



MARSHFIELD HIGH SCHOOL

167 Forest Street
Marshfield, Massachusetts 02050
Phone: 781-834-5050
Fax: 781-834-5040
www.marshfieldhigh.org

MISSION STATEMENT

Respectful Learning
Responsible Learning
Lifelong Learning
The Pursuit of our Maximum Potential

Student Handbook 2008-09

This agenda belongs to:

Name _____

Address _____

City/Town _____ ZIP _____

Phone _____ Student I.D. No. _____

History of Marshfield High

Marshfield's first high school opened in 1888 in North Marshfield.

Since that time, the school has moved several times:
in 1895 to Ventress Hall;

In 1924, 1940 and 1959, new buildings were entered.

The present high school on Forest Street was completed in 1973.

School Colors

Green, White, and Black



MARSHFIELD HIGH SCHOOL SONG

There's a school we have all learned to know
It's the good old Marshfield High
Where the teams all show them how to go
And the students stand right by;
We will sing today and cheer away
For our colors are green and white;
We're the school that keeps the pep up,
And the members strive for right.

Chorus:

So we'll be true to you, the school we love,
as through each year we go;
And we will keep in mind to strive to hold
the standard of our school;
And as we swing along we'll sing our song
of good times we have had;
So here's to our school days
and good old Marshfield High!

Words by: Carol Stetson, '42

Music by: Silvia Keene, '39

**Marshfield High School
Student Handbook
2008-2009**

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Marshfield High School

September 2008 -- June 2009 School Calendar

SEPTEMBER

Mon	Tues	Wed	Thurs	Fri
<i>1</i>	<i>2</i>	<i>3</i>	4 <i>A1</i>	5 <i>E1</i>
8 <i>A2</i>	9 <i>E2</i>	10 <i>A3</i>	11 <i>E3</i>	12 <i>A1</i>
15 <i>E1</i>	16 <i>A2</i>	17 <i>E2</i>	18 <i>A3</i>	19 <i>E3</i>
22 <i>A1</i>	23 <i>E1</i>	24 <i>A2</i>	25 <i>E2</i>	26 <i>A3</i>
29 <i>E3</i>	30 <i>A1</i>			

FEBRUARY

Mon	Tues	Wed	Thurs	Fri
2 <i>E2</i>	3 <i>A3</i>	4 <i>E3</i>	5 <i>A1</i>	6 <i>E1</i>
9 <i>A2</i>	10 <i>E2</i>	11 <i>A3</i>	12 <i>E3</i>	13 <i>A1</i>
16	17	18	19	20
23 <i>E1</i>	24 <i>A2</i>	25 <i>E2</i>	26 <i>A3</i>	27 <i>E3</i>

OCTOBER

Mon	Tues	Wed	Thurs	Fri
		1 <i>E1</i>	2 <i>A2</i>	3 <i>E2</i>
6 <i>A3</i>	7 <i>E3</i>	8 <i>A1</i>	9 <i>E1</i>	10 <i>A2</i>
13	14 <i>E2</i>	15 <i>A3</i>	16 <i>E3</i>	17 <i>A1</i>
20 <i>E1</i>	21 <i>A2</i>	22 <i>E2</i>	23 <i>A3</i>	24 <i>E3</i>
27 <i>A1</i>	28 <i>E1</i>	29 <i>A2</i>	30 <i>E2</i>	31 <i>A3</i>

MARCH

Mon	Tues	Wed	Thurs	Fri
2 <i>A1</i>	3 <i>E1</i>	4 <i>A2</i>	5 <i>E3</i>	6 <i>A3</i>
9 <i>E3</i>	10 <i>A1</i>	11 <i>E1</i>	12 <i>A2</i>	13 <i>E2</i>
16 <i>A3</i>	17 <i>E3</i>	18 <i>A1</i>	19 <i>E1</i>	20 <i>A2</i>
23 <i>E2</i>	24 <i>A3</i>	25 <i>E3</i>	26 <i>A1</i>	27 <i>E1</i>
30 <i>A2</i>	31 <i>E2</i>			

