



Saugus High School
Student Handbook 2011-2012

Mr. Joseph Diorio
Principal
Pearce Memorial Drive
Saugus, Massachusetts 01906
Telephone 781-231-5027

This student handbook book belongs to:

Name: _____

Homeroom: _____

Phone _____

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SCHOOL PROFILE

SCHOOL AND COMMUNITY

Saugus High School is a comprehensive four-year (9-12) public high school with an enrollment of approximately 900 students. It is accredited by the NEASC. The school serves a middle-income suburban residential community of about 26,000 inhabitants located 10 miles north of Boston.

CURRICULUM

The curriculum includes a combination of required and elective courses to meet the need of all students. Students are ability-grouped in major activity courses. Honors and Advanced Placement courses are offered in mathematics, the sciences, English, world language and technology education. Over 58% of our graduates attend four year colleges with another 32% attending two year colleges.

REQUIRED COURSES

Required courses to be passed for graduation at Saugus High School include: 4 years of English, 4 years of Mathematics, 3 years of Social Studies, 3 years of Science, 4 half years of Wellness, .5 in Fine Arts, 2 years of World Language and 12 hours of community service per year. In order to maintain regular class membership, a student must pass a minimum of 27.5 credits per year including English.

A typical major subject that meets 5 times a week is equal to 5 credits. A minimum of 110 credits must be earned to graduate.

GRADING SYSTEM

Rank in the class is determined on the basis of a quality point system. Numeric grades are earned and cumulative Weighed Grade Point Average and Weighted Class Rank are calculated according each numerical grade.

PRINCIPAL'S GREETING

Welcome to Saugus High School! The faculty, staff and administration have been doing and will continue to do their best to make Saugus High School an educational and social environment, in which respect is given to all. Although academics are our primary function, social responsibility and awareness are also learning tools needed to thrive in society. It is my goal for all members of the Saugus community to focus on mutual respect, both in and out of the classroom. Be conscious of your behavior and earn the respect of everyone at Saugus High School. It is my hope that you embrace this goal and work to make everyone proud of Saugus High School.

I challenge you to get involved in co-curricular activities, whether it is going out for an athletic team, participating in the arts, being an active member of a class or other school organization.

With hard work and determination, the sky is the limit! Push yourself to take that one step further to better the community, Saugus High School, and most importantly, yourself.

I look forward to getting to know you all and seeing you grow and mature into well-rounded students.

Sincerely,

Mr. Joseph Diorio
Principal

**SAUGUS HIGH SCHOOL
SCHOOL CLASS SCHEDULE
2011-2012**

Monday	Tuesday	Wednesday Common Planning for Teachers until 8:00. Students arrive to school at 7:55	Thursday	Friday
Period 1 7:25-8:16	Period 1 7:25-8:50	Period 2 8:00-9:25	Period 1 7:25-8:16	Period 1 7:25-8:16
Period 2 8:20-9:07			Period 2 8:20-9:07	Period 2 8:20-9:07
	Mentor Block 8:55-9:25 Only on Tuesday			
Period 3 9:11-9:58	Period 3 9:30-10:55	Period 4 9:30-10:55	Period 3 9:11-9:58	Period 3 9:11-9:58
Period 4 10:02- 10:49			Period 4 10:02- 10:49	Period 4 10:02- 10:49
Period 5 10:52- 12:07	Period 5 11:00- 12:18	Period 5 11:00- 12:18	Period 5 10:52- 12:07	Period 5 10:52- 12:07
Period 6 12:12- 12:59	Period 7 12:23-1:50	Period 6 12:23-1:50	Period 6 12:12- 12:59	Period 6 12:12- 12:59
Period 7 1:03- 1:50			Period 7 1:03- 1:50	Period 7 1:03- 1:50

**LUNCH SCHEDULE FOR
M T H F**

10:52 AM	11:17 AM	L1
11:20 AM	12:07 PM	class
10:52 AM	11:17 AM	Mclass
11:17 AM	11:42 AM	L2
11:45AM	12:07PM	Mclass
10:52 AM	11:39 AM	Class
11:42 AM	12:07 PM	L3

**LUNCH SCHEDULE FOR
T and W**

11:00 AM	11:25 AM	L1
11:30 AM	12:21 PM	class
11:00 AM	11:25 AM	Mclass
11:25 AM	11:50 AM	L2
11:53AM	12:21PM	Mclass
11:00AM	11:52AM	Class
11:54 AM	12:19 PM	L3

Class Rotation for lunch will be posted.

Saugus Public Schools 2011-2012 SCHOOL YEAR CALENDAR

September

M	T	W	TH	F
				2
H	Tea	Stu	8	9
12	13	14	15	16
19	20	21	ER	23
26	27	28	29	30

October

M	T	W	TH	F
3	4	5	6	7
CD	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November

M	T	W	TH	F
	1	2	3	4
7	PRF	9	10	VD
14	15	16	17	18
21	22	EC	H	H
28	29	30		

December

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	H
H	27	28	29	30

January

M	T	W	TH	F
H	3	4	5	6
9	10	11	12	13
MLK	17	18	19	ER
23	24	25	26	27
30	31			

School closes on Thursday, June 22, 2012
 Includes Five (5) snow days
 Bold and Italics indicates no school
 Bold indicates projected mid-year and final exams
 LD Labor Day
 PD Presidents' Day
 PRF Teacher Workshop No School

February

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
PD	21	22	23	24
27	28	29		

March

M	T	W	TH	F
			1	2
5	ER	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
PTD	17	18	19	20
23	24	25	26	27
30				

May

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
MD	29	30	31	

June

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25				

CD Columbus Day
 PTD Patriots' Day
 VD Veterans' Day
 MD Memorial Day
 MLK Martin Luther King Day
 NYD New Year's Day
 ER Early Release
 ERHS Early Release HS Only
 Early Release Time 10:50
 Graduation Day: Friday, June 1, 2012

SAUGUS HIGH SCHOOL HANDBOOK SAUGUS, MASSACHUSETTS

Saugus High School Mission Statement

Adopted by the Saugus High School Faculty on December 16, 2009

Core Values, Beliefs, and Learning Expectations

Saugus High School is a comprehensive learning institution whose mission is to prepare students to be responsible, thoughtful, and effective global citizens. It is understood that rapid technological advances will make it mandatory that students be lifelong learners and it is the school's responsibility to offer a curriculum that combines modern technology and academic rigor. The administration and faculty recognize that all students will be challenged to think at a high level and realize that involving all students requires a variety of teaching methodologies and programs. Saugus High School is committed to providing a learning environment that encourages students to become actively involved in the learning process and fosters risk-taking and creativity in problem solving. Saugus High School's ultimate purpose is to produce students who have the knowledge base and intellectual curiosity to become productive, ethical, and informed citizens in the 21st century.

Learning Expectations

The following is a list of expectations for students who attend Saugus High School. Achievement of these outcomes will be attained through participation in a wide variety of student programs and activities offered at Saugus High School.

Critical Thinking

All students will (be engaged in a variety of learning experiences that encourage them to):

- **read** actively and critically in a variety of genres and subjects.
- **analyze** and **evaluate** information.
- **demonstrate** an ability to **select, organize, and develop** ideas.
- **develop** the skills and **acquire** a knowledge base, which will enable them to succeed on all high-stakes, standardized examinations.
- **utilize, evaluate, and apply** multiple problem solving strategies in a variety of disciplines.

Effective Communication

All students will (be engaged in a variety of learning experiences that encourage them to):

- **communicate** ideas and information with clarity and understanding of audience.
- **integrate** the use of a variety of communication forms.
- **listen** effectively and critically and **respond** appropriately to spoken communication.
- **utilize, evaluate, and apply** multiple problem solving strategies in a variety of disciplines.
- **demonstrate** a mastery of Standard English Convention

Global Learning

All students will be engaged in a variety of learning experiences that encourage them to:

- **demonstrate** an appreciation for the arts in their many forms.
- **comprehend** at least one language in addition to English.
- **demonstrate** an understanding of civic responsibility and world-wide current events.
- **demonstrate** an appreciation for other cultures throughout the world.

Personal and Social Responsibility

All students will be engaged in a variety of learning experiences that encourage them to:

- **take** responsibility for personal actions and **demonstrate** honesty, fairness, and integrity.
- **respect** themselves and others.
- **appreciate** diversity and **act** responsibly as a member of the community by participating in school and/or community service.
- **understand** fundamental wellness and fitness concepts and the skills which foster healthy habits and behaviors.
- **make** health-enhancing decisions by assessing risks and considering potential consequences.

Safety and Security

Your child's safety is a major concern of our school. The cooperation and understanding between parents and the school is necessary to build proper habits. Some sound rules for developing safety habits are listed below. It would be helpful if parents would discuss these with their children.

Start to school early enough so you will not have to run to arrive on time. Walk on the sidewalks or off the roads at all times.

Cross streets only at intersections where a crossing guard has been assigned by the school department.

Obey the police officer and the crossing guard at all times.

Proceed directly to school and return home immediately after being dismissed.

Refrain from throwing snowballs on the way to and from school and on school grounds.

Refuse to enter or approach strange automobiles or to ride with strangers.

Remain off the road while waiting at the stop.

Our school has a Building Crisis Response Team (BCRT) comprised of administrators and teachers. The BCRT enhances the school's ability to respond to emergencies, threats to students and other staff safety, and assists students and staff to respond to events such as the death of a school community member, natural disasters, or acts of violence.

It is unfortunate, but true, that we live in a time when safety of our children is threatened even at school. Even though the chance of your child being harmed while in school is minute, the possibility is enough so that precautions and procedures have been implemented.

Preventing violence and threats of violence must be a community project. All students, parents and educators must be constantly vigilant and report people and events that seem to threaten the safety and tranquility of our schools.

Students and parents need to know that Saugus's Chief of Police and Superintendent of Schools are jointly committed to aggressively investigating all student-to-student death threats, and to find, arrest, and prosecute any student who calls in a bomb threat or pulls a fire alarm unnecessarily.

Parents need to assure that students understand the seriousness of these acts as well as the consequences associated with them. No one should tolerate this type of behavior and students need to know that. If parents have specific concerns they may obtain further information about the school's action plans for crisis management and building crisis team by contacting the principal.

Notification to Parents of Teacher Qualifications

Compliance with P.L. 107 - 110, § 1111 (h) (6) (A)

The federal *No Child Left Behind Act of 2001* requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these

funds, the Saugus Public Schools will provide parents with this information in a timely manner if requested. Specifically, parents have the right to request the following information about their child's classroom teachers:

Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches.

Whether the teacher is teaching under emergency or provisional status because of special circumstances.

The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.

Whether paraprofessionals provide services to their child and, if so, their qualifications.

The Saugus Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher please contact Richard Langlois, Superintendent of Schools at (781) 231-5000.

Policies and Procedures

ABSENCE

Students are absent from school only in the case of personal sickness or death in the family, unless arrangements are made at the office on the day of the absence.

Any student absent from school for unsatisfactory reasons is subject to disciplinary actions.

1. A student reporting to school after an absence of three (3) days or more must report to the nurse. In the event the nurse is not readily available, the student will then report directly to the Assistant Principal Office for admission. A student returning after an absence caused by the following must present a doctor's certificate to the office:
 - A. Streptococcal infections (scarlet fever, strep throat, etc.)
 - B. A suspected case of ringworm
 - C. A suspected case of impetigo
2. All students returning from an absence of five (5) consecutive school days or fewer must make up work within ten (10) school days, except for seniors during the fourth term when make-up work must be within (5) five school days. Make-up work after an extended period of absences must be made up by arrangement with the subject teacher and Assistant Principal.
3. No student is to attend or take part in a dance, athletic contest, or any other school activity on the day he or she is absent from school without first obtaining permission from the Principal.
4. Dismissals for reasons other than sickness or death may be granted if a note has been brought from home and approved by the Assistant Principal. Parents are asked not to make requests for a dismissal by telephone. Telephone dismissals will not be honored unless the Assistant Principal speaks to a parent/guardian and only in an emergency situation.
5. Students dismissed before, or admitted after 10:45 AM, will be considered absent for the day. No student will be admitted to school after 12:00 PM. Students must be in school by 7:45 AM to participate in any extra-curricular activities.
6. The notes presented to the Assistant Principal are not to be confused with any documentation for medical excuse needed by a student for the Attendance Review Board.

Parents are urged to contact the Assistant Principal when they become aware that their child has accumulated three or more absences from a class.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Saugus High School is consistent with the recommendations of the Medical Update of Massachusetts Policy Guidelines (June 1989). This policy offers recommendations for universal functions when dealing with blood/other body fluids spills in a school setting. Further, it includes procedures regarding disclosure within a school of a student's AIDS diagnosis or HIV infection status in keeping with laws requesting the confidentiality of this information.

File: JFABC

ADMISSION OF TRANSFER STUDENTS

A student may withdraw from a Commonwealth charter school at any time and enroll in the school district in which said student resides. The Saugus school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the Saugus school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement.

The time of the school year when enrollment is sought shall be a factor in determining the student's grade level placement. The Saugus school district may determine that a student seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

To the same extent provided for other students enrolling in the school district, students who enroll in the Saugus school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district.

LEGAL REFS.: Chapter 12, Section 11 of the Acts of 2010

SOURCE: MASC February 2011

SC First Reading: May 12, 2011

ATTENDANCE POLICY

Consistent attendance is critical for students to achieve in the classroom. The attendance policy is designed to promote the development of responsible, dependable, and punctual students, recognize the role of the student, family, and school in maintaining appropriate attendance, and enforce Massachusetts Laws with respect to school attendance. Massachusetts General Laws, Chapter 76, Section 2 states that all children between the ages of six and sixteen are required to attend school regularly. The statute defines regularly as not more than seven absences in any six-month period. The following policy outlines definitions for excused and unexcused absences, protocols for reporting absences, and potential consequences for failure to adhere to the policy or follow school protocols.

Excused Absences:

The School Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

The state statute further points out that good attendance is the joint responsibility of the student, the parent/guardian, and the school. Therefore, students may be excused temporarily from school for the following reasons:

1. Illness, quarantine or other medical condition with verifiable medical documentation
2. Bereavement or serious illness in family.
3. Observance of major religious holidays.
4. Court appearance/subpoena
5. College or military recruiter visits, limited to two, with previous approval from the administration. – seniors only
6. School sponsored activities, which were approved by the administration.

Unexcused Absences:

Examples of unexcused absences and/or tardiness include oversleeping, missing the bus, car problems, family vacations, restrictions from a field trip (students are still expected to report to school), and caring for siblings. While students are strongly encouraged to make-up work for any absence, teachers are not required to give academic credit for make-up work completed following an unexcused absence.

Every three tardies to class, which are less than half of the class time, will constitute an absence toward the class. For all classes, any tardy which constitutes missing more than half of the class time will result in an absence from the class.

A student must be present in class for at least one half (1/2) the class time to receive attendance credit for that class.

Repeated unexcused absences are unacceptable and can have serious academic consequences. If a student accumulates any of the following number of class or complete day absences:

1. 5 unexcused for a semester course
2. 10 combined unexcused or excused absences for a semester course
3. 9 unexcused absences in a given academic year for a year long course
4. 20 combined of unexcused or excused absences for a year long course

The student will not receive academic credit towards graduation even if they earn a passing grade.

Students may be eligible to attend summer school to regain their credit.

Protocol for Reporting an Absence:

The school will contact homes of students who are absent on a daily basis through our automated announcement system. The parent is urged to contact the appropriate Administrative Office upon receipt of this call if they are unaware of this absence. Students and parents may access the class and daily attendance through our administrative software.

All notes documenting absences must be taken in to the respective Administrator for approval within 48 hours of an absence. Documents received after the 48-hour period may be determined to be unacceptable.

Chronic Absenteeism:

If a student under the age of sixteen accumulates seven (7) absences for the year, either excused or unexcused, a letter will be sent out addressed to the parent/guardian outlining the school's attendance concerns and arrange for a mandatory meeting with administration to come up with a plan to address the absenteeism discuss the reasons for the absences, and plan for improved attendance going forward.

If the student reaches 15 absences for the year, the Vice-Principal or Principal may choose to involve the Department of Children and Families and/or the Juvenile Court by filing a CHINS or 51A as appropriate.

