights and feelings of others.
- Respond promptly to the direction of the teacher.
- SIP support student learning and student productivity. Proper classroom behavior during SIP is important and expected. Failure to attend SIP is a "cut" of that class and will be handled the same as "cuts" of other academic classes.

## Conduct After School

Students who remain after school must be under the supervision of a coach or faculty member at all times, or be participating in a school-sponsored activity or project. Students should not "hang out" in the corridors after school. Students who are not supervised will be asked to leave the building. Failure to leave when asked will result in disciplinary action.

## Harassment

*Definition: Harassment is the act of intentionally abusing the dignity of another person, through insulting or degrading personal remarks or conduct.*

Harassment on the basis of race, age, national origin, gender identity, sex, sexual orientation or disability is illegal and will not be tolerated. We expect all students, employees, parties contracted by the Weymouth Public Schools, and other members of the school community to conduct themselves in an appropriate manner with respect, dignity, courtesy and fair treatment for all individuals in the school community.

Any individual, who is found, after appropriate investigation, to have engaged in any form of verbal or physical harassment, will be subject to disciplinary action up to and including termination of employment, suspension or expulsion. The behaviors which may be considered a form of harassment may include, but are not limited to:

- Touching
- Gestures
- Remarks made in private or in front of others
- Intimidation/isolation
- Name calling

Any student who believes that they have been subjected to harassment should discuss the matter with a trusted adult and/or file a complaint in person or in writing to counseling services.

## Hazing

(Ch. 269, Section 17. Crime of hazing: Definition, Penalty)

Whoever is the principal organizer or participant in the crime of hazing as defined herein may be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both 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, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any 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 students or other persons to extreme mental stress, including extended deprivation of sleep, rest, or extended isolation. Added by St. 1985. c.536.

(Ch. 269, s.18 Duty to Report Hazing)

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars. Added by St. 1985, c.536.

(Ch. 269, s.19 Hazing Statutes to Be Provided: Statement of Compliance and Discipline Policy Required.)

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

Each secondary school shall file, at least annually, a new report with the Board of Education, certifying that such institution has complied with the provisions of these sections and also certifying that said school has adopted a disciplinary policy with regard to the organizers and participants of hazing.

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 that fails to make such report. Added by St. 1985, c. 536.

## Independent Work Station (IWS)

## In School Suspension (ISS)

The purpose of the independent work station is to improve student behavior through the use of a structured environment where students are required to complete their regular class assignments and to examine thoughtfully their responsibility as school citizens.

Students are assigned to IWS ISS for a full day and are not permitted to attend their regular scheduled classes. Students are required, however, to complete their regular class assignments for credit. Students assigned to IWS ISS may not participate in any extra-curricular activity for

that day. Students assigned to IWS ISS will follow the directions of the IWS ISS supervisors.

Students who fail to fulfill their full day IWS ISS responsibility will be rescheduled to the next available full day IWS ISS. Continued failure will result in external suspension for one (1) day with parent re-entry meeting upon return to school.

## Office Detention

*Detention with a teacher takes priority over all other obligations.*

If a student is to report to a teacher and has office detention, a signed pass from the classroom teacher must be given to the office detention proctor before leaving the building.

Detention is an extra class period assigned by the office for failure to abide by school regulations. Students will come prepared for quiet study. Office detention is held after school. Students with Independent Status are not allowed to dismiss themselves from school when they have an assigned detention.

*Failure to attend detention will result in a full day of IWS:ISS: (When required, Deans have discretion to appropriate and adjust the following consequences as needed.)*

## Teacher Detention

If a student has been asked to see a teacher after school and does not report, the student will be referred to the appropriate Dean for disciplinary action.

## Safe Driving/Student Drop Off and Pick Up

The recommended speed limit on school property is five (5) miles per hour. At all times, drivers on campus should understand that pedestrians have the right of way, and should drive courteously as well as responsibly and respect the rights of pedestrians and other drivers.

***Drivers who violate the safe driving policy may lose their parking privilege.***

## Student Obligations

Obligations may include any monies owed to the school for lost books, locks or any other school materials, class dues, athletic fees, unfulfilled community service hours, or time owed for detention or suspension. Students with obligations may not attend school sponsored activities**.** Students who may not be able to pay these fees should contact the principal or designee will assist families who request, through a written waiver, payment plan or reduction of fees.

## Textbooks

Students are completely responsible for textbooks issued to them. It is their obligation to handle them carefully, keep them in good condition and return them undamaged at the end of the course. Students must arrange to pay for a replacement textbook, prior to the issuance of a new one, if a textbook is damaged or lost and cannot be found within a reasonable time.