NOVEMBER

Mon	Tues	Wed	Thurs	Fri
3 <i>E3</i>	4	5 <i>A1</i>	6 <i>E1</i>	7 <i>A2</i>
10 <i>E2</i>	11	12 <i>A3</i>	13 <i>E3</i>	14 <i>A1</i>
17 <i>E1</i>	18 <i>A2</i>	19 <i>E2</i>	20 <i>A3</i>	21 <i>E3</i>
24 <i>A1</i>	25 <i>E1</i>	26 <i>A2</i>	27	28

APRIL

Mon	Tues	Wed	Thurs	Fri
		1 <i>A3</i>	2 <i>E3</i>	3 <i>A1</i>
6 <i>E1</i>	7 <i>A2</i>	8 <i>E2</i>	9 <i>A3</i>	10
13 <i>E3</i>	14 <i>A1</i>	15 <i>E1</i>	16 <i>A2</i>	17 <i>E2</i>
20	21	22	23	24
27 <i>A3</i>	28 <i>E3</i>	29 <i>A1</i>	30 <i>E1</i>	

DECEMBER

Mon	Tues	Wed	Thurs	Fri
1 <i>E2</i>	2 <i>A3</i>	3 <i>E3</i>	4 <i>A1</i>	5 <i>E1</i>
8 <i>A2</i>	9 <i>E2</i>	10 <i>A3</i>	11 <i>E3</i>	12 <i>A1</i>
15 <i>E1</i>	16 <i>A2</i>	17 <i>E2</i>	18 <i>A3</i>	19 <i>E3</i>
22 <i>A1</i>	23 <i>E1</i>	24	25	26
29	30	31		

MAY

Mon	Tues	Wed	Thurs	Fri
				1 <i>A2</i>
4 <i>E2</i>	5 <i>A3</i>	6 <i>E3</i>	7 <i>A1</i>	8 <i>E1</i>
11 <i>A2</i>	12 <i>E2</i>	13 <i>A3</i>	14 <i>E3</i>	15 <i>A1</i>
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25	26 <i>A1</i>	27 <i>E1</i>	28 <i>A2</i>	29 <i>E2</i>

JANUARY

Mon	Tues	Wed	Thurs	Fri
			1	2
5 <i>A2</i>	6 <i>E2</i>	7 <i>A3</i>	8 <i>E3</i>	9 <i>A1</i>
12 <i>E1</i>	13 <i>A2</i>	14 <i>E2</i>	15 <i>A3</i>	16 <i>E3</i>
19	20 <i>A1</i>	21 <i>E1</i>	22 <i>A2</i>	23 <i>E2</i>
26 <i>A3</i>	27 <i>E3</i>	28 <i>A1</i>	29 <i>E1</i>	30 <i>A2</i>

JUNE

Mon	Tues	Wed	Thurs	Fri
1 <i>A3</i>	2 <i>E3</i>	3 <i>A1</i>	4 <i>E1</i>	5 <i>A2</i>
8 <i>E2</i>	9 <i>A3</i>	10 <i>E3</i>	11 <i>A1</i>	12
15	16	17	18	19
22	23	24	25	26
29	30			

167 FOREST STREET
MARSHFIELD, MA 02050
Telephone (781) 834-5050
Fax (781) 834-5040



Mr. Robert E. Keuther, Jr., Principal
Dr. Arthur C. Barry, Assistant Principal
Ms. Cheryl A. O'Brien, Assistant Principal

Marshfield High School

Office of the Principal



DARE TO SOAR!

Dear Students and Parents,

I wish to welcome you back to Marshfield High School for the upcoming school year. I challenge to you to come prepared every day to pursue your potential as a student, as a valued member of our school community and as an individual personally responsible for investing in yourself. Your education is priority number 1. With each class, grade, examination, athletic event, leadership opportunity, or extracurricular opportunity that you take part in, you are investing in your future. Colleges and employers each day evaluate what your personal investment in yourself has been. Every educational opportunity is important and requires that you commit to being the best you can be. The decisions of today impact your opportunities of tomorrow.