If a student over sixteen accumulates 15 cumulative absences, a Notice of Withdrawal will be sent to notify the parents that their student will be removed from the student register. Included in this notice the Administration will impose General Law Chapter 71B, Chapter 766 Regulations, Paragraph 315, which states "any child who has been absent without medical

excuse more than fifteen school days in any quarter must receive a letter indicating whether a referral for IDEA services is appropriate at that time". The administration will hold a mandatory meeting with the parent/guardian regarding possible re-enrollment for the next academic school year.

Make-up Work:

Students will be given a reasonable number of days to make up work following an absence. The general time frame will be equal to the number of school days missed, unless prior arrangements are made with a teacher for an extra help session after school. For example, if a student is absent for three (3) consecutive days, they will have three (3) school days to make up the work missed for full credit. This rule will hold, unless a student has made prior arrangements to meet with a teacher after school to make up an assignment.

Faculty Review Board

To insure fairness, a Review Board of faculty members will meet to evaluate extenuating circumstances pertaining to absences prior to final marks being recorded. A student must submit a completed appeal form in writing to his/her Assistant Principal by the Friday before the year/semester ends. Upon doing so, the Faculty Attendance Review Board will be convened. A parent must accompany the student to the Review Board hearing to explain the extenuating circumstance. The Board's decision will be reported to the student and the parent after the Principal approves the appeal.

Amended

Approved 11/18/10 SC First Reading: 10/28/10

File: JHABCD

ATTENDANCE for MILITARY-CONNECTED STUDENTS POLICY

Saugus Public Schools has adopted a policy for military-connected students. It permits a student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting to be granted additional excused absences at the discretion of the superintendent or designee.

SC First Read 5/26/11

BULLYING

Bullying of any type has no place in a school setting. The Saugus Public Schools will endeavor to maintain learning and working environment free of bullying.

Bullying is defined as the severe or repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

1. Causing physical or emotional harm to the other student or damage to his or her property;
2. placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
3. creating a hostile environment at school for the bullied student;
4. infringing on the rights of the other student at school; or
5. materially and substantially disrupting the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or any electronic means.

(a) Harassment, Intimidation, Bullying and Cyber bullying is prohibited:

- (1) No student shall be subjected to harassment, intimidation, bullying, or cyber bullying in any public educational institution,
 - (A) During any education program or activity; or
 - (B) While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or
 - (C) Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network of any public educational institution.
 - (D) at non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment.

- (2) "Bullying and cyber bullying," unwelcome written, electronic, verbal or physical acts or gestures where a student feels coerced, intimidated, harassed or threatened and, under the circumstances, may cause: physical or emotional harm to a student,
- (3) Damage to another student's property, or a disruptive or hostile school environment. The behavior must interfere with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges that are being offered through the school district.
- (4) As used in this Section, "electronic communication" means any communication
 - a. through an electronic device including a telephone, cellular phone, computer or pager.

Examples of bullying include but are not exclusive to:

1. Intimidation, either physical or psychological
2. Threats of any kind, stated or implied
3. Assaults on students, including those that are verbal, physical, psychological and emotional
4. Attacks on student property

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

The District will promptly and reasonably investigate allegations of harassment, including bullying. Bullying shall be stopped as soon as it occurs, all school staff are required to promptly report bullying when they witness or become aware of it. A school principal or his designee must immediately investigate and take appropriate disciplinary action.

The District shall through the Superintendent develop administrative guidelines and procedures for the implementation of this policy.

This plan shall include:

1. Procedures for responding to and investigating reports of bullying.
2. Strategies for protecting those who report bullying.
3. Notice to the parents or guardians of students involved in bullying, including perpetrators and Victims.
4. Appropriate services for students who have been bullied or who are bullies.

SOURCE: MASC

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
 Federal Regulation 74676 issued by EEO Commission
 Title IX of the Education Amendments of 1972
 Board of Education 603 CMR 26:00
 M.G.L.A. Chapter 71, Sec 37O

REFS.: National School Safety Center
 Maine Project against Bullying
 The Wellesley College Center for Research on Women

CROSS REFS.: AC, Nondiscrimination
 ACAB, Sexual Harassment
 JICFA-E, Hazing

SC First Reading: 4/8/10
 Approved and Accepted by the SC: 5/13/10

CELL PHONES

Student cell phones are to be turned off during all schools hours and placed out of site. Students with visible cell phones will have them confiscated, receive 1 day of In School Suspension and parent must retrieve phone. Subsequent offenses, parent will have to retrieve the cell phones from the administration. Along with confiscations, students may be subject to further consequences as outlined in the code of conduct. Students using cell phones in class may be deemed cheating. Due to student confidentiality and privacy, picture phones are strictly **prohibited**. Any picture phone confiscated will be returned to parents only with a disciplinary referral to the assistant principal.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The federal McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following guidelines:

Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;

Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. Transportation may not be provided once permanent housing is found;

Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;

If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records;

A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;

A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

For further information, please contact Ellie Marino, Coordinator for the Homeless, at (978) 374-5773 or on the following website: <http://www.doe.mass.edu/hssss/program/homeless.html>.

CAFETERIA/FOOD IN SCHOOL

All food must be consumed while seated at tables. This includes snacks purchased from the snack bar, which are not to be consumed while en-route to a table. Students may not sit or congregate in groups along the walls or window areas, in the snack bar area or near vending machines.

Before the lunch period ends, all debris should be placed in designated receptacles. Custodians will be available to clean up any accidental spillage, but students are responsible for keeping their tables and the area around their tables clean. If a student or a group of students is identified as littering or misbehaving in the cafeteria, they may be given the option of helping to clean the cafeteria for a period of time in lieu of Session or In-School Suspension for breaking the rules of conduct in the cafeteria. Disorderly students may have the privilege of eating in the cafeteria suspended.

The Saugus School Board has implemented a Health and Wellness policy. With this policy, non healthy items such as coffee, coolatas, and other drinks except water will be disposed of as your student enters the building. Please remind your student of this issue.

CHILD ABUSE

All staff are aware of the signs of child abuse and neglect, and the Principal, on a yearly basis, informs all professional staff of their obligations to report cases of child abuse and neglect as specified in M.G.L. Chapter 119, §51A-51F and M.G.L. Chapter 71, §371.

COMPUTER "ACCEPTABLE USE POLICY"

Saugus High School has adopted a comprehensive "Acceptable Use Policy" for student access to the Internet. All students using school computers to access the Internet must sign a copy of the "Acceptable Use Policy" made available to

them during the opening week of school. Parent and teacher signatures must also be obtained. Copies of the "Acceptable Use Policy" in its entirety are available upon request. Please check box on page 63 to accept.

CRISIS RESPONSE READINESS POLICY

The Saugus School Committee is dedicated to creating a safe learning environment for all students and staff. In compliance with the federal mandated regulations requiring that crisis response systems be in place for all school systems, the Committee authorizes the Superintendent to develop operational plans for crisis intervention and response, and to effectively communicate such plans to the students and staff of the school district. The Committee further requires the plans for closure and follow-up be implemented.

As assurance that such plans exist, a district crisis response team will be organized by the Superintendent to oversee the development, training, preparation, management and communication of the district's crisis response system. This team will oversee a comprehensive approach to crisis readiness in all schools and provide guidance and resource for the building level.

It is further noted that the Saugus Public Schools will coordinate its crisis readiness efforts with the Town of Saugus Emergency Management Agency to assist in the establishment and maintenance of a broader, collaborative crisis response system for the town.

DESTRUCTION OF SCHOOL RECORDS

In accordance with Department of Education regulations, the temporary student record will be destroyed within five years from the date of graduation. The information to be destroyed may include: test scores, report cards, and attendance data. The permanent student record may only be destroyed after sixty years and contains the following: identifying information regarding student and parent or guardians; course titles and grades received; grade level completed and year completed and date of graduation.

Parents and students have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction.

DISMISSALS

If there is an urgent reason to be dismissed from school during school hours, a student must bring a note from his parent or guardian stating the reason, the time of dismissal, and a home and work phone number. This must be brought to the Assistant Principal's office before 7:20 AM. Once verified, a dismissal slip will be issued. Phone dismissals are not accepted. Parents will need to come in to dismiss a student if a note is not presented prior to 7:20.

School Administrators reserve the right under school attendance statutes to deny requests for dismissal, which by their pattern constitute a violation of those school attendance statutes.

Registry appointments and other personal business should be planned for after school hours. In no instance is working an excuse for absence, dismissal or tardiness. Parents are urged to make dental and doctor appointments that are not emergencies at times that will not interfere with the school program.

Any student, who is dismissed prior to the end of the day will not be eligible to participate that day in athletic, band, club or school sponsored activities. Exceptions will only be made by the Principal or Assistant Principal in the absence of the Principal.

Leaving the building without being dismissed by either the nurse or the Assistant Principal will be considered class cutting/out of bounds and will be dealt with accordingly.

We ask the cooperation of parents to insure prompt and regular attendance throughout the school year.

DISMISSAL FROM HEALTH FACILITY

If possible, students will obtain a pass to go to the health room; however, they are not forbidden to go there without one. If a student deems it necessary to see the nurse, he or she may go to the health room and WILL NOT be admitted without a pass, unless it is an emergency situation. The nurse will then call the student's teacher to let his/her whereabouts be known. Dismissal forms similar to those described for absence are then given to the student. No one will be dismissed until a parent or authorized adult has been contacted and will assume responsibility. Students deemed to sick to stay in school by the nurse will be receive an excused dismissal. Frequent visits to the nurse (more than 3 times per term) require the school nurse to

contact parents or guardians. In addition, a professional medical follow-up will be required of the student to justify any continuance of successive visits to the health room.

Students who must take any form of medication during the school day are required to leave it in the health room on arrival at school and may take it only under the direct supervision of the nurse.

DROPPING COURSES POLICY

All students elect their programs in March prior to the fall opening of school. Our counselors encourage good course selection. It is recognized that students who are misplaced academically are moved, based on teacher recommendation. Student requests for social, personal or peer pressure reasons will not be honored.

Once the Master Schedule is balanced, the number of seats for students per section and the number of sections to be run is fixed. A constant request for change in the fall creates disruption to class. Therefore, it is imperative that students be aware of prerequisites, which must be met, and be serious in their selections in order to avoid unnecessary requests for change. There will be no changes in a student's schedule during the first term of each semester. Changes in a student's schedule will only be done the first two weeks of terms one and three as room allows. Classes will not be overbooked due to improper scheduling or change in class selection.

File: ADB (Also JICH)

DRUG AND ALCOHOL POLICY

Saugus Public Schools ascribe to a "Zero Tolerance" philosophy with respect to the use and abuse of drugs and alcohol. A drug is defined as any chemical substance that alters the mood, perception, or consciousness, and is misused to the apparent injury of the individual or society. Student possession, use, sale, or transfer of drugs during the school day, at school-sponsored functions, or on school grounds is prohibited at all times. This applies to all events, regardless of location or time of the event.

Any student found to be in possession of or under the influence of a drug or alcohol, or in possession of drug paraphernalia is subject to disciplinary action:

1. Parent notification
2. A mandatory four day suspension from school and its associated activities
3. Referral to the Principal for a hearing to determine a possible expulsion from Saugus Public Schools.
4. All contraband to be turned over to the Saugus Police Department
5. Referral to the Saugus Police Department for possible prosecution

Student athletes are required to adhere to MIAA rules as may be amended from time to time

Amended SC First Read: 5/12/11

SC Approved 5.26.11

File: ADB-R (Also JICH-R)

Drug/Alcohol/Tobacco Rule for Athletes

1. **Saugus High School defines, but not limited to, a violation of the Drug/Alcohol/Tobacco policy as use, possession, and in the presence of. Student-athletes are to refrain from being anywhere drugs/alcohol/tobacco may be in the vicinity. The Chemical Health Rule has been extended to be inclusive of the period from: the first allowable day of fall practice, through the end of the academic year or final athletic competition of the year, whichever is later. (Broadening this window from "in season" to the entire academic year reflects that chemical health of our students is not simply a seasonal concern.**
2. **Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco**

MIAA Rule 62.1 From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer".

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which

schools may develop more stringent requirements. Saugus High School includes “In the Presence Of” as part of its’ Chemical Health rule. Students who violate the “In the Presence Of” will be subject to loss of 10% of the season. Second offense will be 50%, third will be dismissal for 180 days.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES:

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. *During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal.* All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

- b. Any situation that develops, either in school or in the community that adversely affects the athletic team, results in immediate expulsion of the athlete(s) involved from the team for that season. Membership on a Saugus High athletic team is a privilege not a right. Every athlete shall conduct himself/herself in such a manner as to create a positive reflection of the school.
- c. Any boy or girl reaching the age of 19 before September 1 cannot participate in school sports. Anyone being 19 after September 1 is allowed to compete in athletics for the remainder of the school year.
- d. If a pupil transfers from a high school outside of Saugus-to-Saugus High School, he/she will be eligible immediately to participate in sports, if the transfer is necessitated by a change of residence of his parent or guardian.
- e. A student may practice or play only once in any one-day. Any player who violates this rule shall be declared ineligible for participation in any high school sport for 90 school days from the date of his/her last participation in a high school sport.

For the purpose of this rule, “a day” shall include the time from 12:01 AM to 11:59 PM. A non-school team is deemed to be a team if it has two or more of the following: (1) coach, (2) schedule of games, (3) schedule of practices, (4) uniforms.

Good Citizen Rule

63.1 Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility. (The Board of Directors suggests that policies be included in local Student Handbooks.)

DUE PROCESS

Goss vs. Lopez guarantees to all students the right of due process. “Due process requires that the student be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have and an opportunity to present his/her side of the story.”

EDUCATION RECORDS

The Family Educational Rights and Privacy Act was enacted by Congress in 1974 to correct a number of abuses in the handling of student records by educators. The Act provides both student and parental access to student records and for the protection of those records from improper release to persons outside the school system.

Generally, release of such records requires prior written consent of the parent or adult student, and none of the exceptions to this requirement, as it concerns elementary and secondary schools, expressly includes law enforcement officers.

EXPULSION - STATE LAW

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.

Federal Gun-Free Schools Act.

The federal Gun-Free Schools Act of 1994 is section 14601 of the Improving America's Schools Act, which took effect in October 1994 and includes reauthorization of the Elementary and Secondary Education Act (ESEA). It requires each state, as a condition of receiving any federal funds under the ESEA, to require schools districts and other local educational agencies to expel from school for a period of not less than one year any student who is determined to have brought a firearm to school.

Replica Weapon Policy.

No toy, imitation or replica weapons of any kind, including guns and knives, will be permitted or be in the possession of a student, on school premises, at school-sponsored events and/or at school related events, including athletic games or school buses or other school transportation. Items such as these will be confiscated and may result in suspension or expulsion if they are determined by the Principal of the school to be in violation of this Expulsion Policy.

The use or possession of any such toy, imitation or replica weapon or instrument, by a student in a threatening way or used or possessed to give the appearance of being a dangerous weapon that could cause death or great bodily harm, shall result in expulsion.

Contraband items, which, though not defined as weapons under the Massachusetts General Law, Chapter 269, Section 10, are not permitted on school premise grounds, at school sponsored and/or related events, including athletic games and school buses or other school transportation. Use or possession of said items will result in suspension and may result in expulsion from school. The following are examples of prohibited contraband items:

- knives of any kind, shape or length; including key chains, drafting knives
- blades of any size
- razors, box cutters
- chains, whips or any other metal objects of no academic purpose

Other ordinary items that may become dangerous when used in a threatening way; use of these items in that manner may result in suspension or expulsion from school. Such items include:

- pencils, scissors, pins, nails, carpentry tools, piping, glass objects, bats clubs, sticks, etc.

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.

Any student who is charged with a violation of either paragraph (1) or (2) 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 (1) or (2); provided, however, that any Principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the Principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.

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 expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student had violated any provisions of this section.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

In addition, any school department personnel must report in writing to his/her immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of entering student. Said record shall include, but not be 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. Section 37, School Reform Bill.

**MASSACHUSETTS GENERAL LAW,
CHAPTER 71, SECTION 37H ½**

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six.