Students leaving school must return books to their classroom teacher or an obligation will be filed.

Under special circumstances, textbooks may be borrowed during the summer by paying a deposit of ten dollars each. This deposit will be returned when the book is returned in good condition.

No notations or drawings of any kind are to be made in the textbook or on the outside bindings.

Report any damage immediately to your teacher or you may be charged for the damage.

Offensive or otherwise inappropriate language or drawing on book covers or in books is not acceptable.

## Student Parking Regulations

Parking on school grounds and at satellite lots is a privilege. Only students with a valid parking permit are allowed to park on school grounds.

Students are not allowed to leave the building to return to their cars during the school day without a security escort. The purchase of a ***$100*** **parking tag** entitles students to park their vehicles on school property as long as they follow school regulations and adhere to the driving rules and common courtesy. Students who have outstanding obligations will not be given parking privileges.

*Students parking illegally on campus will be ticketed and possibly towed at the owner/operator's expense.*

**Parking passes cost $100, however those purchased on Feb 1st or after, will cost $10 a month. This applies to students without previous parking violations.*

## WHS ID Policy

As a means of promoting a safe and secure school environment that continues to be conducive for the educational process, all students in grades 9-12 must possess an ID badge. Each student is expected to present ID upon request during school hours as well as all school sponsored functions, including field trips that take place during the regular school day. Students must present their student ID when checking in late to school and when purchasing lunch in the cafeteria. Students must also carry the student ID badge during all extra-curricular school events and present the badge upon request from a faculty or staff member or the student may be subject to exclusion from the event.

If a student misplaces their badge or leaves it at home, it is the responsibility of the student to obtain either a new badge or a temporary one through WHS security personnel. When a student has defaced their ID they will be required to purchase a new badge.

Students who are reported as repeatedly not producing their ID at the Security Desk or in the cafeteria will be subject to the following consequences:

- 1st offense of repeated incident: Office Detention
- 2nd offense of repeated incident: (2) Office Detentions
- Each additional failure to comply with the ID policy will result in an additional full day IWS ISS and parent conference.

## Suspension External/IWS ISS

Students suspended from school are not allowed to participate in any school or school-related activity during the period of suspension. This includes regular classes, field trips, athletic practice, team competitions, student government, performances, dances, social events, or any

other school activities. Exceptions may be granted, with express permission from a school administrator, to pick-up school work when school is not in session or to participate in mandatory testing.

A goal of Weymouth High School is to minimize unsupervised out of school suspension. Out of school suspension is resorted to only when other consequences have proven ineffective, or for instances of very serious infractions. A supervised out-of-school suspension program assigns students who have committed infractions to a community connections center for counseling and remedial community service in lieu of suspension. This option is utilized at the administration's discretion.

## Teen Dating Violence

Weymouth High School will not tolerate any teen dating violence during the school day or at any school sponsored activities. Any acts of violence will be dealt with swiftly and consequences will be based on the nature and history of the act. If an incident of teen dating violence occurs, intervention will include appropriate disciplinary action and the recommendation for counseling services. This may include the support of outside agencies.

In accordance with the law of minority, the following people will be notified in the event of a teen dating violence incident:

- The administration
- Parents of the victim
- Parents of the perpetrator
- School counseling services team
- School nurse

The following agencies may also be notified, depending upon the seriousness of the incident:

- The police
- Hospital
- Outside agencies

## Telephones/Electronic Equipment

There are telephones located in each of the main offices in the building for students' use with permission from the office staff. If a student chooses to bring an electronic device to school (i.e. cell phone, iPod or texting device), it is to be silenced during the school day, unless used for specific instructional purposes as designated by the supervising teacher. Failure to follow this policy will result in the confiscation of the electronic devices and possible further disciplinary actions.

## Use of Lavatories and Lockers

Lavatories are available for student use between periods. Use at any other time shall be only with permission from a teacher. Loitering at lockers, in lavatories, or any unsupervised area at any time will be subject to office discipline.

Lockers are provided for safekeeping of personal property and school supplies. *Use only your assigned locker. Do not give the combination to anyone else.* If something must be removed

from your locker and you cannot open it, contact a custodian for assistance.

If your locker doesn't work, report this to the security office so that the locker may be repaired. Be sure to spin the combination dial several times after closing so that there is no possibility that it can be opened again without the use of the combination. Do not accumulate unnecessary materials in your locker; keep it clean.

*Large amounts of money or extremely valuable articles should be left at home. Weymouth Public Schools is not responsible for lost or stolen items.*

Damaging lockers is vandalism. Do not put stickers on lockers. Students are charged $10.00 for each lost lock. Only *school* locks may be used on *school* lockers. All other locks will be removed.