Our faculty and staff look forward to pursuing excellence with you. Dare to Soar, let's see how far we can go.

Have a great school year.

Best wishes,

Principal Keuther



SCHOOL ADMINISTRATION
Robert E. Keuther, Jr., Principal
Dr. Arthur Barry, Assistant Principal
Cheryl O'Brien, Assistant Principal

Directors, Coordinators and Department Heads

Billy Battis..... Social Studies	Jim Thomas Music Director
Karen McDevittArt Coordinator	Linda Stranzl Mathematics
Marybeth Funder.....Health Coordinator	John Kenny..... Director/Tech Ed
Caralie Ford.....Guidance	Leslie Dimond..... Science
Maura Bulman.....Foreign Language	Muriel Muha..... Business
Jason Soslow.....Director/ Instruc. Tech	Lou Silva.....Athletic Director
Rock Roberts.....English	Diane Valliere.....Special Education

Administrative Support

Lou Silva.....Athletic Director
 Joann Brady.....Director/ Data Processing
 Steve Bartlett.....A.V. Coordinator
 Sally Marples.....Librarian
 Carolyn Rains.....Nurse
 Robert Gallagher.....Continuing Education,
 Summer School Director
 Officer Robert Quigley.....Resource Officer

School Psychologist

Dr. Bonnie Ream

Adjustment Counselors

Dr. Jeanine Smith
 Lou Johnson

Support Services

Marilyn Downes.....Admin. Secretary	Joanne Caulfield.....Data Processing
Jan Lifrieri.....Admin. Secretary	Judy Rossi.....Guidance Secretary
Maria Medeiros.....Admin. Secretary	Jean Alexis.....Guidance Secretary
Karen Admirand....Clerical.Paraprofessional	Carolyn Hubbard.....Secretary to AD
Carl Howerton.....Attendance Clerk	Karen Admirand.....SPED Secretary
Tony Bullock.....Head Custodian	Kathy Cugini.....Security Attendant

Marshfield Public Schools

2008-09 School Committee

MARTI MORRISON, Chair 1030 South River Street Marshfield, MA 02050 mmorrison@mpsd.org	837-5741 (Res)	NANCY CURRIE, Secretary 389 Furnace Street Marshfield, MA 02050 ncurrie@mpsd.org	837-0405 (Res)
MATT MC DONOUGH, Vice Chair 335 Careswell Street Marshfield, MA 02050 mmcdonough@mpsd.org	834-4785 (Res)	CAROL SHRAND 675 Summer Street Marshfield, MA 02050 cshrand@mpsd.org	837-7527 (Res)
DENNIS M. SCOLLINS 14 Linden Avenue P.O. Box 335 Green Harbor, MA 02041 dscollins@mpsd.org	834-7459 (Res)		

Central Administration

School Administration Building • (781) 834-5000 Connecting all departments
 76 South River Street
 Marshfield, MA 02050

Middleton McGoodwin, Superintendent of Schools
 Scott Borstel, Assistant, Superintendent of Schools
 Thomas Miller, School Business Manager
 Susan D. Dupuis, Director of Special Education & Pupil Personnel

MARSHFIELD HIGH SCHOOL
2008 * TEACHING STAFF * 2009

ART

Karen McDevitt * Dept Head
Michelle Almeida
Meghan Dinsmore
Joan Wadsworth

BUSINESS

Muriel Muha * Dept Head
Raymond Bergeron
Patricia Langley
Tom Murray
Joan Wool

COMPUTER SCIENCE

Jason Soslow * Dept Head
Laureen D'Amato
Victoria Gold
Karen Kenney

ENGLISH

Rock Roberts* Dept Head
Janice Black
Denise Contrino
Courtney Cotta
Joanne DeSario
Linda Fader
Linda Francis
Brandon Frost
Jane Gnong
Sally Guadagno
Denise Hern
Gail Iarrobino
Nancy McLellan
Erica Pelkowski
Jennifer Sarnie
Stephanie Scanlan
Brian Shacochis
Erin Timlin
Nanette Trainor