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 students shall 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 education 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. Upon expulsion of such student, no school or school district shall be

required to provide educational services to such student. (This section was added by Chapter 380 of the Acts of 1993 on January 4, 1994)

GAY/STRAIGHT ALLIANCE

The Gay and Lesbian Student Rights Law guarantees the right of gay and lesbian students to participate fully and equally in all school activities and to have the full advantages of a public school education. An important right that is now protected by law MGL Chapter 76, section 5 and the related regulations of 603 CMR26.00 Access to Equal Education Opportunity is the right to form gay, lesbian, and heterosexual support groups called Gay/Straight Alliance. Upon request, meetings will convene in the Teen Health Center, under the direction of the school nurse.

HAZING

MASSACHUSETTS HAZING LAW

Massachusetts General Law Chapter 269, Sections 17-19 makes it a crime to participate in organized hazing and provides for a punishment of a fine, imprisonment or both.

In accordance with the laws of the State of Massachusetts, Saugus High School does not condone hazing in any activity associated with the school, including athletics, academics and co-curricular clubs and organizations.

Section 17: Definition:

The term hazing as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such students or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this section. [Added by St. 1985, c.536. Amended by St. 1987, c.665.]

Section 18: Reporting

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such a crime shall, to the extent that such person can do so without danger of peril to himself or others, report such a crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

[Added by St. 1985, c.536. Amended by St. 1987, c.665]

Section 19: Notification

This section of the Massachusetts General Laws requires this hazing law to be issued to all students and to all members of clubs, teams and organizations. Organizers and participants of hazing shall be disciplined in accordance with the measures set forth in the student handbook "Student Discipline Code."

S.19 (abridged) Each institution of secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen, provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams organizations.

Section: AC (also GBAA)

IDENTIFICATION BADGES

The Saugus School Committee is committed to maintaining safe and secure schools. Its ability to identify individuals within our schools is critical towards establishing that safety. Hence, the Committee has mandated that all students, parents, and staff wear identification badges upon entering any Saugus Public School facility. The following requirements apply:

- All staff, PK-12, will wear identification badges in school facilities and on school grounds during the work day that include their picture, name, title, and bar code.
- All volunteers, contracted employees, guests, and parents will wear a VISITORS identification badge while in school facilities.
- Students in grades 6-12 will be required to wear identification badges in school facilities that include their picture, name, and bar code.
- Identification badges must be worn so that they are visible at all times.

Identifications will be provided annually by the Committee for all students, parents, and staff that apply. Any student or staff member that has their identification badge stolen or lost must report such incident to the principal and replace their badge at the current cost of duplication.

NONDISCRIMINATION

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

In accordance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1973, and Chapter 622 of the Acts of 1971 the school system has designated school officials as coordinators to publicize anti-discrimination requirements and handle all complaints.

The coordinator/grievance officer is:

Ms. Cynthia Joyce, Executive Director of Pupil Personnel Services
Saugus Public Schools
23 Main Street
Saugus, Massachusetts 01906
(781) 231-5000

HARASSMENT POLICY

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

Definition of Harassment

In General: Harassment includes insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, gender, sexual orientation, or disability.

What one person may consider acceptable behavior may be reasonably viewed as harassment by another person. Therefore, individuals should consider how their words or actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment: While all types of harassment are prohibited, sexual harassment requires particular attention. Under

Massachusetts General Law Chapter 151C, the term “sexual harassment” includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment, provision of benefits, privileges or placement services, or the basis for evaluation of academic achievement.
- The individual’s response to such conduct is used as a basis for educational, disciplinary, or other decisions affecting that person.
- Such conduct interferes with an individual’s job duties, education, or participation in extra-curricular activities.
- Conduct creates an intimidating, hostile or sexually offensive work or educational environment.

Harassment and Retaliation Prohibited

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

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

Investigation

If any individual or his/her representative, complains that he/she has been harassed (or who has witnessed or learned and reported an incident of harassment) in the educational environment, appropriate school officials will investigate the facts and circumstances as reported. In assessing such reports school officials will be careful to consider the viewpoint of the complainant, or reporter, especially in cases involving small children. The complainant will be informed of the grievance procedure.

School officials will promptly look into each complaint of harassment. Such inquiries will be handled at the lowest possible level, most ordinarily at the building level. Central Office staff routinely will serve only in an appellate capacity. If a determination is made that harassment has occurred, school officials will take any appropriate aforementioned action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained consistent with the school system’s obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse by a “caretaker” (e.g. by a school staff member) and under Massachusetts General Law Chapter 119, section 51A, school administrators, teachers, and other school staff must report the suspected child abuse to the Department of Social Services.

The state agency responsible for enforcing laws prohibiting harassment is the Massachusetts Commission Against Discrimination [“MCAD”], which is located at One Ashburton Place, Boston, Massachusetts. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at One Congress Street, Boston, Massachusetts.

Where To File A Complaint

Any student who believes that the Saugus Public Schools has discriminated against or harassed her/him because of her/his race, color, religion, national origin, sexual orientation, or disability, in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Building Principal and/or the Executive Director of Pupil Personnel Services. These individuals are hereinafter referred to as “Grievance Administrators”.

Ms. Cynthia Joyce, Executive Director of Pupil Personnel Services
Saugus Public Schools
23 Main Street,
Saugus, MA. 01906
781-231-5000

Complaints Of Discrimination Based Upon Disability

A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's Parents' Rights Brochure rather than this grievance procedure.

A copy of the brochure is available from the following individual:

Ms. Cynthia Joyce, Executive Director of Pupil Personnel Services (Special Education)
Saugus Public Schools
23 Main Street,
Saugus, MA. 01906
781-231-5000

A person with a complaint involving discrimination on the basis of a disability other than that described above may either use the grievance procedure or file the complaint with the U.S. Department of Education at the address provided at the end of this grievance procedure.

Contents of Complaints and Timelines for Filing

Complaints under this grievance procedure must be filed within twenty (20) school days of the alleged discrimination. The complaint must be in writing. The Grievance Administrator or any person that the grievant selects may assist the them with filing the complaint. The written complaint must include the following information:

- The name, school, and grade level (or address and telephone number if not a student or employee) of the grievant.
- The name (and address and telephone number if not a student or employee) of the grievant's representative, if any.
- The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
- A description, in as much detail as possible, of the alleged discrimination or harassment.
- The date(s), time, and location of the alleged discrimination or harassment.
- The name of all persons who have knowledge about the alleged discrimination or harassment (witness), as can be reasonably determined.
- A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

Investigation and Resolution of the Complaint

Respondents will be informed of the charges as soon as the Grievance Administrators deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Grievance Administrator will interview witnesses whom she/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of the receiving of the complaint.

Within twenty (20) school days of receiving the complaint, the Grievance Administrator will meet with the grievant and/or her/his representative to review information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the grievant and/or representative, the Grievance Administrator will provide written disposition of the complaint to the grievant and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by the Saugus Public Schools involves disciplinary action against an individual, the complainant will not be informed of such disciplinary action. Unless it is directly involves the complainant (i.e., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment.)

Any disciplinary action imposed upon an individual is subject to applicable procedural requirements.

All the timelines indicated above will be implemented, as specified, unless the nature of the investigation or exigent circumstances, prevent such implementation, in which case the matter will be completed as quickly as practicable. If the time lines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific time line for notice and/or investigation of a complaint, such times lines will be followed.

Confidentiality of the grievant/respondents and witness will be maintained, to the extend consistent with the Saugus Public Schools' obligations relating to investigation of complaints and the due process rights of individuals affected.

Retaliation against someone because he/she has filed a complaint under the grievance procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Appeals

If the grievant is not satisfied with a disposition by a Grievance Administrator, the grievant may appeal the disposition to the Superintendent with fifteen (15) school days of receipt of the disposition by the Grievance Administrator, as listed below:

Richard P. Langlois, Superintendent of Schools
Saugus Public Schools
23 Main Street,
Saugus, MA 01906
(781) 231-5000

The Superintendent will issue a written response on the appeal to the grievant within ten (10) school days of receiving the appeal.

HAZING POLICY

I. Policy Rationale

Saugus High School is first and foremost an educational institution. Its hazing prevention policies and response procedures for hazing incidents must grow from and embody its educational mission.

Membership in extracurricular activities, clubs, and interscholastic athletics can increase leadership and service potential, recreational, intellectual, and artistic opportunities, and otherwise contribute positively to personal and social development. When membership is linked with involvement in hazing activities, the safety of students is endangered and the educational purpose of the endeavor is compromised. Saugus High School has therefore adopted a policy of zero tolerance for hazing as defined in the Massachusetts General Laws, Chapter 269, Sections 17, 18, and 19. This law is duplicated in the Saugus Student Handbook.

II. Policy Statement and Definition

In accordance with the laws of the State of Massachusetts, Saugus High School does not condone hazing in any activity associated with the school, including athletics, academics, and co-curricular clubs and organizations.

"Hazing" means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with others, against a student in connection with being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team, or activity and that is intended, or should reasonably be expected, to have the effect of humiliating, intimidating, or demeaning a student, or endangering the mental health or physical health of that student.

Hazing also includes soliciting, directing, aiding or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of a victim to participate in the activity. Hazing may occur on or off the school's campus. The school discourages activities of clubs and teams that are not sanctioned by the school and is not responsible for incidents that might arise from participation in non-school sanctioned events. However, this does not prevent the school from imposing this policy and holding students accountable if events of hazing occur at non-school sanctioned events.

It is the policy of Saugus High School that no student or adult shall participate in or be members of any secret fraternity, sorority or secret organization that is in any degree related to the school or to a school activity. No student or adult organization or any person associated with any organization sanctioned or authorized by the School Committee shall engage or participate in hazing.

Examples

The following list is intended as a *guideline only* as to some of the activities that will be considered hazing at Saugus High School.

Any physical brutality directed at a student such as whipping, beating, paddling, striking, restraining, touching, piercing, tattooing, shaving or placing of a harmful substance on a student.

Any type of physical activity that subjects a student to an unreasonable risk of harm or adversely affects the student's mental health or safety. Such activities would include "dares", forced calisthenics, riding on the hood of a car, or "cramming" people into unusual places (car, closet, shower, lockers, etc.).

Any type of activity involving the consumption of food, liquid, alcohol, drugs or any other substance which can subject a student to unreasonable risk or harm or adversely affect the student's mental or physical health or safety.

Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame, humiliation or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. Such activities would include, but not be limited to, psychological abuse, simulated sexual acts, harassment, being tied up, taped, or confined in a small space.

Any activity that induces, causes, or requires someone to perform a duty or task that involves a violation of the state or federal penal code. (Such examples would include, but not be limited to, shoplifting, driving recklessly, kidnapping, nudity in public places, stealing.)

Any other activity the administration deems detrimental to the mental and/or physical health of a student regardless of his/her consent.

It should also be noted that there are a wide array of activities in which student members of clubs, organizations and athletic teams can engage that positively nurture camaraderie and team building, develop unity, connectedness, and a sense of belonging and promote the development of self-esteem. Examples of such activities may include:

Participating in team or club fund-raising activities

Doing community service projects

Arranging and performing clinics for youth programs

Participating in benefit programs and exhibitions

Arranging supervised pasta or pizza parties

Promoting your activity over the school's public address system

Wearing the "colors" of your sport, or sponsoring appropriate team/activity dress up days.

Modeling "Good Character, Sportsmanship, Tolerance" as a goal of your group.

As a group, attending school sponsored events such as dances, athletic events, plays, concerts, art shows, science fair, banquets, honor society inductions, etc. which display your group's interest in school-wide activities.

Non-School Sanctioned Events:

Because it is not always clear to students, which activities are unacceptable and constitute hazing, student leaders and members of such groups are strongly encouraged to consult their parents, advisors, coaches, teachers, administration, or other officials responsible for the activity in advance of the planned event. It is not recommended that these activities conflict or interfere with a student's pursuit of academics. (Ex: After-practice pasta parties or sleepovers are discouraged on school nights.)

III. Reporting Hazing Activities

Police will be notified of any hazing acts that may violate criminal law. If there is evidence of sexual or indecent assault and battery as defined by Massachusetts General Law, Chapter 265, Section 13H, the incident should be reported to legal authorities as mandated under Chapter 269, Section 18 of the Massachusetts

General Laws.

Massachusetts General Law 269, Section 18 requires that "whoever knows another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable.

Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars."

Any person may report hazing directly to any school official, the principal, and/or superintendent of schools.

Students should responsibly report hazing incidents to a parent, teacher, administrator, coach, advisor, guidance counselor, local police, or other responsible adult. These reports should include time, place, people involved, and as much specific information as possible about the hazing event as to facilitate an investigation.

Any such person who receives a report of, observes, or has other knowledge of conduct that may constitute hazing shall inform the building Principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or activity participation (i.e. clubs, athletics, band, etc.).

IV. Consequences.

If a student is found to have organized or actively participated in the hazing of another student, through admission of guilt or through investigation by school officials or law enforcement officials, that student will immediately forfeit membership in all academic clubs, extracurricular groups, and athletic teams for a period of ninety (90) school days. The student will face school suspension for a period of up to five school days for minor involvement and five to ten days for organizing and participating. Counseling, community service and/or enrollment in diversionary programs may also be assigned at the discretion of the school administration, police, or courts. If an investigation of a hazing incident is not completed within the scope of a sport season, club duration, or activity period, persons found guilty of hazing will forfeit participation in that sport, club, or activity the next year and/or extracurricular activities for the current year at the discretion of the administration, including, but not limited to dances, plays, concerts, athletic events, senior week activities, proms, and graduation. Any student found guilty of hazing will relinquish all leadership positions such as class officer, sport captain, student council representative, etc., for the remainder of the academic year.

If the hazing incident involved enough members of the club, activity, or athletic team as participants, and there is concern for the safety of the students, the administration can cancel the club, activity, or athletic team for any period of time up to one year.

If the hazing involved any type of sexual assault or indecent assault and battery as defined in Chapter 265, Section 13H of the Massachusetts General Laws, the student will be suspended and may be subject to expulsion hearings which could result in either exclusion and/or expulsion from school.

V. Reprisal

In accordance with the school district's harassment policy, the school district will discipline or take appropriate action against any student, teacher, coach, advisor, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VI. Dissemination of Policy

Reference to this policy will appear in both the school's student handbook and teacher handbook. Prior to participation in any school club, organization, or athletic team, the student must sign and date an Activity Participation Form that includes information about hazing referencing this policy.

References:

M.G.L. CH 265, Section 13H

M.G.L. CH 269, Sections 17, 18, 19

Saugus High School Harassment Policy

Saugus High School Student Handbook

Saugus High School Teacher Handbook

APPENDIX

THE HAZING TEST *

The following questions are intended to help student leaders to think about issues of hazing when planning activities for their organizations.

1. Would you have any reservations describing the activity to your parents, a teacher, or a school administrator?
2. Would you object to the activity being photographed for the school newspaper or local TV news?
3. Is there a risk of injury or a question of safety?
4. Is this a team or group activity in which members are encouraged or expected to attend and where minors are consuming alcohol?
5. Will current members refuse to participate with the new members?
6. Does the activity risk emotional or physical abuse?

MEAL CHARGE POLICY

The Saugus School Committee is committed to creating a consistent district policy with regards to meal charges and the collections thereof. The Committee is cognizant of economic hardship and financial strains placed upon students, parents, and staff, as well as operation of a quality food service program. While sensitive to these conditions and the equity of service, the Committee establishes the appropriate policy and responsibilities.

The Saugus Food Service department shall maintain charge records and notify the school district of outstanding balances. Parents shall be notified in writing after their child has received a second lunch for which payment due. A demand for immediate payment shall be issued and until such payment is made no child shall be allowed to participate in any extra-curricular activity, to include but not limited to, athletics, graduations, prom, band and instrumental events, and clubs. Collection of said payment will be the responsibility of the Superintendent and the articulation of district procedure.

The Committee insures that no student will go without a lunch when unable to provide payment and that every measure will be applied to provide assistance and support for families in need. If financial hardship exists families are encouraged to apply for free and reduced lunch for their child. Parents may inquire through their building principal.

MEDICAL POLICIES

Medication

The Commonwealth of Massachusetts has put into law the following policies regarding the administration of medication in school.