Students should use their lockers for the sole purpose of storing clothing, books, lunches and/or personal belongings appropriate to a school setting. The school is not responsible for lost or stolen books, clothes or other personal materials. A locker search will be conducted when there are reasonable grounds for suspecting that the student has violated either the law or the rules of the school. The school administration reserves the right to search lockers of students. Assignment of lockers to students does not imply ownership by the student.

## Athletics and Extracurricular Activities

The role of the secondary school is preparation of students to become useful and productive citizens. One of the avenues available to fulfill this goal is our athletic and extracurricular activities program. A well developed, coordinated and properly coached program will assist the student in becoming a well-balanced person capable of adjusting to life's changes.

Extracurricular activities are considered an important part of the educational process at Weymouth High School. There are varsity and sub-varsity sports, as well as many clubs and organizations offered to meet the interests of our student body.

In order to be eligible for any athletic team or competitive club/organization at Weymouth High School a student-athlete must:

- Be in good academic standing. All student-athletes must be passing a minimum of four credits in their major subjects to maintain athletic eligibility.
- Have a current physical (within thirteen months of the try-out) on file with the high school nurse. (Athletics only)
- Have a current, signed permission slip.
- Students must pay the designated user fee in order to participate in each sport and extracurricular ~~curricular~~ activities offered.

Individual extra-curricular clubs and organizations may also have eligibility requirements and fees. If the payment of a fee will produce a hardship for a family, the parent or guardian should contact the principal or designee in writing to request a waiver, payment plan or reduction of fees.

## Disciplinary Code for Athletics and Extracurricular Activities

Understanding that participation in athletics and extra-curricular activities is a privilege and not a right; the disciplinary code of conduct for Weymouth High School's extracurricular activities, including all clubs, activities, and athletic teams, reflects the desire of the school's advisors/coaches to be consistent in their approach to disciplinary matters. The code increases the standard of responsible behavior expected of participating Weymouth High School students. It is expected that our student participants will be models of proper behavior for the entire student body. This disciplinary code is in effect 365 days a year, 24 hours a day.

A Chemical Health Committee made up of the School Principal and/or Principal Designee, Athletic Director and Dean has been established to oversee the implementation of the disciplinary code. The committee could also include the School Resource Officer, School Health Official, Event Staff, and/or Faculty Member.

When a student who participates in an extracurricular activity or athletics is reported to have been found in violation of the Disciplinary Code, the Chemical Health Committee will convene. The Chemical Health Committee will verify, and authenticate the reported information. Once the reported information, as it relates to a violation, is verified and deemed actionable, insofar as it requires a meeting with the student, the Chemical Health Committee will conduct a hearing to provide the student in question with due process prior to assigning any consequences. In each case, the student's parents or guardians will be invited to the hearing. Should the parent/guardian of the student(s) in question decide not to attend, for whatever reason, the Chemical Health Committee is authorized to conduct a hearing as needed without a parent or guardian in attendance. Due to the need to expedite this kind of hearing to avoid potential issues related to the forfeiture of an athletic contest, (see MIAA rules) the hearing will be scheduled at the earliest possible time, including during the course of the school day.

**Alcohol, tobacco, electronic smoking device (vaping) or controlled substance violation:** A student shall not, regardless of the quantity; use, consume, possess, buy, sell or give away any beverage containing alcohol, tobacco/tobacco-like or nicotine product, or controlled substance including marijuana, synthetics, steroids, or any other controlled substance. This policy includes products such as "NA or near beer".

**First Violation**: When the Chemical Health Committee confirms, following an opportunity for the student to be heard, that a violation has occurred, the student will either lose eligibility for the next 50% of consecutive athletic/club/extracurricular events in which the student is a participant. (e.g., student in violation right before first game of 20 game basketball season...student will miss 10 games) or will lose eligibility for the next 25% of consecutive athletic/club/extracurricular events in which the student is a participant and will enroll in the DART program offered by the Weymouth Police Department. The possibility of dismissal from the team or club is also at the discretion of the principal/advisor/coach. This information will be shared with the student and parent/guardian at a Chemical Health Violation meeting, facilitated by the Athletic Director and School Administration. The 50% or 25% will carry over to the next athletic/club/extracurricular activity in which the student will be involved. It is recommended that the student be allowed to remain at the activity/practice for the purpose of rehabilitation.

**Second Violation**: When the Chemical Health Committee confirms, following an opportunity for the student to be heard, that a violation has occurred during the same calendar year, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. The student must enroll in

DART to be considered for reinstatement to the team or club. The possibility of dismissal from the team or club is also at the discretion of the principal/advisor/coach. This information will be shared with the student and parent/guardian at a Chemical Health Violation meeting, facilitated by the Athletic Director and School Administration. It is recommended that the student be allowed to remain at the activity/practice for the purpose of rehabilitation.