GUIDANCE

Caralie Ford * Head Counselor
Amanda Bénard
Daniel Carlon
Mary Cox
Tammie Lewis
Susan Smith
Michael Ruuska

HEALTH

Marybeth Funder * Coordinator
Marie Anderson
Matt Dwyer
Lori Sangster

MATH

Linda Stranzl * Dept Head
George Bachi
Jody Brown
Allison Cleary
Lynn DeRosa
Cara Graziano
Liz Grindle
Richard Haddad
Carol Herb
Carole McMahon
Yvonne O'Brien
Susan Ross

MUSIC

James Thomas * Director
Scott Brenner
Kara Reinshagen
Laura Ridarelli

PHYSICAL EDUCATION

Rico Cabral
Scott Madden
Ryan Wagner
Wendy Wheaton

SCIENCE

Leslie Dimond * Dept Head
Cindy Barry
Corinne Bulman
Gailynn Citron
Robert LaFrance
Stacey La Riviere
Patrick LeClair
Gary Long
Kenneth Magno
Jo Ellen Mannix
James Merritt
John Mone
Kathryn Norton Remillard
Matt Pomella
John Putnam
Daniel Smalley
John Tamulevich

SOCIAL STUDIES

Billy Battis * Dept Head
Christopher Arouca
Stephen Bartlett
Matt Bertrand
Dominic Centorino
Robert Gallagher
Christopher Galvin
Cynthia Goode
Susan Healy
Michael Hern
Neil Kasten
Kim McGourty
Thomas McMahon
Erin Palladino
Kimberly Smith

SPECIAL EDUCATION

Diane Valliere * Dept Head
Susan Burm
Allison Caswell
Mary Diethofer
Karen Granatino
Louis Johnson
Ro Metcalf
Heather O'Neill
Fred O'Sullivan
Barbara Sanderson
Joan Shea
Jeanine Smith
Scott Sorensen
Theresa Weiand

TECHNICAL EDUCATION

John Kenny * Dept Head
Thomas Greland
Gary Kaukoranta
Michael Piwarunas
Patti Ryan
Brian Shacochis
David Vose

WORLD LANGUAGE

Maura Bulman * Dept Head
Sarah Bachi
Jennifer Despieri
Stephanie Heaney
Robyn Jennings
Karen Lehmann
David Paterno
Patricia Salamone
Lois Segal
Linda Stone
Stacy West

MARSHFIELD HIGH SCHOOL

Mission and Expectations for Student Learning

Our mission is to provide an evolving, comprehensive curriculum and to promote a safe, respectful, and challenging atmosphere that allows all students to pursue their maximum potential. Students will acquire and apply the knowledge and skills that will enable them to make intelligent, informed decisions and will encourage them to become lifelong learners.

The Student Expectations Statement

1. Students will read effectively.
2. Students will write effectively.
3. Students will speak effectively.
4. Students will listen effectively.
5. Students will problem solve effectively.
6. Students will respect themselves and others and will follow school rules and policies.