1. A parent, guardian or designated responsible adult shall deliver all medication to the school nurse to be administered by the school nurse.
 - a. The medication must be in pharmacy labeled container.
 - b. No more than thirty school day supply of medication shall be stored at school.
 - c. Medication will be destroyed if not picked up within one week following termination of the order or by the close of school in June.
2. Long Term Medication (i.e. Asthma or Psychotropic drugs).
 - a. A written medication order from a licensed prescriber, which is renewed as necessary, including the beginning of each school year.
 - b. A signed consent by the parent/guardian, which contains approval to have the school nurse or school personnel designated by the school nurse, administer medication.
3. Short Term Medication (i.e. Antibiotics).
 - a. A pharmacy labeled container.
 - b. A signed consent as above.
4. The school nurse shall provide a training, review and informational update, at least annually, for those school staff authorized to administer medication.
5. Upon completion of the medical section of the field trip form, medication may be administered by a faculty member.

Role of the Nurse

The professional school nurse is an essential member of the educational team responsible for protecting, promoting and improving the health status of all students. The unique contributions of the school nurse lie in his/her ability to provide professional health care and to coordinate the resources of the school, home and community as they pertain to the total health of the students and staff. The school nurse is strategically located to maximize each child's potential to learn and grow by providing the best possible health care. Health care in school, as provided by school nurses, includes identification of health problems, preventive health measures, health maintenance care and necessary therapeutic intervention.

Any student entering the Saugus School System must have a completed physical and immunization record. All third grade students currently enrolled in Saugus Public Schools must have a physical completed by their physician and returned to the school by September of the fourth grade. Students with crutches ordered by a physician must have a note stating ability to use them in school on stairs. Health modification forms must be completed and returned to school at the beginning of each year.

Communicable Diseases

The following medical problems must be reported to the school nurse.

1. Strep Infection Throat, Scarlet Fever, Scarletina, And Conjunctivitis – Student may return to school after being on antibiotics for 24 hours.
2. Chicken Pox – Student must remain at home until all lesions are crusted over.
3. Hepatitis, Ringworm, Impetigo and Scabies – a written confirmation from the attending physician is required before re-admission to school.
4. Poison Ivy and Poison Oak should be treated at home with proper medication.

5. Pediculosis (Head Lice) – If your child has head lice, please notify the school nurse immediately. Your child must remain out of school until all nits have been removed and must be checked by the school nurse before re-admission.

Communicable Disease Chart

<u>Disease</u>	<u>Exclusion</u>	<u>Re-admission</u>
Chicken Pox	7 – 10 Days	When Lesions have scabbed.
Conjunctivitis	Based on presence of discharge	24 hours after treatment started.
Hepatitis	Yes	Note from MD approving return.
Impetigo	If lesions are widespread, if not covered by dressing	Based on school nurse exam.
Measles	Students not vaccinated or inadequately so.	Vaccine record MD note.
Pediculosis (Lice)	Evidence of nits.	After all nits are removed and school nurse exam or MD note.
Ringworm	Yes	MD note.
Scarlet Fever	Yes	24 - 48 hours after antibiotic started.
STD	No	
Strep Throat	Yes	

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

In accordance with Massachusetts General Law 71B:3, and as promulgated into law on January 8, 2009, the Saugus School Committee shall ensure that parents of children with disabilities in a public school have the right to observe their child in the school setting without restriction of duration and extent of observation. Such standard shall be applied with exception to the following protections: (1) the safety of children in the program during observation; (2) the integrity of the program during observation; and (3) the children in the program from disclosure by an observer of confidential or personally identifiable information that may be obtained during the observation.

“The complexities of the child’s needs, as well as the programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it.” Requests for an observation are to be initiated by the parent by contacting the building administration to begin the process and to obtain procedural information as established by the Office of Pupil Personnel Services.

PANDEMIC INFLUENZA

A Pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population, begins to cause serious illness, and then spreads easily person-to-person worldwide.

Local Educational Agencies play an integral role in protecting the health and safety of district staff, students, and their families. To that end, the Saugus School Committee, in concert with the local Board of Health, the Saugus Emergency Management Agency (SEMA), and the State Department of Elementary & Secondary Education (DESE), is committed to working together to develop a readiness plan for schools.

School Guidance during an Influenza Pandemic includes school action steps, a pandemic planning checklist, public health instructions, factual information about pandemic flu, and processes for expeditious communication to the public during a pandemic. This guide is integrated into existing local district emergency plans and operational procedures.

In the event of a pandemic, any decision for an emergency school closing will be made by the school district with consultation, or at the direction of the local health department, SEMA, and State DESE.

The expectations and management processes will be communicated by the Superintendent to the entire school community as necessary.

Saugus School Committee Policy
Approved: 12/10/09

PARENT NOTIFICATION REGARDING SEXUAL EDUCATION AND HUMAN SEXUALITY ISSUES

Massachusetts General Law Chapter 71, Section 32 A notes that parents be provided an “opt-out” provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues. Parents wishing to review curricula and/or exempt their child/children from instruction of the aforementioned topics must contact the building Principal in writing.

PARKING POLICY

School Policy adopted July, 2003

Students who drive cars to school are required to register their car by the second week of school. A fee, approved by the Saugus School Committee, is required to register a car. Students will be required to display a tag that must be visible at all times while on school property. The school administration will assign spaces to students who register their cars. No car is allowed in the parking lot without a tag. All cars that are driven to school by a student must be registered. Cars that do not have a valid school registration will be towed at the owner’s expense. Students who violate the policy will be subject to the school discipline code.

Parking privileges are afforded to seniors first, then juniors and sophomores via lottery (if necessary) as space become available. Parking privileges may be revoked for, but not limited to speeding, parking illegally, reckless driving, being in the parking lot during class time, tardiness, or leaving the school grounds in the automobile during the day, unless on an authorized school activity.

Students must park in the student parking lot in their assigned space and are restricted from parking in the faculty parking lot, the visitor parking area in front of the building, or the side parking lot along the school

Once students arrive at school, they must park immediately and proceed to enter the building. Students should not congregate in groups in the parking lot. Once at school, students must remain on the school grounds. Students who do not follow these rules will be subject to the prescribed disciplinary action.

Students who lose the privilege to bring a vehicle on school property will forfeit their sticker and will be placed on the bottom of any existing waiting list to regain their privileged.

PERMANENT DEPARTURE FROM SCHOOL CH. 76 & 18

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating the such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with the consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen days. Such meetings shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative education or other placements.

PHYSICAL RESTRAINT POLICY

603 CMR 46.00

603 CMR 46.00 was promulgated by the Board of Education to govern the use of physical restraint on students in publicly funded elementary and secondary school programs. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution and for the following reasons:

- To protect a student and/or a member of the school community from imminent, serious, physical harm; and
- To prevent a student from harming him or herself.

The use of physical restraint is prohibited as a means of punishment; or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or directive, or verbal threats that do not constitute a threat of imminent, serious or physical harm.

In accordance with 603 CMR 46.00, restraint is defined as follows:

Extended restraint: A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation.

Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.

Physical restraint: The use of bodily force to limit a student's freedom of movement.

Restraint – Other: Limiting the physical freedom of an individual student by mechanical means or seclusion in a limited space or location, or temporarily controlling the behavior of a student by chemical means. The use of chemical or mechanical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent or guardian. The use of seclusion restraint is prohibited in public education programs.

603 CMR 46.03

603 CMR 46.03 requires that public education programs develop written procedures regarding appropriate responses to student behavior that may require immediate attention. Such procedures are annually reviewed and provided to school staff and parents. Such procedures include methods for preventing student violence, self-injurious behavior and suicide. It further requires that school policy be established that explains the program's method of restraint, a description of the training requirements, reporting requirements and follow-up procedures, and a procedure for receiving and investigating complaints regarding restraint practices.

To ensure procedural compliance with 603 CMR 46.03, the Saugus School Committee commits to the following:

Required training for all staff. Each principal or supervisor shall provide training regarding the school's restraint policy within the first month of each school year and, for employees hired after the school year begins, within a month of their employment. Such training shall include information on the following: restraint policy, intervention, types of restraint, administration of restraint, and identification of program staff certified to administer restraint.

In-depth staff training in the use of physical restraint. Each Principal or Supervisor shall annually identify program staff that serve as authorized school-wide resources for proper administration of physical restraint. These individuals are trained and certified in Crisis Prevention Intervention (C.P.I.) which includes appropriate procedures for preventing the need for physical restraint, description and identification of dangerous behaviors, instruction regarding documentation and reporting, and demonstrated proficiency with prevention techniques.

Advisement of right of referral to law enforcement agencies. Nothing in the regulations prohibits any individual from reporting to appropriate authorities a crime committed by a student; law enforcement authorities from detaining a student or other person alleged to have committed a crime or posing a risk; or an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, §51A to report neglect or abuse of a child to the appropriate state agency.

Proper administration of restraint.

Only school personnel who have received training shall administer physical restraint on students. If possible, the administration of restraint should be witnessed by at least one adult not participating in the restraint. However, the training requirements shall not preclude an employee or agent of a public education program from using reasonable force to protect students, other students, or themselves from assault or imminent, serious, physical harm. Administering physical restraint shall be restricted to only the amount of force necessary to protect the student of others from physical harm or injury. The person administering the restraint is to use the safest method available and appropriate as learned through in-depth training. The use of physical restraint should cease as soon as possible. If, due to unusual circumstances, a restraint continues for more than twenty (20) minutes, it shall be considered an "extended restraint" for purposes of reporting requirements in 603 CMR 46.06.

Safety requirements. No restraint shall be administered so as to prevent the student's breathing or speaking. Restraint shall be administered in such a way so as to prevent or minimize physical harm. Program staff should review and consider any medical or psychological limitations that the student may have. All incidents of restraint must be debriefed to include restraint staff, student, and witnesses.

Reporting Requirements. Program staff must report the use of physical restraint after administration of a physical restraint that results in any injury to a student or staff member, or any physical restraint of duration longer than five (5) minutes. The program staff member administering the restraint must verbally inform their supervisor of the restraint as soon as possible, and by written report no later than the next school working day. The report shall be provided to the principal or supervisor who will maintain a record of such incidents, and which shall be made available for review by the Department of Education, upon request. Upon notification of a restraint, the principal or supervisor shall notify parents verbally as soon as possible and by written report postmarked no later than three (3) school working days following the use of restraint. The contents of the report are prescribed in 603 CMR 46.06. When a restraint has resulted in a serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the written report to the Department of Education within five (5) school working days of the administration of the restraint. The program shall also provide the Department of Education with a record of physical restraints maintained by the program administrator for the thirty (30) day period prior to the date of the reported restraint.

Special Circumstances - Students with Disabilities. Restraint administered to a student with a disability pursuant to an IEP or other written plan developed in accordance with state and federal law to which the public education program and the student's parent have agreed shall be deemed to meet the requirements set forth in 603 CMR 46.02 (except the limitations on chemical, mechanical, and seclusion restraint), the training requirements set forth in 603 CMR 46.03, and the reporting requirements set forth in 603 CMR 46.06 shall apply.

PORTABLE ELECTRONIC DEVICES

The Saugus Public Schools is not responsible for any portable electronic devices brought to school by students and becomes lost or stolen on school property. Portable electronic devices such as cell phones, iPods, MP3 players are to be turned off during school hours and placed out of sight. Students with portable electronic devices will have them confiscated and will require that a parent retrieve the device from the building administration.

Along with confiscations, students may be subject to further consequence as outlined in the student code of conduct. Students using portable electronic devices in class may be deemed cheating. Due to student confidentiality and privacy, picture phones are strictly prohibited on school property. Any picture phone confiscated will be returned to parents only with a disciplinary referral to the assistant principal.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C., § 1232h, requires that the Saugus Public Schools notify and obtain consent, or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information survey"):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The Saugus Public Schools will provide parents, within a reasonable period of time prior to the administration of the survey and activities, notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to the student.

Parents who believe that their rights have been violated may file a complaint with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

SCHOOL VISITOR CHAPTER 71B

While the Saugus School Department encourages the involvement of the parents and community members in the education of Saugus students, Saugus has a duty to protect the safety and confidentiality of its students, as well as to ensure that the educational process is not unnecessarily disrupted. As a result, certain rules and procedures must be followed to ensure that visits are beneficial to the visitors and not harmful to the students or educational process.

Visitors will only be allowed to enter school buildings for the purpose of prearranged meetings, visits, or observations. The only exception shall be for a “quick visits” by parents, guardians, and caretakers for the purpose of dismissing a student, bring in medication, dropping off forgotten lunches, gym clothes, etc. Such “quick visits” need not be pre-arranged; however, such visitors may not be allowed beyond the main office depending on the circumstance. For additional information and procedures, please the school principal.

SAUGUS STUDENT CODE OF CONDUCT

File: JIC

Good citizenship in Saugus schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privilege of others are not violated on school premises, school property, school-sponsored or school-related events, including athletic games. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H, 71:37 ½ H., or any other state or regulatory agencies or governance body that governs student activity:

1. Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Who assaults a Principal, Assistant Principal, teacher, teacher’s aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

Any of the following actions will subject a student to suspension, expulsion, subject to School Committee action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self defense.
4. Using or copying the academic work of another and presenting it as his own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parents.

School building administrators will not suspend a student, or recommend a student for suspension or expulsion, unless the student has engaged in one of the prohibited actions mentioned above while on school property, taking part in a school activity off school grounds, or any other prohibited action as stated in the handbook.

Students will be entitled to Due Process rights as outlined in *Goss v. Lopez*, including oral or written notice of charges, right to representation, and an opportunity to present his/her side of the story. Students with disabilities will be subject to further safeguards as outlined in IDEA and Section 504.

See Also student handbooks.

SOURCE: MASC

LEGAL REF: M.G.L. 71:37H, M.G.L. 71:37 ½ H, *Goss v. Lopez*

School Committee 1st read 3.10.11 School Committee 2nd read and adoption 3.24.11

STUDENT EDUCATION RECORDS

603 CMR 23.00

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under MGL c. 71, §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 MGL c. 71, §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 June, 1995. 603 CMR 23.00 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.

STUDENT RE-ADMISSION TO SCHOOL FOLLOWING MEDICAL & PSYCHOLOGICAL HOSPITALIZATION

The School Committee is committed to maintaining the safety and welfare of all students and staff in its schools. In order to avoid or prevent risk to self and/or others caused by students returning to school following medical or psychological hospitalization, the Committee requires that these students provide appropriate medical documentation prior to doing so.

The parent/guardian must submit in advance of their child’s re-entry to school said documentation as required to the building principal. A written statement from the attending physician must accompany the re-entry request indicating that the child is well enough to return to school. If continued medication or treatment is required following re-entry, the parent/guardian must obtain a Release of Medical Information Form from the school nurse so that the attending physician can communicate the necessary medical or treatment needs.

Those students that are deemed dangerous to themselves or others will be required to take a risk assessment prior to re-admission. The Office of Pupil Personnel Services will oversee the assessment and determination.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

As parents or eligible students you have the right to inspect and review the student’s education records maintained by the school within 45 days of the day the school receives a request for access. Parents or eligible students should submit a written request to the building principal identifying the specific record(s) they wish to inspect. Principals will make notification of time and place for access. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee may be charged for processing.

Parents or eligible students also have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still does not amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

A student record consists of the transcript and the temporary record, including all information, recording or 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 a student may be individually identified, and that is kept by the Saugus Public Schools. The term 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 consists of all the information in the student record which is not contained in the transcript. Such information is

important to the educational process and may include standardized test results, class rank, extracurricular activities, and evaluations of the student by school staff.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to the student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to state law.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Reasonable attempt to notify the parent or student of the records request will be provided.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA may be filed with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C., § 1232h, requires the Saugus Public Schools to notify you and obtain consent or allow you to opt out your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information survey"):

- Political affiliations or beliefs of the student or student's parents;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The Saugus Public Schools will provide parents, within a reasonable period of time prior to the administration of the survey and activities, notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to the student.