**In every case of a Chemical Health Violation, the Hearing Committee has jurisdiction to impose a greater penalty based on the findings presented at the hearing.*

Penalties will be cumulative each calendar year. If the penalty period is not completed during the "season" of violation, the penalty shall carry over to the student's next team, club, or extracurricular activity in which he/she participates, which may affect the eligibility status of the student during the next academic year.

If a student, in violation of this rule, is unable to participate in a club, team or extracurricular activity or event due to injuries or academics, the penalty will not take effect until that student is able to participate again**.**

**Captain/ Elected or Appointed Official**

If a student is found in violation of the Chemical Health Policy, the student will be ineligible to be elected or named captain of an athletic team or president/leader of any extra-curricular activity (including class office) for one calendar year. This will go into effect on the date of the Chemical Health Committee meeting. This may result in the student being stripped of titles and captaincies.

**Extra– Curricular Academic Probation**

In an attempt to hold WHS students to a higher standard than the MIAA's academic requirement, all Weymouth students participating in an extracurricular activity, will carry a simple GPA of 2.0 or higher in addition to passing the required four major subjects, as stated in the Massachusetts Interscholastic Athletic Association Eligibility Rules. An extracurricular participant that fails to meet the 2.0 standard may remain eligible; however the student will be placed on academic probation. Once report cards or progress reports are distributed, the Athletic Director will inform students who are to be placed on academic probation. The determination of academic probation will be made as follows:

**Weymouth High School Grading System Unweighted**

| | | | | | |
|---|---|---|---|---|---|
| A+ | 97-100 | (4.3) | C+ | 77-79 | (2.33) |
| A | 93-96 | (4.0) | C | 73-76 | (2.0) |
| A- | 90-92 | (3.67) | C- | 70-72 | (1.67) |
| B+ | 87-89 | (3.33) | D+ | 67-69 | (1.33) |
| B | 83-86 | (3.0) | D | 63-66 | (1.0) |
| B- | 80-82 | (2.67) | D- | 60-62 | (.67) |
| | | | F | Below 60 | (.00) |

**Student Example:**

| | | |
|---|---|---|
| Algebra 1 | B- | 2.67 |
| Biology | C+ | 2.33 |
| Latin | D- | .67 |
| Foods 1 | C- | 1.67 |
| US History 1 | D- | .67 |
| Phys Ed | D | 1.0 |

GPA 9.01 divided by 6 courses = 1.5 GPA

In this case, this student's GPA is 1.5. Since it is below 2.0, the student will be placed on academic probation.

Any student found to be on academic probation will be expected to complete 3 supervised hours of instruction per week in the deficient subject areas. Each student on academic probation may complete these hours three ways:

- Attending Afternoon Homework Hot Spots
- After School extra help or study hall extra help with a teacher
- Extra help given by student tutor

Each student will be given a form to have signed by the teacher or staff member verifying the completed hour or hours. At the end of the week, each coach or advisor will collect the form from the student. If the student did not complete the hours necessary, the student may forfeit the right to be part of the extracurricular activity. A student will be considered "off" academic probation when the student has demonstrated by the mid-term progress report or a report card that the student has a GPA of 2.0 or better.

## Rules of Eligibility

The Massachusetts Interscholastic Athletic Association (MIAA) and Weymouth School Committee formulate rules and regulations governing interscholastic athletics at Weymouth High School. Among the rules are age, residency and scholastic eligibility qualifications. Specific information regarding these requirements may be obtained from your coach, the principal or the athletic director. Rules governing participation in any extra-curricular activity shall be the same as the rules governing the Massachusetts Interscholastic Athletic Association Eligibility Rules. The minimal eligibility standard for interscholastic athletics applies to all extracurricular activities in which students represent Weymouth High School. If a student fails to meet the eligibility requirements, the student may not participate in activities or athletics. In the case of an elected activity such as an office to student government or class, the elected official will be removed from office for the next marking quarter. In the event that a student fails to meet eligibility for a second time, the student will be removed from the activity or office immediately.

## Student Government Vacancies

If a class president or student government president is withdrawn from office, the vice president will fulfill the duties until the next election. If offices such as vice president, secretary, treasurer, etc., become vacant, the other officers of the class or organizations will carry out the responsibilities of the vacant office. The faculty advisor of each activity will be responsible for examining eligibility requirements.

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## A MESSAGE FROM WHS SADD

- *Make your car a **No Phone/No Texting Zone.***
- *Avoid and say no to alcohol and other drugs.*
- *Your choices will impact your family and your future.*