High School Performance Expectations

The learning community of Marshfield High School will:

- 1) Promote an atmosphere that encourages maximum achievement.
- 2) Encourage learning and build a sense of purpose in all students.
- 3) Present a meaningful curriculum that teaches all students to achieve designated expectations.
- 4) Provide a flexible curriculum that reflects changes in the school, community and employment market.
- 5) Promote student involvement in co-curricular and extra-curricular activities.
- 6) Provide students with skills to improve themselves and society.
- 7) Adhere to the demands of the Massachusetts Curriculum Frameworks.
- 8) Use diverse and appropriate assessments for student learning.
- 9) Provide opportunities for students to develop and maintain knowledge of current technology.
- 10) Develop interdisciplinary activities within the school.
- 11) Provide diverse opportunities for students with special needs.
- 12) Foster respect among students and staff for each other and for themselves.
- 13) Offer opportunities for communication among students, staff, and administration.
- 14) Maintain a variety of counseling services for all students' individual needs.
- 15) Offer opportunities for staff development.
- 16) Showcase academic, personal, co-curricular and extra-curricular activities.
- 17) Reinforce interpersonal skills among the students.
- 18) Encourage student, parent, and community involvement in the school and its policies.
- 19) Promote students' learning opportunities by fostering a climate of cooperation between school and community.
- 20) Provide opportunities for students to develop career plans and skills.
- 21) Promote positive public relations between the school and the community.
- 22) Build and maintain facilities that are appropriate to the school's purpose and to the people who use them.
- 23) Promote an atmosphere that fosters an appreciation and respect for school facilities.

DESERVING VICTORY!

MHS Students,

Marshfield High School has a rich tradition of excellence in all that it attempts. As we, the school community, embark on a “new” beginning, it is my hope that the student body will accept my challenge to be victorious in every facet of our school experience. To deserve victory on a daily basis, each student must practice some basic principles that will create an environment where our tradition of excellence can continue.

Basic Principle 1: Students who attend school will be successful.

Attendance every day is an essential part of being victorious. It is my expectation that each student will excel in being in school every day, in class every period, and at each extracurricular activity every time. This commitment may seem a huge undertaking, but if we truly desire a victory every time we enter the classroom, the necessary foundation to accomplish this task has to be laid.

Basic Principle 2: Check your attitude at the door.

The school community of Marshfield High School is a place of respect, responsibility, and resiliency. The person who is victorious maintains a positive, respectful attitude when communicating with a teacher, staff member, or another student. This must be our guideline as we create an environment of excellence. Attitude is also communicated in how we respect the rules (Do you follow them?) and our building (Do you throw your garbage in the can?). Our attitudes will determine what will be accomplished in our halls and classrooms.

Basic Principle 3: Expect to achieve!

Achievement in the classroom will only come to those who expect it. We are a school committed to achievement at all levels and in all facets of our school experience. I expect you to reach for a higher goal. Believe in yourselves, set your standards high, and Go for It!

Victory or success for this school year will come only to those who deserve it, those who are willing to work long and hard at accomplishing these principles. The staff at Marshfield High School is committed to excellence and looks forward to a year of victory with you.

Robert E. Keuther, Principal
Marshfield High School

Marshfield High School
Paving the Way to Straight A's!
Attendance, Attitude, Achievement!

GENERAL ACADEMIC GUIDELINES

MARSHFIELD PUBLIC SCHOOLS POLICIES

STUDENT RECORDS POLICIES

Student record policies and procedures are to be implemented as outlined in the document approved by the Marshfield School Committee on September 12, 2006. Please observe that Section 10, Notification, requires that students and parents receive a routine information letter annually (see sample SR no. 17 "Policy, Procedures, and Guidelines Regarding the Collection, Maintenance, and dissemination of Student Records").

Your child's test scores will be checked carefully and maintained in the temporary record as long as your child attends school in Marshfield. If your child transfers to another school system, you will be notified that his/her permanent and temporary records have been forwarded to the new school system. No individuals or agencies outside of the Marshfield Public Schools will be permitted to inspect your child's school records without your written permission.

If you wish to examine your child's record file at any time, you may arrange to do so by making an appointment with your student's Guidance Counselor. A copy of the general provisions of the Massachusetts Student Record Regulations, regarding parent/student rights is available at the High School. If you have any questions concerning this letter or your child's rights under the Student Record Regulations please contact the School Administration.

COURT RESTRAINING ORDERS

All written temporary or permanent court restraining orders should be brought to the attention of the school authorities. Appropriate action will be taken by the school administration with respect to the conditions set forth in the written court order.