Parents who believe that their rights have been violated may file a complaint with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

RESTRICTED FOOD POLICY

The School Committee is committed to maintaining a food policy that addresses obesity amongst children and provides preventative measures to avoid allergic reaction resulting from food. To that end, the Committee has adopted a restricted food policy that prevents food at school functions such as birthday parties, holiday celebrations, or classroom rewards.

Exceptions to the rule would be school sponsored activities or events where food is part of the program. Circumstances that are acceptable include: Ice Cream Socials, Pizza Parties, or Field Day. In all instances, the Principal must approve requests to have food in school. Such requests must be done in advance and are approved in accordance with the school district wellness policy.

STUDENTS WITH COMFORT CARE / DO NOT RESUSCITATE ORDERS

It is the policy of the Saugus School Committee that all students will receive immediate treatment and first aid, including CPR, and activation of 911 emergency medical services (EMS) if they suffer a medically life threatening event at school. An exception to this policy occurs when a student's physician has issued a written Comfort Care/Do Not Resuscitate (CC/DNR) Order with written authorization of the child's parent(s)/guardian(s), or by the student himself if 18 years of age or older, and with expressed written instruction that school and staff not to resuscitate. The order will be maintained within the student's records and can be rescinded at any time with the written request of the parent(s)/guardian(s) or the student himself if 18 years of age or older.

When CC/DNR is ordered by a physician, special consideration must be given to meeting the student's and family needs as well as the needs of the other students and staff. Respecting the family's wishes involves extensive pre-planning in the school setting. The student should be placed only in a school that has a full-time school nurse. The school nurse, with written permission from the parent/guardian, will inform the local EMS that there is a child in a specific school building with a CC/DNR Order.

Students with a CC/DNR will have an individualized health care plan (IHCP), including an emergency response plan, should be developed by the school nurse in collaboration with the family, the child's physician, the school nurse leader and the school physician. The school nurse leader and school nurse, with written permission from the parent/guardian, will convey the IHCP to the Superintendent, administrators, and appropriate school staff, and serve as a resource for concerns and/or questions.

Student confidentiality must be maintained. The parent/guardian has the ultimate authority to decide who is to be informed. The parent/guardian should be advised that anyone who is not directly informed about the CC/DNR Order would otherwise follow the Saugus School Committee policy and initiate CPR.

School Committee Approved:
March 25, 2010

STUDENT PHOTOGRAPHS AND ISSUES OF PRIVACY

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to: 1. enhance the safety of students through visual identification in an emergency situation, 2. facilitate the social, educational, and administrative activities conducted in the school, 3. provide a service to parents and students, and 4. allow any excess monies realized from the picture-taking program to be used by the sponsoring group as authorized by the building principal.

SEC. 9528 ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION

A) POLICY -

1) ACCESS TO STUDENT RECRUITING INFORMATION – Notwithstanding section 444(a)(5) (B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

(2) CONSENT - A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request: and shall comply with any request.

(3) SAME ACCESS TO STUDENTS - Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

(B) NOTIFICATION - The Secretary, in consultation with the Secretary of Defense, shall, not later than 120 days after the date of enactment of the No Child Left Behind Act of 2001, notify principals, school administrators, and other educators about the requirements of this section.

(C) EXCEPTION - the requirements of this section do not apply to a private secondary school that maintains a religious objection to service in the Armed Forces if the objection is verifiable through the corporate or other organizational documents or materials of that school.

(D) SPECIAL RULE - A local educational agency prohibited by Connecticut State Law (either explicitly by statute or through statutory interpretation by the State Supreme Court or State Attorney General) from providing military recruiters with information or access as required by this section shall have until May 31, 2002, to comply with that requirement.

PARENTS PLEASE SEE CHECK OFF BOX ON THE SIGN OFF PAGE TO EITHER APPROVE OR DISAPPROVE RELEASE OF YOUR CHILDS INFORMATION. IF NOT RETURNED, INFORMATION WILL BE RELEASED BY LAW.

STUDENT DRESS POLICY

The Saugus School Committee believes that students should dress in a way that indicates their respect for the importance of their activities in school. School attire should be decent, clean and comply with the requirements for health and safety and should not interfere with or be disruptive to the educational process. The administration is authorized to take action in instances where individual dress does not meet the stated requirements and they reserve the right to send students home to change into clothing, which is in accordance with the School Dress Policy. Examples of unacceptable clothing include, but are not limited to, French Connection United Kingdom brand, "FCUK", as well as, any attire promoting alcohol, tobacco or drug use.

The following items are considered inappropriate attire for a school setting and will not be permitted in school, during school hours, at any time.

1. Wearing headgear (i.e., scarves, bandannas, baseball hats and stocking hats) in the building will not be permitted. All items are to be placed in the students' locker and not carried around the building*
2. Wearing attire, which promotes, advertises, or displays drug, alcohol, violence, or tobacco use, as well as, obscene, offensive or sexual symbols, messages or language will not be permitted.
3. Wearing any clothing recognized as winter outerwear will not be permitted in the school building. *
4. Wearing tank tops without a shirt underneath, wearing undergarments as outerwear, or bare midriffs will not be permitted. Shirts must overlap the waistline of pants, skirts, and shorts. Wearing of "short" shorts, micro, mini, etc.... is not permitted. Skirts, dresses and shorts should reach below finger tips when arms are by sides or 4 inches above the knee whichever is longer.
5. Footwear that may be considered dangerous such as slippers, wheelie shoes, etc.

6. Boys must wear their pants at waist level. Showing of undergarments will be considered a violation of the dress code.
7. Yoga pants or “yoga type pants” are not allowed

Any student sent home due to a dress code violation will incur an unexcused and not appeal the tardy or absence. A school issued shirt may be used for dress violations.

- The Saugus School Committee instills in our administrators the right to direct and enforce the Dress Policy while acknowledging their ability and right to use discretion within the parameters of this policy. We also recognize that there are exceptions to every rule and our administrators shall therefore have the authority to suspend these rules for specific occasions and/or occurrences (i.e., medical necessity - physician’s note, spirit day, color day, varsity jacket day, cold weather days, etc.).

SEARCH AND SEIZURE

In January, 1985, the U.S. Supreme Court ruled that school officials have the right to search students under their jurisdiction when there are “reasonable grounds” for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school, and the search is conducted in a reasonable manner. (T.L.O. v. New Jersey, U.S. 1055 St. Ct. 733 1985)

Each student is assigned his/her own locker and is responsible for its maintenance and condition. The school cannot be responsible for lost or stolen articles. School authorities in the interest of health and safety may inspect school properties. Lockers, though assigned to pupils, are school property and may reasonably be inspected. Students may use locks on their lockers only if the school issues them.

Random searches of student lockers, backpacks and motor vehicles may be conducted by K-9 Law Enforcement Agencies for the purpose of Zero Tolerance. Any motor vehicle may be searched by school authorities for reasonable grounds.

Students who do not submit to a search will be found in violation for which the administration has for the “reasonable grounds” of suspecting that individual.

SEXUAL HARASSMENT POLICY

The Saugus Public Schools are committed to providing an environment for staff and students in which they feel comfortable and safe. All persons within the school community are expected to behave in a manner that provides an environment safe from sexual harassment. Sexual Harassment is defined according to Chapter 151 C s.1 (e) of the Massachusetts General Laws as:

“any sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly term or condition of the provision of benefits privileges or placement services or a basis for evaluation of academic achievement (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.”

Sexual harassment issues will be referred to the Title IX hearing officers.

STATE AND FEDERAL LAWS

The Rehabilitation Act 1973

The Rehabilitation Act 1973, commonly referred as “§ 504,” is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Discrimination

The Saugus Public Schools does not discriminate on the basis of race, color, national origin, age, gender or handicap in admission to, access to, treatment in, or employment in, its programs and activities.

Inquiries concerning the application of nondiscrimination policies may be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, J.W. McCormack P. O. C. H., Room 222, Boston, MA 02109-4557

The Education Reform Act

School Councils are composed of school Principal, parents, teachers, and community members.

The Principal, in consultation with the school council, (1) adopts goals for the school; (2) assesses the needs of the school in light of these goals; and (3) prepares a school improvement plan, which is reviewed and approved by the school committee.

Saugus High School has a Student Advisory Committee established under the guidelines promulgated by M.G.L. Ch. 71: Section 8 Ma, which states:

School committees of cities, towns and regional school districts shall meet at least once every other month, during the months school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school or high schools in each city, town or regional school district.

The members of such Student Advisory Committees shall, by majority vote prior to the first day of June in each year elect from their number a chairperson who will serve for a term of one year. Said chairperson shall be an ex-officio, nonvoting member of the school committee, without the right to attend executive sessions unless such right is expressly granted by the individual school committee. Said chairperson shall be subject to all school committee rules and regulations and shall serve without compensation.

TITLE IX AND CHAPTER 622

The Saugus Public Schools support and are in compliance with both of the following Federal and State laws:

Title IX of the Educational Amendments of 1972:

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

Chapter 622 of the General Laws, Acts of 1971, section 5:

No person shall be excluded from or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin.

Saugus High School is in compliance with Chapter 622 of the Acts of 1971 and Title IX of the Educational Amendments of 1972. Chapter 622 guarantees that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No student may be excluded from any course, activity, service, or resource available in that school on account of the race, color, gender, religion, or national origin of the student. Title IX of the Educational Amendments of 1972 insures that no person shall, on basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any federally assisted program.

Ch. 76, Section 6 Place of Attendance; Discrimination. Every person shall have the right to attend public schools of the town where he actually resides, subject to the following section. 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, religion, national origin or sexual orientation.

STUDENT GRIEVANCE PROCEDURE UNDER TITLE IX

Sex Discrimination

A complaint of violations of Title IX shall be handled in the following manner:

- A. Step One: A student charging violation of the provisions of Title IX shall present it in writing, signed by the complainant, to the assigned Guidance Counselor within five school days of the alleged violation or upon the date that the complainant learns of the violation.
- B. Step Two: If the complaint is not resolved to the satisfaction of the complainant within five days, the complainant may present the complaint in writing, signed by the complainant, to the building Principal within five school days thereafter.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

To: Personnel and parents of students
From: Richard Langlois, Superintendent

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act).

Asbestos Management Plans have been developed for each school building. These plans are available and accessible to the public at the school offices and at the district administrative office.

DISCIPLINE

STUDENTS WITH DISABILITIES

Special needs students are not to be denied access to their educational programs due to suspension for behavior that is directly related to their identified special needs or because of an inappropriate special education program. For example, rather than excluding from school a student who is diagnosed as having emotional problems which lead to acting out behavior, the student's Individual Educational Plan (I.E.P.) should include appropriate programs and strategies for addressing potentially disruptive behavior. It does not prohibit school administrators from suspending students but does require a more deliberate review of the causes for the suspension and the development of an alternative program, where appropriate, consistent with federal and state law.

In accordance with the reauthorization of the IDEA - June, 1997, the Director of Pupil Personnel or Principal may determine up to a forty-five (45) day interim alternative placement for identified students in order to determine a functional behavioral assessment.

Students identified as special needs will be disciplined according to the regulations outlined in IDEA:

- maximum 10 consecutive days external suspension
- manifestation determination
- individual behavioral management plan

A school district may seek a hearing officer's order placing a student in a placement for up to forty-five (45) days based on the reauthorized regulations of IDEA - June, 1997.

TEACHER SESSION

A familiar deterrent in school circles involves detaining students during non-school hours. It is frequently required for those who are repeatedly tardy or who arrive in class without assigned work completed, but is also assigned as a deterrent for further minor misbehaviors. To be effective, session assignments must be carried out and accounted for. However, repeated infractions cannot be tolerated. Students who do not attend a teacher session will be referred to the administration for further action and still be held accountable for the assigned teacher session.

AFTER SCHOOL OFFICE SESSION

A student receiving an Office Session will be detained from 1:53 to 2:45 PM on the assigned day. Sessions are held in a classroom to be announced at a later date.

Only the Principal or Assistant Principal may excuse a student for tardiness to Office Session. Office Sessions take precedence over all other after school activities; e.g. athletics, make-ups and other activities. Students who do not attend an Office Session will be for subject to further action per the discipline code and still be held accountable for the assigned Office Session.

BEFORE SCHOOL OFFICE SESSION

A student receiving a Before School Office Session will begin at 6:45 am to 7:15am on the assigned day. Sessions are held in a classroom to be announced at a later date.

Only the Principal or Assistant Principal may excuse a student for tardiness to Before School Office Session. Office Sessions take precedence over all other after school activities; e.g. athletics, make-ups and other activities. Students who do not attend a Before School Office Session will be assigned a Saturday suspension and must repeat their Before School Office Session the next day and may be subject to further action per the discipline code. Before School Office Session will be mainly for students who are chronically late to school or a special circumstance as determined by the Administration.

SUSPENSION

Suspensions are of several types and severity depending on the nature of the problem. The types, in order of severity of the penalty, are as follows:

IN-SCHOOL SUSPENSION:

Students are suspended from class and all activities and must report to the In-School Suspension room upon assignment. Students will be in In-School Suspension from 7:25 AM until 2:45 PM and are required to complete all assigned work. Work not turned in to the In-School Suspension teacher will be graded as a zero. Students serving an In-School Suspension are not eligible for any activities that day. Tardy students will be sent home and be re-scheduled to serve In-School Suspension on the next day. All students will bring a bag lunch. Lunch must be brought in with the student at the beginning of the day. No lunch deliveries will be accepted. Milk will be provided at the student's expense. Food will be consumed in the In School Suspension room at a time designated by the In School Suspension supervisor. Those students designated to receive reduced/free lunch will receive the lunch during the time of suspension. Students are not allowed to purchase additional lunch items such as french fries, etc. Disruptive behavior may result in a repeat of the In School Suspension assignment on the next school day or the student may be given an out-of-school suspension. Students suspended externally may be required to fulfill the original obligation of the In School Suspension assignment. Failure to comply with the In-School procedures will be subject to further disciplinary action per the discipline code.

IN-SCHOOL SUSPENSION POLICY FOR SPECIAL NEEDS STUDENTS

1. If a student is monitored the LEA will touch base with assigned students during In-School Suspension.
2. Students' Individualized Education Plan (I.E.P.) accommodations will always be met.
3. Administration will consult with the Special Education liaison regarding discipline if he/she believes it needs to be modified.
4. Special Education services will be provided during all In-School Suspensions.

SATURDAY SUSPENSION

In absence of daily in-school suspension, **Saturday Suspension** will be implemented. Although intrusive to both students' and parents' lives, is used to deter offenders of the attendance policy and discipline code. Saturday Morning Detention begins at 8:00 AM. No excuses for tardiness will be accepted. The program ends at 11:00AM.

Students who fail to attend a Saturday morning detention will be suspended. Students who are concerned about not being able to attend an assigned Saturday morning should make certain that their behavior does not bring them to that point. The school reserves the right, depending upon the severity of the offense and the number of times the offense has been repeated, to assign any combination of suspensions and/or Saturday morning detentions.

Tardy students will be sent home and serve an Out-of-School Suspension. All students may bring a bag snack. Disruptive behavior will result in an out-of-school suspension. Students suspended externally may be required to fulfill the original obligation.

OUT-OF-SCHOOL SUSPENSION

This is reserved for serious violations and/or excessive number of minor violations. Before re-entry to regular classes the student will have a meeting with his/her parent/guardian and the Assistant Principal. Students who are suspended out of school are not to be on school property for any reason. Violation may increase the number of days the student is suspended. An Out Of School Suspension will count towards a student's number of unacceptable absences. Suspended students will be allowed to make up work missed during first suspension but will receive one letter grade lower than they achieve. For subsequent suspensions, students will not be able to make up work and thus will receive no credit.

NOTE: Students who are suspended for any length of time are not allowed to participate in or attend any school activity until they return to school the next school day.

EXPULSION

Expulsion is defined as the permanent or long-term (over 10 school days) exclusion of a student from the Saugus Public Schools. As stated in the Educational Reform Act of 1993, the Principal has the authority to expel any student who is found on school premises or at school-sponsored events in possession of a dangerous weapon or a controlled substance, who assaults school personnel or who is convicted of a felony. The decision to expel a student for any other reason is reserved for the School Committee.

MASSACHUSETTS GENERAL LAWS CHAPTER 71, SECTION 37H ½

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six.