TOWN-WIDE TESTING

The administration, teachers and School Committee of Marshfield have approved a town-wide testing program designed to provide information concerning the proficiency of the children in the schools on standardized tests of academic achievement and aptitude.

These test results provide a continuing record of each child's academic progress in comparison with national or regional norms. They are also an excellent aid to your child's teacher and school counselor in determining individual strengths and weaknesses to provide more effective individualized instruction. The Marshfield Public Schools' testing program includes:

<i>Name of Test</i>	<i>Purpose</i>
Gates-MacGinitie	Measurement of reading skills. Given to all grade 9 students.
Armed Services	Vocational Battery of aptitude. Given when requested.

MCAS

(Massachusetts Comprehensive Assessment System)

All 10th grade students must take the MCAS. The content areas tested are: English, Mathematics, Science and Technology/Engineering. Social Science is being piloted and Foreign Languages is being considered. The standards are tied directly to state academic learning standards in each curriculum frameworks. Each student is to attain a score of 220 or better on ELA, Math, and Science assessment to attain the competency determined by the State for graduation requirements. Beginning with the Class of 2010 students scoring between 220 to 238 on the ELA or Math MCAS assessment are required to take and complete an Educational Proficiency Plan (EPP). The EPP will be designed by parent, student, and school officials. 9th graders taking honors biology will be taking the MCAS Science assessment.

Homework Policy

Voted & Approved by School Committee: 4/8/08

MARSHFIELD PUBLIC SCHOOLS

HOMEWORK

The School Committee recognizes homework as a valuable element in the educational process. The frequency, quantity, and content of homework are indicated below.

1. Homework should be given to reinforce specific skills or concepts.
2. Homework should be explained carefully by the teacher.
3. The returning of homework in a timely fashion and correct manner is a major goal of this policy. Contact with the home or the issuance of progress reports is an expected action for repeated failure to turn in assignments.

LENGTH OF ASSIGNMENTS

<u>Grade</u>	<u>Suggested Minimum Time for Homework</u>	<u>Additional Time for Student Reading</u>
K	Occasional	Kindergarten parents are encouraged to read to their children daily
1	10 Minutes	30 Minutes
2	20 Minutes	30 Minutes
3	30 Minutes	30 Minutes
4	40 Minutes	30 Minutes
5	50 Minutes	30 Minutes
6-8	2-3 hours	45 Minutes
9-12	3-4 hours	60 Minutes

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home.

Homework for Special Needs students should be commensurate with their strengths and needs as defined in their Individual Educational Plans.

School activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning consistent assignments. Homework is not to be used as a form of punishment under any circumstances.

Homework policies for each school are included in the parent/student handbooks.

HOMEWORK POLICY

Homework is considered to be an integral part of the instructional program. Assignments shall be in accordance with guidelines and procedures approved by the School Committee.

GENERAL

Homework will be given to teach the responsibility of completing assignments; to reinforce skills learned in the various subject matter areas; and to enrich the school program. Homework may be a one night assignment or a long-term assignment such as a social studies project or a book review. Parents are urged to understand what the child is assigned and to have the student verbalize and explain what s/he is doing.

SPECIFIC

1. Homework should be given to reinforce specific skills or concepts.
2. Homework should be given to stimulate the creative and investigative needs of a student.
3. Homework should be explained carefully by the teacher, often accompanied by written directions with an example if possible, so that the student understands exactly what is to be accomplished.
4. The returning of homework in a timely fashion and in a correct manner is a major goal of the policy. Contact with the home or the issuance of progress reports is an appropriate action for repeated failure to turn in assignments.
5. The student is responsible for completing the homework carefully and legibly. Parents should check for legibility and to be sure that the assignment has been followed. Depending on the nature of the assignment, the teacher is responsible for returning it within a reasonable time period.

LENGTH OF ASSIGNMENTS

As a student progresses through the Marshfield Public School System, it is expected that they complete homework assignments according to age-appropriate standards and levels of ability. The Marshfield Public School System expects a student to extend their in-school learning experiences through a variety of home assignments. These homework activities progress from informal assignments in kindergarten to more formal assignments as the student moves through the grades. A student may have assignments nightly, weekly, or as long-term integrated projects.

Because of block scheduling at the high school, with 48 hours between classes, differing academic requirements and expectations at different grades and levels, and the fact that our mission is to facilitate independent learning, time management of homework becomes the responsibility of the individual student. Long term assignments like research papers, cooperative learning projects, independent reading, and individual preparation for standardized tests (MCAS, P/SATs, AP exams) all require students to plan homework time according to their individual extra-curricular and/or employment schedules.

However, as a general guideline, it is suggested that students spend a minimum of one hour on homework per class for each academic subject. Students in honors and/or Advanced Placement classes should expect to spend a minimum of two hours on homework for each hour spent in class.

Homework for special needs students should be commensurate with their strengths and needs as defined within the goals of their Individual Education Plans.

It is the obligation of the parent to provide an appropriate setting, environment and time for her/his child to meet his/her homework responsibilities. An appropriate setting or environment includes a quiet space, no television or radio or interfering activities, etc. Homework should be a top priority in the planning of after school activities.

INTERNET POLICY

Marshfield Public Schools is required to monitor all student in-school use of email, chat rooms, instant messaging, hacking, and other electronic communications. This monitoring will occur as part of the normal classroom routine. Any and all violations of this policy by a student shall be subject to school discipline up to and including expulsion. Any unauthorized activity or unauthorized disclosure, use or dissemination of personal information by a student or others will be dealt with through the appropriate disciplinary procedures as outlined in this Student Handbook. Repeated proven infractions may result in discipline up to and including suspension or expulsion.

Marshfield Public Schools will use appropriate "CIPA" compliant filters and firewalls through our current Internet service provider and will make its best effort to maintain and update a list of blocked websites.

All student users are prohibited from attempting to override the filtering system and/or firewall. Such action will result in the loss of the privilege to use the Internet and may result in further disciplinary action up to and including suspension or expulsion.

The use of chat rooms by students is strictly prohibited unless authorized by a building principal. All students are prohibited from using email unless under the guidance of teachers and with parental permission. All permitted emails will be monitored by a teacher in charge.

GUIDANCE SERVICES

(781)834-5055

The Guidance Department provides a variety of counseling services designed to promote the educational, vocational, personal and social development of all students. The staff is available to assist students with personal and family issues, substance abuse problems, school adjustment concerns and educational decision-making. In addition, much time is devoted to scheduling and monitoring academic progress, formulating career plans, and securing post-secondary options. Students may see their counselor before and after school, during study hall or lunch, or with permission from a teacher. Appointments are encouraged but not required.

COUNSELOR ASSIGNMENTS

(2008-2009)

Mr. Dan Carlon.....A - Burns, Tu -Z
Ms. Amanda Benard.....Fit-G, Shay-Tr
Mr. Michael Ruuska.....Kelli - Mor

Mrs. Mary Cox.....Buro - Fis
Ms. Caralie Ford.....H - Kelle
Mrs. Tammie Lewis & Mrs. Susan Smith.....Mos - Shaw

Scheduling Procedures

The course selection process is critical to ensuring that every student at Marshfield High School is able to benefit from the most valuable and appropriate education possible. To do this effectively requires thoughtful collaboration amongst students, teachers, parents, counselors and administrators, and should be guided by the following scheduling policies:

Change of Course requests:

- Because the Master Schedule is created around student course requests, we expect students to plan carefully and to commit to their choices. However, if a change becomes necessary and is requested ***before the close of the current academic year***, it will be honored to the extent possible.
- Each year, teachers give careful thought and consideration to making course recommendations based on their knowledge and experience of the student. In cases where a student is selecting a course for which he/she has not been recommended, a waiver form must be signed by the student, parents, and the department head, before the request will be granted.
- Two weeks prior to the opening of the new school year, counselors are available to make course changes in cases of ***scheduling conflicts or missing courses only***.
- Teacher change requests will only be granted if the student has had the teacher in the past. Otherwise, an appeal in writing must be submitted to the principal.