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 students shall 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 education 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. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student. (This section was added by Chapter 380 of the Acts of 1993 on January 4, 1994)

SOCIAL PROBATION

Students who have violated the code of conduct are subject to being placed on social Probation. Social Probation limits the student's privilege of attending school-sponsored events such as dances, proms, and other related activities. Students who have incurred multiple infractions and/or suspensions are subject to being placed on Social Probation. Seniors, who are suspended after April 1st, will lose one senior privilege up to all senior privileges depending on the infraction. Only the Principal can remove a student from this list.

DISCIPLINE INFRACTIONS/CONSEQUENCES

These consequences for the infractions listed below are guidelines for the discretion of the Principal who may delegate this responsibility to the Assistant Principals. In the absence of in-school suspension, Saturday Session or Out-of-School Suspension may be assigned. These consequences/infractions include but are not limited to the following:

INFRACTION	CONSEQUENCE
Arson	5-10 day Suspension; expulsion hearing. Referral to Police and Fire Departments.
Assault, Verbal Assault/Threat to School Personnel:	1-5 day Out-of-School Suspension, possible expulsion hearing, parental visit and police referral.
Assault Verbal Assault/Threat to Student:	1-5 day Out-of-School Suspension, possible expulsion hearing, parental visit and police referral.
Bullying	5 day Out-of-School Suspension, possible expulsion hearing, parental visit and police referral. In addition we will utilize the procedures outline in the districts bullying plan.
Physical Assault of School Personnel:	5-10 day Out-of-School Suspension, parental notification, police referral, expulsion hearing.
Bus Infractions:	Students who abuse bus privileges will Receive consequence varying from Office Session to Suspension, and will be liable to loss of riding privilege. All school rules are in effect on the bus.
Cheating: Plagiarism	Please refer to the new SHS Honor Code
1 st offense	1-day In-School Suspension, zero on work involved referral to Assistant Principal., parental visit
2 nd offense	1 day Out-of-School Suspension, parental visit.
After the 2 nd offense	3 day out of school suspension
Creating a Disturbance in the Cafeteria, Assemblies, Rallies:	
1 st offense	3-day Out-of-School Suspension and parental visit.
After the 2 nd offence	5-day Out-of-School Suspension, parental visit, and meeting with Principal.
Cutting Class	No opportunity to make up work missed.
1st offense	1-day In-School Suspension, parental visit.
2 nd offense	2 day In School Suspension.
3 rd offense	2-day Out-of-School Suspension, parental visit.
After the 3 rd offense	3-day Out-of-School Suspension, parental visit.
Disrespectful and/or Disruptive Behavior:	
1 st offense	1-4 Sessions, parental notification.
2 nd offense	1 day In-School Suspension, parental visit.
3 rd offense	1 day Out-of-School Suspension, parental visit.
4 th offense	2 day Out-of-School Suspension, parental visit.

INFRACTION**CONSEQUENCE**

Disruptive During Session: 1-day In School Suspension, parental notification.

Disruptive in In-School 1-3-days Out-of-School Suspension, parental visit.

Dress code violation:

1st offense confiscation of item(s) for day by either staff members or administration; student may be sent home to change and charged an absence for class (es) missed.

After the 1st offense confiscation of improper item, 1-Day In-school suspension, student may be sent home to change and charged an absence for class (es) missed. Parent conference to retrieve item.

Driving/Parking Violations: Students who abuse driving/ parking privileges will receive consequences varying from Session to Suspension, including loss of driving privileges on school property. Abuses include but are not limited to the following: speeding, reckless driving, parking in unauthorized locations and excessive tardiness to school.

Excessive Tardiness to School:

4th - 6th offense Session, immediate parental notification.

7th - 8th offense 1 day In-School Suspension, immediate parental notification.

After the 8th offense 1-day Out-of-School Suspension, parental visit.

Failure to attend

Assigned Teacher Session:

1st offense per quarter 1 office session

2nd offense per quarter 1 day In School Suspension, parental notification

3rd offense 1 day out of school suspension

Failure to attend

Assigned Office Session:

1st offense 1 day Suspension, parental notification, repeat session

2nd offense 1 day out-of-school suspension, repeat session

3rd offense 2 days out-of-school suspension, repeat session

Failure to attend

Saturday Suspension:

1st offense 2-day Out-of-School Suspension, parental visit, repeat Saturday School

2nd offense 3 day out-of-school suspension, repeat Saturday School

3rd offense 4 days out-of-school suspension, repeat Saturday School

Failure to attend

In-School Suspension: 2-day Out-of-School Suspension, parental visit.

Failure to complete

In School Suspension: 1 day out of school suspension and repeat In-School Suspension the next school day.

Failure to Identify Oneself:

1st offense Minimally 1 Session up to a possible 2 day In-School Suspension.

2nd offense 2 day Out-of-School Suspension, parental visit.

After the 2nd offense 3-5 day Out-of-School Suspension.

Failure to Sign in for School:

A student late for school must report to the Main Office and sign in.

1st offense Parental notification, one Session.

2nd offense 1-day In-School Suspension, parental visit.

All other offenses 2-day In-School Suspension, parental visit.

INFRACTION**CONSEQUENCE**

Fighting:	Any fight that involves mayhem, use of weapons, or extreme violence will result in a 5-10 day Out-of-School Suspension and possible expulsion.
1 st offense	4 day Out-of- School Suspension, parental visit.
2 nd offense	5 day Out-of School Suspension, parental visit.
After the 2 nd offense	5-10 day Out-of-School Suspension and possible expulsion hearing.
Forgery:	
1 st offense	1 day In-School Suspension, parental visit.
After the 1 st offense	1-3 days Out-of-School Suspension, parental visit.
Gambling, Gambling Paraphernalia:	
1 st offense	1-day In-School Suspension All items will be confiscated.
2 nd offense	2-day In-School Suspension, parental visit.
After the 2 nd offense	2-day Out-of-School Suspension, parental visit and referral to the Police.
Harassment	
Use of Force, Intimidation, Violation of other Student's Civil Rights:	
1 st offense	3-5 day Out-of-School Suspension, parental visit.
After the 1 st offense	5-10 day Out-of-School Suspension, parental visit, possible expulsion hearing.
Hazing:	
1 st offense	3-5 day Out-of-School Suspension, removal from club, organization, or team; police referral.
After the 1 st offense	10 day Out-of-School Suspension, parental visit, possible expulsion hearing, police referral.
Insubordination	1-4 days suspension (administration discretion)
Out of Bounds:	
1 st offense	1-day In-School Suspension, parental visit.
2 nd offense	2-day In-School Suspension, parental visit.
After the 2 nd offense	3 days Out-of-School Suspension, parental visit.
Parking Violations:	Parking in unassigned spot, restricted areas or other parking violation will result in losses of sticker and/or suspension from school. Students who violate the parking policy may also have their car towed at their own expense.
Poor Classroom Behavior:	
1 st offense	1- 4 Sessions and teacher conference with student & Assistant Principal, parental notification.
2 nd offense	1-day In-School Suspension, parental visit.
3 rd offense	1-day Out-of-School Suspension, parental visit.
After the 3 rd offense	2-day Out-of-School Suspension, parental visit.
Possession, Use, Dealing or Distributing of Drugs, Weapons	This would include, but not be limited to, possession on one's person and/or in one's locker (including over the counter narcotics, alcohol or controlled substance) 10 day Out-of-School Suspension, parental notification, police referral, expulsion hearing

INFRACTION**CONSEQUENCE**

Possession or Use of Fireworks:	4 day Out-of-School Suspension, parental visit, confiscation of material and referral to the Police and Fire Departments.
Possession and/or Use of Tobacco, Matches or Lighters:	This would include, but not be limited to, possession on one's person and/or in one's locker. Student will be considered smoking when but not limited to 1.: Smoke is coming from a stall in the bathroom 2. Seen in possession of a tobacco product 3. Multiple students in an area where smoke is noticed.
1 st offense	2-day out-School Suspension, parental visit. Participation in smoking cessation program.
2 nd offense	3 day Out Of School Suspension, parental visit. Participation in smoking cessation program.
3 rd offense	4-day Out-of-School Suspension, parental visit.
After the 3 rd offense	5 days Out-Of-School Suspension, parental visit, enrollment in a smoking cessation program at student's expense.
Stealing: A student who misappropriates school property or the property of others will be held to strict accountability regarding restitution.	
1 st offense	1-5 day Out-of- School Suspension, parental visit, restitution, police referral.
After the 1 st offense	5-10 day Out-of-School Suspension, parental visit, restitution, police referral
Tampering with Fire Alarm, Fire Extinguisher of Fire Related Devices	5-10 day Out-of-School Suspension with an expulsion hearing and referral to the Fire Department.
Throwing food: Depending on the severity; may be immediate suspension	
1 st offense	1-3 day In School Suspension, 5 days of cleaning the cafeteria after lunch.
After the 1 st offense	1-5 day Out-of-School Suspension, 5 days of cleaning the cafeteria after lunch; student(s) will eat in an alternative room for 15 school days if the incident occurred in the cafeteria.
Truancy	
1 st offense	1-day Saturday Suspension, immediate parental notification.
2 nd offense	2-day Saturday Suspension, parental visit.
After the 2 nd offense	2-day Out-of-School Suspension.
Vulgarity, Profanity (Word or Action)	
To school personnel:	4 day Out-of-School Suspension, parental visit
To student:	1 day In-School Suspension, parental notification.
At random:	1 Session, up to possible suspension.
Vandalism:	A student who destroys or defaces property will be held to strict accountability in regard to the cost of repairing the damage and is subject to a 1-5 day Out-of-School Suspension plus 10 hours of community service, parental visit.
Possession and/or Use of Cell phones Or other electronic devices:	
1 st Offense	Confiscation, 1 day in-school suspension and parent retrieval.
2 nd Offense	Confiscation, 1 day out-of-school suspension and parent must retrieve phone.
3 rd Offense	Confiscation, 2 days out-of-school suspension and parent must retrieve phone Students, who do not give up their cell phone when found in violation, will be given a 3 day out of school suspension.

All rules and regulations are in full effect at all school-sponsored and school related events

ACTIVITIES AND ORGANIZATIONS

ATHLETICS

All policies and procedures are in accordance with the MIAA.

1. In order to be eligible candidates must:
 - a. Maintain a passing average of 20 credits per quarter (noncumulative)
 - b. Receive a physical exam prior to the season as required by the MIAA
 - c. Return or pay for all athletic equipment and school obligations.
 - d. Submit insurance information prior to season
 - e. Payment of Activity Fee
 - f. Be enrolled in at least 30 credits
2. Candidates must be aware of school rules and regulations for High School athletes that state:
 - a. The recipient of all athletic equipment assumes full responsibility for its proper care, complete and satisfactory return, or payment for loss thereof.
 - b. All athletic injuries must be reported to the coach or athletic trainer immediately. All students participating in any sport other than football should purchase school insurance.
 - c. Athletic equipment may not be worn in physical education classes or activities outside of school.
 - d. Stealing of local equipment and from other schools means dismissal from the team for the season.
 - e. Athletes must be present in school by **7:45 AM** on the day of practice or a game, or a Friday before a Saturday game, or they will not be allowed to participate in any athletic activity unless direct permission from the principal is received.
 - f. Athletes banished from a game for fighting or unsportsmanlike conduct will be ineligible to play in the next league contest, and if the occurrence is repeated, he/she will be ineligible for one calendar year.

ATHLETIC PROBATION

It is the goal of the athletic department that all students who participate in the athletic program have passing grades in all subjects. In effort to help us meet this goal, we have established a mandatory study session for all athletes who meet state eligibility but fail to meet the 100% passing goal. Students who fail to meet the 100% passing goal will be required to attend mandatory study sessions as follows:

1. Fail one subject – 1hour per week
2. Fail two subjects – 2 hours per week
3. Fail three subjects – 3 hours per week

Athletes who fail to attend these required sessions will be required to make up the time for the first offense the following week; second offense, suspended from play for one week; third offense possible removal from the team.

ATHLETIC FAN BEHAVIOR

Saugus High School fosters positive fan behavior at all co-curricular events. Unfortunately, there are times when situations occur where fan behavior needs to be addressed. Fans that act inappropriately during events will have the following actions applied to the discipline code: 1st offense – 30 day suspension from all events, 2nd offense – 60 suspension from all events and be placed on social probation, and any subsequent offenses minimum of 1 year from all school functions along with a school suspension of 5 days.

BULLETIN BOARD

The Assistant Principal must approve all notices before being posted. No posters advertising outside social functions other than those sponsored by the school or an organization made up of students within the school are to be posted. There is to be no use of thumbtacks and no posting on painted areas.

CHEERLEADERS

All cheerleaders must adhere to the eligibility requirements used by the athletic department. (20 credits per quarter must be passed)

CLASS DUES

Class dues will be the following: \$35 for grade 9, \$40 for grade 10, \$45 for grade 11 and \$50 for grade 12 plus graduation expenses. Paid class dues will include a copy of the school yearbook each year. All dues must be paid before a student is eligible to purchase tickets to events, graduate or participate in any co-curricular activities.

NATIONAL HONOR SOCIETY

Purpose: To create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of Saugus High School.

Requirements: Candidates must have a scholarship average of 3.00, submit a resume, an application, and an essay outlining their completion of scholarship, service, character, and leadership to school and community. Candidates must meet the approval of a faculty selection committee. Candidates must prove scholarship, service, character, and leadership to school and community. After initiation all members shall be required to show evidence of continued participation in the aforementioned. Candidates will be asked to apply during first term of her/his junior year. Candidates who applied and are unsuccessful in the fall may have their candidacy reviewed on April 1 to determine for entrance but will be inducted in the fall ceremony. Students who fall below the 3.0 grade point average twice during their membership will be removed from the society membership.

ARTICLE X: DISCIPLINE AND DISMISSAL

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. 3. Article X, Section 1. To maintain compliance, all local procedures must conform to the full provisions of this article. Faculty Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.

Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.

Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (*Note: This hearing is required and is considered "due process" for all members –Ed.*)

Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district. Section 7. NASSP shall hear no appeals in dismissal cases.

Participation in school and community activities is strongly recommended for all students; freshmen and sophomores especially should begin involvement early in their high school careers.

Meetings:	As assigned
Dues:	Dues are determined annually by vote of membership
Officers:	President, Vice President, Treasurer, and Secretary.

ELECTION OF CLASS OFFICERS

The Assistant Principal will set date and time for the election. No class elections will be held after the Junior Year unless the officers fail to uphold their duties as required by the class advisor and administration. Students will elect the following officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Board of Directors (up to eight)
6. Representative to the School Committee

Nomination

Each candidate must have the proper nomination sheet signed by twenty classmates.

Primary Elections

The purpose of the primary election is to determine the candidates to run in the final election.

Final Election

When the office is to be filled by only one elected official, the winner for that office will be the candidate receiving the majority vote in the final election. Class Advisors in the presence of the Assistant Principal will count ballots in the final election.

Absentee Ballots

Absentee ballots are to be issued only in the case where a student is out of school on the day of an election due to a school sponsored event.

Student Election Rules

1. No election posters allowed until nomination papers are completed, signed and approved.
2. No "copy" machine posters are allowed. All posters must be individually hand drawn.
3. Posters must be approved and initialed by a Class Advisor.
4. All posters must be hung on tile or wood surfaces, not on painted walls.
5. Dates for nominations and final elections will be coordinated on the same dates for all classes concerned, with the exception of the Freshman class, which will hold elections at the Middle School or in the fall of their freshman year.
6. Accepted election procedures must be followed or ballot will be disqualified. (e.g. ballots or nomination papers that are mutilated, or have double checks or erasures will be disallowed; nomination papers must be signed by classmates only and complete signatures must be written.
7. All posters must be removed by unsuccessful candidates after the primary, and by all candidates immediately after the final election.
8. A student may run for only one major office (President, Vice President, Secretary, Treasurer) as well as for the Board of Directors, but if elected must serve in the higher office.
9. Any student running for class office should be able to carry out the time requirements needed to perform the duties of the office, which include weekly meetings.
10. If the successful candidate fails to attend three of the meetings called by the class advisor, the office holder's performance will be subject to review and the individual could be replaced.
11. Class officers should be prepared to participate in all class activities and show leadership attitude, which will encourage other students to assist in projects.
12. Officers' academic achievement (a minimum of 20 earned credits per marking period) and discipline must be in good standing at all times.
13. No candidate may run for or serve in an office unless he/she is in a mentor room of that respective class.
14. An officer can and will be removed from an elected office or appointed office if he/she violates any of the above commitments.

EXTRA-CURRICULAR ACTIVITIES

Students involved in extracurricular activities must secure during the past marking period preceding the contest a passing grade in at least 25 credits of prepared work. Prepared work is defined as any subject or course in which credit is allowed toward the high school diploma. A student cannot at any time represent a school unless that student is taking at least 30 credits of prepared work. To be eligible for the fall marking period, students are required to have final passing grades for the year in the required number of periods of prepared work. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parents of all students.

1. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.
2. A student cannot count for eligibility any subjects taken during the summer vacation, unless that subject has previously been pursued and failed.
3. Students receiving services under IDEA whose individualized education plan is a 502.4 or more restrictive prototype, may be declared academically eligible by their Principal provided that all other eligibility requirements are met.

Principal, Assistant Principal and the Athletic-Director will check all report cards of those students involved in respective activity. If a student fails to qualify to participate in extra-curricular activities under the above regulations, the student will not be eligible until the next report card is issued. Frequent failure to attend extra-curricular activity meetings and maintain good citizenship will warrant a review of reason for absences to determine if excuses are acceptable for continued participation. The appropriate Assistant Principal must approve all non-enrolled students invited to attend extra-curricular school activities five (5) school days before the day of the function and prior to the function and prior to the purchase of the tickets.

PUBLICATIONS ***The Tontoquonian***

The yearbook called the Tontoquonian is published at the end of the school year. It contains a pictorial account of the activities of all four classes for the entire year. Other features of this attractive book are full color accounts of the graduating class, summaries and illustrations of social and club affairs, signature page, drawings, and a section devoted to sports. Only pictures from our official school photographer will be published free of charge. Boys must wear a shirt and tie and girls must be dressed appropriately in all senior portraits. Yearbook editor has complete editing rights to all material to be included in the publication.

Vistas

Purpose: To publish an annual literary magazine for which all pieces are submitted and judged by students.

Meetings: Editorial Board meets bi-weekly September - December, weekly thereafter.

Membership: The reading staff or editorial board is open to all students who are interested in literature.

Sachem Times

A weekly page in the Saugus Advertiser, this publication is the official newspaper of Saugus High School. The page is written and edited by students in accordance with Hazelwood School District V. Kuhlmeier, 488 U.S. 260 (1988)

SCHOOL SPONSORED ACTIVITIES

1. All dances, proms, and other extra-curricular functions are restricted to members of the student body unless otherwise approved by the Assistant Principal using the guest form. All guests must be under the age of 21 unless approved by the Principal or Assistant Principal. Students who bring an outside guest will be held liable for any school violation that the guest incurs.
2. Anyone determined to be under the influence of alcohol and/or an illegal substance will not be admitted to an extra-curricular event. Parent and police notification will take place immediately, and the student will be subject to the previously outlined drug and alcohol policy.
3. All students are to remain in the designated area. No one is allowed to go to the parking area or to leave the event and return.
4. Since extra-curricular activities are school sponsored; all school rules and regulations will be in effect.
5. To be eligible to purchase tickets for a class event, students must earn the following number of credits:
Sophomore 25, Juniors 50 and seniors 75.
6. Freshman are not allowed at the senior prom.
7. Seniors are not allowed at freshman dances.
8. Seniors suspended after April 1 may lose one or more senior privileges.
9. All students and guests are required to pass a breathalyzer to be admitted.

DRESS CODE

We require that students and their guests abide by the dress code for prom. The dress code consists of the following:

Dresses should not have slits or cuts that reach higher than the student's fingertips when placed at their side.

Dresses should not have holes/cuts in the midriff or sides. Dresses should not have deep lower back cuts. No cleavage should be shown.

Tux/Suit jackets may be taken off during the night. A shirt must be worn at all times.

Ties and shoes must be worn. Sneakers are not acceptable.

Students will be sent home if they violate the dress code.

GENERAL INFORMATION FOR PUPILS

STUDENT EXPECTATIONS

1. Students are expected to be in their seats and quiet at the ringing of the late bell.
2. There is no talking when announcements are being made.
3. Papers on the teacher's desk are private property, and are not open to inspection by the pupils.
4. A student is to be present the day of a school event to be eligible for the event.

5. Students should not leave valuables in their coats or lockers. If pupils wish, they may leave large amounts of money or valuables in the office safe.
6. Change of address or telephone number of any pupil should be reported to the office or the homeroom teacher at once, as emergencies arise when it is necessary to have the correct information.
7. Students cannot be called to the phone for any reason, and messages will be taken only in cases of illness or emergency.
8. Students who are free from obligations and appointments at the close of school may leave the building. Otherwise, pupils are to remain in the building until the makeup or detention periods have been concluded.
9. Students who fail to meet obligations any time during the school year, i.e., lost books, locks, equipment, etc., will be expected to meet the obligation before the beginning of the next term or school year. Otherwise, issuance of any classroom material in that area could be delayed. A replacement book, lock or equipment will not be issued until restitution for the first item has been met.
10. Students taking part in any school activity may be removed due to inappropriate conduct.
11. No incomplete grades will be given without prior approval of school administrators. All incomplete grades must be made up within a two-week period. There will be no deviation from this policy unless approved by the Principal, along with an approved plan.
12. Any electronic device, headsets, cellular telephones, and laser pointers are not to be used in the school during the school day. The school and/or school personnel are not responsible for any of the aforementioned items before, during or after its confiscation.
13. Students must use the locker assigned to them. One person to one locker—no sharing of lockers. The school department and/or school officials are not responsible for lost or stolen articles.
14. Students are not to bring guests to school during the school day.

ACADEMIC HONOR CODE

Saugus High School's Academic Honor Code defines academic violations and prescribes consequences. Academic violations are usually categorized as cheating or plagiarism. Other offenses, however, may be classified as academic violations. Academic violations may also carry additional disciplinary consequences (see Rules of Student Conduct in this handbook).

Cheating * embraces any action where in a person defrauds, deceives, or violates regulations unfairly. (* Random House Dictionary)

Cheating consists of any schoolwork a student submits for evaluation that is not done by him/her. Cheating is an act of dishonesty and deceit.

Cheating includes, but is not limited to, the following:

- Copying homework
- Use of online translators
- Use of cell phones in class
- Cheating on quizzes/tests
- The use of talking, signs, or gestures during a quiz/test
- Copying from another student or allowing the copying of any assignment
- Passing test or quiz information to others in another class period with the same teacher or course
- Submitting a pre-written writing assignment at times when such assignments are supposed to be written in class
- Unauthorized use of study aids, notes, books, data, or other information
- Sabotaging the projects or experiments of other students
- Lying or failing to give complete information to a teacher for purpose of gaining academic advantage
- Feigning illness to gain extra preparation time for tests, quizzes, or other assignments

Plagiarism (a form of cheating)

Plagiarism * is the act of stealing the language, ideas or thoughts of another and representing them as your own original work (*Random House Dictionary)

The consequence for plagiarism will be loss of credit for the project/assignment. A repeat of this action would result in a failure grade for the entire course.

Plagiarism consists of the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Plagiarism includes, but is not limited to, the following:

1. submitting an assignment in whole or in part that has been copied from a published source or downloaded from computer software or the Internet

2. borrowing the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgment
3. having a parent or another person write an essay or do a project that is then submitted as one's own work
4. failing to use proper documentation and/or bibliography

Consequences

First Offense:

The student receives no credit for the work involved.

Receive a one-day in school suspension

The student will jeopardize eligibility for any leadership positions.

Forfeit Eligibility for Honor Roll

The teacher will:

1. Call the parent.
2. File a report with the student's assistant principal. The incident will become part of the student's disciplinary record kept by the vice principal.
3. Remind the student of the consequences of another offense.

Second Offense:

The student receives no credit for the work involved, ten points will be deducted from the term grade in that course, and forfeit any leadership positions along with removal from National Honor Society, be ineligible for Honor Roll

Receive one day out of school suspension

The teacher will:

1. Call the parent.
2. File a report with the student's guidance counselor and assistant principal. The incident will become part of the student's disciplinary record kept by the assistant principal.
3. Remind the student of the consequences of a third offense.

Third Offense

The student receives an "F" for the term grade in that course.

Three day out of school suspension.

Loss eligibility for any future leadership positions along with National Honor Society, ineligible for Honor Roll, or any academic awards and academic scholarships.

The teacher will:

1. Call the parent.
2. File a report with a guidance counselor and assistant principal. The incident will become part of the student's disciplinary record kept by the assistant principal.

In all cases involving academic integrity, the administrator will hold a conference with the parent, student and staff member so that all facts are clear and consequences are known.

You may appeal second and third offense consequences to an administrator-selected committee of teachers/counselors. An incident in one class may affect your record in another class. Cumulative first offenses in a variety of classes, however, are disruptive of the educational process and may result in further disciplinary action

CLASS RANK

Rank in class is determined on the basis of a quality point weighted system. Those subjects which require more concentrated work and which are more difficult will be given a higher point rating in determining the class rank. **The passing grade beginning is 65%.** Class rank is computed by: Multiplying the numerical value of a grade by the credit of the subject and dividing this total by the sum of the credits as indicated below.

Minimum requirements, 30 class periods weekly

- a) Pass-Fail and all non-weighted courses are not included in class ranks.
- b) Any student receiving a 69 or less after Semester I may be dropped from an A.P. class.
- c) The computation for final determination of Valedictorian and Salutatorian will be completed following Term IV of the senior year. This will also apply for the selection for Class Marshals at graduation, which will be the third and fourth ranked students in the graduation class. The selection of the Honor Scholars will be determined after term II of the senior year.
- d) Only students with a minimum of two full years as members of Saugus High School will be included in the determination of Class Valedictorian/Salutatorian and Class Marshals.
- e) Benediction and Invocation speeches will be given by the presidents of the Student Council and National Honor Society.

- f) Any senior transfer student will receive a G.P.A. but not a rank in class.
 g) To be considered an Honor Graduate, seniors must obtain a 3.0 GPA.

FIRE DRILL REGULATIONS

Students are to leave the building as quickly as possible following the regulations posted in each room. All students should acquaint themselves with the exit plan from each room in which they attend class. Upon exiting the building no student is to leave school property until official notification from an administrator.

GPA Scale for 2011-2012

Ave.	CP	H	AP	Ave.	CP	H	AP	Ave.	CP	H	AP
100	4	4.5	5	88	2.8	3.3	3.8	76	1.6	2.1	2.6
99	3.9	4.4	4.9	87	2.7	3.2	3.7	75	1.5	2	2.5
98	3.8	4.3	4.8	86	2.6	3.1	3.6	74	1.4	1.9	2.4
97	3.7	4.2	4.7	85	2.5	3	3.5	73	1.3	1.8	2.3
96	3.6	4.1	4.6	84	2.4	2.9	3.4	72	1.2	1.7	2.2
95	3.5	4	4.5	83	2.3	2.8	3.3	71	1.1	1.6	2.1
94	3.4	3.9	4.4	82	2.2	2.7	3.2	70	1	1.5	2
93	3.3	3.8	4.3	81	2.1	2.6	3.1	69	0.9	1.4	1.9
92	3.2	3.7	4.2	80	2	2.5	3	68	0.8	1.3	1.8
91	3.1	3.6	4.1	79	1.9	2.4	2.9	67	0.7	1.2	1.7
90	3	3.5	4	78	1.8	2.3	2.8	66	0.6	1.1	1.6
89	2.9	3.4	3.9	77	1.7	2.2	2.7	65	0.5	1.0	1.5

GRADUATION DECORUM

The graduation ceremony is primarily designed to provide sufficient recognition of the achievements of the graduates of Saugus High School. There is a general expectation that the individuals being honored with awards or scholarships, all of the graduates who are receiving diplomas, invited guests, officials of the Town of Saugus and school administrators will be accorded attention and respect. Appropriate dress is required at all events (no sneakers, shorts, jeans, etc.) It is not unrealistic to expect that the behavior of the graduating class members will be appropriate to the occasion. As such, extraneous articles will not be allowed at the graduation ceremony (air horns, beach balls, balloons, bubbles, etc.). Inappropriate behavior will not be tolerated. Any violation of the expectations outlined above will result in a forfeiture of the right to receive the diploma certificate during the graduation ceremony. Any dispute arising from an enforcement of those expectations will result in forfeiture of the right to participate in the ceremony. In the event of any such forfeiture, diploma certificates can be picked up in the Principal's office on the following day. Participation in graduation is not required of students. If students choose not to participate, their diplomas, similarly, may be picked up on the day following the graduation ceremony.

GRADUATION REQUIREMENTS

In order for a student to participate in graduation exercises that day, he/she must be in compliance with established academic requirements and be in conformity with school regulations. Each year all students must carry a minimum of five major subjects. To maintain regular class membership grade 10 students must pass 25 credits to be a sophomore, grade 11 students must pass a minimum of 50 credits junior and seniors must have a minimum of 75 credits to be a member of the class.

All students must accumulate 110 credits and pass the required courses listed below along with earning a competency determination on MCAS in order to graduate. Only students meeting all requirements will be eligible to walk in graduation.

Courses to be passed:

English	20 credits	4 years
Social Studies (U.S. Hist I, U.S. Hist. II., World Hist. II.,)	15 credits	3 years
Math	20 credits	4 years
Science (Biology, Chemistry, ½ yr. of Physics plus an elective)	15 credits	3 years
Wellness	10 credits	4 years
World Language	10 credits	2 years
Fine Arts (Computer Technology, Technology Education, and Fine Arts)	2.5 credits	1/2 year

Community Service

All students are required to complete 48 hours of documented community service in order to graduate. Students must complete 12 hours of community service each year while at Saugus High School. Provisions for transfer students and additional information on Community Service Requirements are available in the Guidance Office.

All seniors must pass a minimum of 20 credits to be eligible for graduation.

The audit program allows students to audit a course in which they may have interest without credit. The student opting to participate in this program must commit for the complete course, which includes daily attendance. An audited course cannot replace a major course load. The Specialist/Director must approve the audit prior to the beginning of the school year.

GUIDELINES FOR STUDENT RIGHTS AND RESPONSIBILITIES

- School committees are legally responsible for the establishment of school policy, and every effort should be extended to include in the formulation of school policy consideration for the developing maturity of the student. Concomitant responsibilities flow from the exercise of rights and privileges. Tantamount among these are: (1) respect for oneself; (2) respect for others and their rights; (3) respect for individual dignity; (4) respect for legally constituted authority and the legal responsibility of those in authority.
- All rules and regulations to maintain the process of education must be common knowledge. Orientation programs and free student handbooks should provide this information in clear and understandable language. Any changes should be widely publicized in print in both school and community media, and no regulation should be summarily drafted and enforced.
- School Committees, professional staff, and student governments should work cooperatively within the limitations prescribed by law in the establishment of these regulations. The amending, appeal, and enforcement of these rules should be clearly defined and made available to all interested and affected parties.
- Students must be free to establish and should be encouraged to participate in student governments that provide all students, through a representative system, a voice in school affairs. Students passing with 20 credits are eligible to hold office.
- Schools are for education and students should be involved in the educational process in their schools. Professional staff should solicit student suggestions and recommendations concerning curriculum offerings. Curriculum offerings in schools should strive to meet the needs and interests of all students.
- A committee of students and professional staff should be formed to plan and organize school assembly programs. Suggestions from non-committee members should also be encouraged and considered. Such assemblies are an important part of the total instructional program and topics or speakers should be presented whenever possible. In cases of controversial topics or speakers, presentations should be a balance in terms of existing major points of view.
- Freedom of speech is guaranteed to all citizens, and students must be allowed to exercise their constitutionally protected rights of free speech, petition, and assembly as long as they do not interfere with the educational process.
- The teachers should further be responsible to permit the expression of Teachers should, at all times, strive to promote tolerance for the views and opinions of others and for the rights of individuals to form and hold differing views and opinions. The views and opinions of others and to encourage students to examine, analyze, evaluate, and synthesize all available information about such topics and materials.

- School newspapers, yearbooks, literary magazines, and other publications, should be guaranteed the right of freedom of the press, subject to existing laws of libel and obscenity. As learning experiences within the schools, the staff should have qualified advisors and should seek the highest publication standards. Other non-school sponsored student publications should be subjected to locally determined procedures for distribution on school premises.
- Students should be allowed the use of school facilities for extracurricular activities, and should be encouraged to participate in these, including clubs, recreational events, and other such related activities. These activities must be scheduled in keeping with normal school committee regulations and provide for supervision according to school rules.
- Students have a right to an education and to the equality of educational opportunity. Disciplinary measures that deprive him of this right should be utilized only in extreme cases. Disciplinary actions of administrators and teachers should be fair and consistent in all cases and resorted to only when the student, by his conduct, reveals his inability to recognize the rights of others. In cases of suspension, prior notification of parents or guardian should be attempted whenever possible and a definite period of time should be stated. A parent conference will be held as soon as possible.
- The school should publish a clearly defined procedure for the consideration of student problems and the processing of student complaints. Students should be guaranteed the right of Due Process.

GUIDANCE COUNSELORS

Guidance Counselors are only too glad to discuss with students their preparation for vocations, further education, and adjustment problems. You are invited to visit with them at any time in their offices. Appointments are encouraged.

HELP SESSIONS

Two days a week teachers remain until 2:23 PM for help and make-up. In your notebook you should take down the room and days on which your teachers hold make-up. If you have been absent, you should report at the next help session.

All make-up work must be conducted during after school hours or during another mutually agreed upon time between the teacher and the student.

IDENTIFICATION CARDS

All students are required to wear school issued identification cards during all times. Students will be issued one ID card each year. Students will not be admitted into school without their id. Students may be able to use an office copy if available and collateral is left. Students who lose there id will be charged \$5. for a replacement.

HONOR ROLL

The honor roll is computed each quarter on the basis of reported grades. Students with incompletes cannot qualify unless the teacher reports grades promptly. Pass-Fail courses are not included in determining the honor roll. Only major subjects are considered for the honor roll.

High Honors	All 90's in major subjects
Honors	No grade less than a 80 in major subjects

The Saugus High School grading system for the 2011-2012 school year will be reported numerically on the report cards which translates as follows:

All courses that are scheduled for an entire year will include a Mid-Year and End-of-Year examination as part of the assessment criteria. Final grades will be calculated in the following manner:

Term I	20%
Term II	20%
Mid Year Exam*	10%
Term III	20%
Term IV	20%
Year-End Exam*	10%

- Scores will be identified on the student's term 2 and term 4 report cards.

Semester courses will include a cumulative examination at the end of the respective semester. A final grade will be calculated in the following manner:

Term I or Term III	40%
Term II or Term IV	40%
Semester Exam	20%

NO SCHOOL NOTIFICATION

Students and parents should refer to the local cable stations for no school announcements. Also a Connect Ed message will be sent when possible.

PASSES

Any student who is in the corridor during class time must have a red plastic pass or a one way pass indicating his or her destination, indicating the date and time, with a teacher/administrator signature. It is the student's responsibility to obtain the required pass. Students will be considered truant from class if they do not have the appropriate pass.

STUDENT LIBRARY USE PROCEDURE

Students with an academic purpose are allowed to visit the library but must first obtain a pass from one of his/her classroom teachers indicating that the student has been assigned work for that class requiring the use of the library. This pass must then be presented the librarian at the beginning of the period that the student is to report to the library. All students must arrive at the library before the late bell rings.

SUMMER SCHOOL REQUIREMENTS

In order for a summer school outside of Saugus to be considered, a minimum of 50 class hours must be taken by the students in that course and the student must attain a "C" or better to receive credit for the course previously failed. Any summer school outside of Saugus High School must have prior Principal approval. Requirements for participation in summer school at Saugus High School or any other institution by Saugus students mandates that the student receive a final grade average of 45% or greater. Failure to meet these requirements will necessitate that the student retakes the given course during the academic school year or request an exception from the principal.

TARDINESS

Student tardiness to school or class hinders the maximum educational opportunities available. In order to discourage tardiness, the following procedures are in effect:

TARDY TO SCHOOL:

Students who arrive after the start of school are considered to be tardy to school and must sign in at the designated area. Teachers are not to allow students into class after the late bell has rung unless a student has a "Late Arrival Pass". Students who arrive 20 minutes after the start of the school day must bring a note from their parent to verify the tardy. If the student fails to bring a note, he/she will be assessed a session to be served that day.

Upon the student's 4th tardy to school in a quarter, he/she will be assigned an Office Session. Students who are tardy on Friday will serve their Session on Monday. Sessions will be assigned for every tardy after the 3rd to the 6th. Upon the 7th tardy in a quarter, the student will be suspended for that tardy and all other tardies after the 8th for the balance of the quarter. In addition, the student will lose the privilege of driving his/her car to school for 20 school days (see discipline code page 16).

TARDY TO CLASS:

If a student is tardy to class (not in the classroom when the bell rings) the student will stay after school on a day assigned by the teacher. If the student does not report after school, the student will be referred to the Assistant Principal. Three tardy arrivals shall equate to one absence and be counted into the existing attendance policy as an unacceptable absence.

TECHNOLOGY FOR SCHOOL AND HOME COMMUNICATION

X2, the industry's most secure and timely school-to-home portal, closes the gap between the school and home, encouraging effective, efficient, and immediate communications with parents so they can fully participate in their child's education. X2 is interesting, informative, useful, and completely secure. It's updated with fresh data every day so the information is always current and relevant. Beginning in this school year, all progress reports, report cards and other letters will be sent via the X2 parent and student portal. Any parent who does not have a computer to access should contact the school for a hard copy to be sent.

X2 empowers students to learn. Students receive immediate feedback on their progress and can take action to improve their status. They can see their grades, attendance, homework assignments, and messages from the school, which enables them to organize their schedule, homework and priorities. This proactive approach to performance management influences their overall grades, and empowers students to concentrate on subjects or topics of challenge. Parents will be receiving a letter outlining the program along with a user name and password. Please utilize this service to stay current with your child's progress. Visit the website: <https://www.x2dev.net/saugus/logon.do> log on.

TOBACCO, ALCOHOL, DRUGS

It is illegal to possess or use tobacco, alcohol or drugs on school property or at school events or at any other time due to state law chapter 71. This includes extra-curricular events.

This would include, but not be limited to, possession on one's person and/or in one's locker. Student will be considered smoking when but not limited to: 1. Smoke is coming from a stall in the bathroom 2. Seen in possession of a tobacco product 3. Multiple students in an area where smoke is noticed.

TUTORIAL SERVICE

Parents and/or students seeking compensated tutorial services should contact the Pupil Personal Services office. Saugus High School offers free tutorial services through the National Honor Society. Please contact the Advisors to receive information.

VISITORS

For security and safety all visitors must report to the office upon entering the building. Parents delivering articles to their children (lunches, etc.) are asked to leave them at the office.

SPECIAL EDUCATION

Special education services are provided to students found eligible after an initial Team meeting. To be found eligible for services, a student must have one of the following disabilities: autism, developmental delay, specific learning disability or an intellectual, sensory, neurological, emotional, communication, physical, or health impairment. It is also necessary for eligibility, that the disability prevents the student from making effective educational progress, and for the student to require specially designed instruction or related services in order to access general education.

The district offers an array of services designed to meet student needs. Special education services and placement determination are the responsibility of a multi - disciplinary team comprised of professionals who have assessed the student in any areas of suspected need, a regular education teacher, administration and, most importantly, the student's parent or guardian.

Upon completion of an initial evaluation, the Team develops an individualized educational program (IEP) that highlights, among other things, the student's strengths, areas of concern, strategies for accommodating for the student's disability, modifications to the curriculum, services that the student will receive and important goals and objectives developed to ensure student progress. Parent involvement during the evaluation and IEP development is an integral part of the process. Copies of the *Parent's Rights Brochure* are available in the special department located at Robey School or from the school buildings' Evaluation Team Facilitator.

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act, which prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Saugus Public School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Hearing requests must be made to:

**Bureau of Special Education Appeals
Department of Education
350 Main Street
Malden, Massachusetts 02148-5023**

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to; 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the district coordinator, Director of Pupil Personnel for the school district, Cynthia Joyce at 787-7022.

504 PLANS

Described below are the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You are entitled to the following:

1. Right to have your child with disabilities take part in, and receive benefits from public education programs without discrimination because of her or his disability.
2. Right to receive all information in the parent's or guardian's native language or primary other mode of communication.
3. Right to have your child receive a free appropriate public education that includes the right of the child to be educated with students without disabilities to the maximum extent appropriate.
4. Right to have your child have equal opportunity to participate in school programs and extracurricular activities sponsored by the school.

5. Right to receive notice a reasonable time before a district identifies, evaluates, or changes your child's placement.
6. Right to inspect and review all of your child's educational records, including the right to obtain copies of education records at reasonable cost unless the cost would deny you access to the records, and the right to amend the record if you believe information contained in the record is accurate or misleading. If the school district refuses to amend the record, you have a right to request a hearing.
7. Right to have educational evaluation and placement decisions made based on information from a variety of sources and by persons who know the needs of the student, meaning of evaluation data and placement options.
8. Right to periodic reevaluation and evaluation before any significant change in placement.
9. Right to an impartial hearing if you disagree with the school district's proposed action. You will be an active participant. You have the right to be represented by counsel in the impartial hearing process. You also have the right to appeal the impartial hearing officer's decision.

For more information on Section 504, please contact the Principal of your school.

SHELTERED ENGLISH IMMERSION

In accordance with state laws and regulations, Saugus provides instruction in the English Language for students whose English Proficiency level is limited. Potential students are identified through a testing program administered to those whose home language is not English and who demonstrate to teachers a language need.

The program, known as the Sheltered English Immersion Program, provides specialized instruction for students according to the intensity of their need. Students who speak no English or very limited English receive high intensity English language instruction for the greater part of the school day, until they reach a point when their oral English is sufficient for them to receive sheltered English instruction in a partially integrated setting. Sheltered English instruction means that students study the same subjects as their peers, but with simplified language and audio-visual material presented in a comprehensible manner, to make information clearer and more understandable. The material used includes, but is not limited to, pictures, graphs, videos, computer programs, and manipulatives. Lessons and activities are designed so that the English language development of the student is addressed.

Students are not expected to remain in high intensity classes more than a year. Students receiving sheltered instruction are integrated with their peers as much as possible for subjects such as mathematics and science, and receive specialized instruction in more difficult subjects such as English Language Arts, reading and social studies, until they are ready for unsupported instruction in the mainstream in those areas. For further information on the Sheltered English Immersion Program please contact the principal of your school.

TEST DATES
MCAS Testing for Grade 10 Students
High School Retest

Date	Test Activity
Wednesday, November 9	Mathematics Session 1
Thursday, November 10	Mathematics Session 2
Monday, November 14	ELA Composition
Tuesday, November 15	ELA Reading Comprehension Session 1 & 2
Wednesday, November 16	ELA Reading Comprehension Session 3
Wednesday, February 1	Biology
Thursday, February 2	Biology
Wednesday, February 29	ELA Composition
Thursday, March 1	ELA Reading Comprehension Session 1 & 2
Friday, March 2	ELA Reading Comprehension Session 3
Monday, March 5	Mathematics Session 1
Tuesday, March 6	Mathematics Session 2

Spring Grade 10 Test Schedule

Date	Test Activity
Tuesday, March 20	ELA Composition Session A & B
Wednesday, March 21	Grade 10 ELA Reading Comprehension Sessions 1 and 2
Thursday, March 22	Grade 10 ELA Reading Comprehension Session 3
Thursday, May 15 and	Grade 10 Mathematics – Session 1
Thursday, May 16	Grade 10 Mathematics – Session 2
Thursday, May 17	US History 1
Friday, May 18	US History 2
Tuesday, June 5	Science Session 1
Wednesday, June 6	Science Session 2

2011– 2012 SAT Program Test Dates for SHS
Saturday Administrations

Test date	Tests	Registration Deadlines	
		Regular	Late
*October 1, 2011	SAT and Subject Tests	September 9, 2011	September 24, 2010
*November 5, 2011	SAT and Subject Tests	October 8, 2010	October 22, 2010
*December 3, 2011	SAT and Subject Tests	November 5, 2010	November 19, 2010
January 28, 2011	SAT and Subject Tests	December 23, 2010	January 7, 2011
March 10, 2011	SAT	February 11, 2011	February 25, 2011
*May 5, 2011	SAT and Subject Tests	April 8, 2011	April 22, 2011

***This is a Saugus High School Test Center Date**

ATTENDANCE BOARD APPEAL HEARING DATES

	Paperwork due	Meeting Dates
Semester 1	January 19	January 25 and 26 after school
Semester 2 and Full Year	May 18	May 22 and 2 after school for seniors only
Semester 2 and Full Year	June 8	June 12 and 13 after school

Meeting dates are subject to change depending on the school schedule.
 Schedule may change due to snow days.

SAUGUS EMERGENCY NUMBERS

Information - Operator	1-800-555-1212
Confidential Telephone Book	1-800-231-4337
Ask A Nurse	1-800-544-2424
Youth Crisis Hot Line	1-800-729-4227
National Child Abuse Hotline	1-800-442-4453
National Runaway Hotline	1-800-231-6946
Child At Risk	1-800-792-5200
National Domestic Violence Hotline	1-800-333-SAFE
Alcohol and Drug Hotline	1-800-327-9996
Al-Anon/Alateen (Alcoholics)'	1-800-356-5050
Stat (Stop Teenage Addiction to Tobacco)	1-800-998-7828
Smokers Quit Line	1-800-TRY TO STOP
Center for Compulsive Gambling	1-800-426-1234
National Council on Problem Gambling (MA)	1-800-522-4700
National Sexually Transmitted Disease	1-800-227-8929
Aids Action Committee	1-800-235-2331
Youth Only Aids Line	1-800-788-1234
Samaritans Hotline for Teens	1-800-252-8336
North Shore Rape Crisis	1-800-922-8772
Parental Stress Hotline	1-800-632-8188
Poison Control Center	1-800-682-9211
Tri City Mental Health	1-800-988-1111
Help For Abused Women And Children	1-978-744-6841
Health Quarters (Health Care) Gyn Preg Aid	781-593-1115
Catholic Charities	781-593-2312
Teen Pregnancy Prevention Coalition	781-592-9744
Dating Violence Youth Hotline	1-733-HURT

The Saugus Public Schools does not discriminate on the basis of race, color, religion, sexual orientation, national origin, age, gender or handicap in admission to, access to, treatment in, or employment in its programs and activities.

PARENT/STUDENT SIGN OFF SHEET

To Parents and Students:

This agenda book is intended to provide communication among the parents, the students and the school. Please feel free to write to the teachers as needed. Also, this agenda provides students with the policies and procedures of Saugus High School. This page will verify your receipt and your understanding of the responsibilities required by our school community. If at any point you have a question, please call. Please fill out this page and return to the Mentor Teacher.

Thank you,
Mr. Joseph Diorio
Principal

I have received and read a copy of the Saugus 2011-2012 student handbook as so indicated by my signature below.

_____ I approve of my child using school computers and accept the "Acceptable Use Policy". I understand that I may receive the policy in full upon request.

_____ I approve of my child's photograph being used on the school website and/or publications.

_____ I DO NOT APPROVE OF MY CHILD'S INFORMATION BEING RELEASED UNDER Sec. 9528 Armed Forces Recruiter Access to Students and Student Recruiting Information Act.

_____ I DO NOT have computer access and would like all reports mailed.

REQUEST/AUTHORIZATION TO RELEASE STUDENT RECORD

_____ I hereby authorize Saugus High School to release a copy of my high school academic record, standardized test scores, personal resume information, and letters of recommendation (when applicable) to those schools/colleges, places of employment, armed services, or government agencies to which I have applied and/or whenever these records are requested by the aforementioned or like institutions.

_____	_____
Student's Signature	Date
_____	_____
Signature of Parent/Guardian	Date
_____	_____
Home Telephone Number	Parent Email Address
_____	_____
Work Telephone Number	