GRADUATION REQUIREMENTS

English	16 credits
Mathematics*	12 credits
Science**	12 credits
Social Studies	16 credits
	4 in World Cultures
	8 in U.S. History
	4 in Govt/Ec
World Language	8 credits
Computer Applications	4 credits
Arts***	4 credits
Health	2 credits
Physical Education	4 years must be passed by all classes
TOTAL CREDITS TO GRADUATE:	96

NOTE: All required courses must be passed. Each student is to attain a score of 220 or better on ELA and Math assessment to attain the competency determined by the State for graduation requirements. Beginning with the Class of 2010, students must also score a 220 or better on the Science assessment to reach competency determination. Furthermore, beginning with the Class of 2010 students scoring from a 220 to 238 on the ELA or Math assessment must complete an EPP prior to graduation.

- * The Mathematics requirements for graduation must be met by passing any 2 courses (8 credits) from the Mathematics Department Curriculum. The Third course (4 credits) must be met by passing an additional course offering from the Math Department or one of the following; Introduction to Bookkeeping, Clerical Record Keeping, Accounting I, Accounting II or College Accounting.
- ** The Science requirements for graduation must be met by passing grade 9 Physical Science and grade 10 Biology (8 credits), plus one additional Science or designated Technology Education course (4 credits).
- *** The Arts requirements will be met in accordance with the curriculum frameworks. *The Practice of Creating, which encompasses the four disciplines of Dance, Music, Theater and Visual Arts.*

REPORT CARDS and GRADES

Report cards are issued at the close of each of four marking periods. Grades are:

- A+97-100
- A 93-96 Exceptional Achievement
- A- 90-92
- B+87-89
- B 83-86 High Achievement
- B- 80-82
- C+77-79
- C 73-76 Essentials of course acquired
- C- 70-72
- D 65-69 Minimum essentials covered
- F0-64 Failing
- In Incomplete Work
- WP Withdrew from course/passing
- WF Withdrew from course/failing
- P Passing
- M Medically excused

"F" indicates no credit for taking the subject and merely records that it was taken.

HONOR ROLL

Highest Honors All grades of A with one B- allowed
 Honors All grades of B- or better
 The above includes all graded subjects with the exception of Physical Education.

CLASS RANK

Class rank is determined by computing a weighted grade point average (G.P.A.) for each student, based on course level and grade attained. A student must be enrolled at Marshfield High School for six consecutive semesters to be calculated into class rank.

The five levels of difficulty are:

- 0** Level 0 (Honors) represents Advanced Placement (where indicated) and Honors level coursework, which is among the most rigorous in difficulty.*
- 1** Level One denotes accelerated, highly-challenging college-preparatory coursework.
- 2** Level Two is considered standard college-preparatory coursework of average difficulty.

***Note for AP Courses:** Completion of the AP examination is required in order to have the AP designation appear on the transcript and additional weighting calculated in the GPA.

GPA CALCULATION SYSTEM

WGPA	Level <u>Zero</u>	Level <u>One</u>	Level <u>Two</u>
A+	5.3	4.8	4.3
A	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.7	2.2	1.7
D	2.0	1.5	1.0
F	0.0	0.0	0.0

EXTRA CURRICULAR – ACADEMIC/ATHLETIC ELIGIBILITY

A student must pass five 4-credit subjects or the equivalent with a grade of C- or better, and pass Physical Education, in the marking period immediately preceding his/her participation in an extra curricular activity. Students who take semester courses have the same requirement and must pass five 4-credit subjects or the equivalent, no matter how many courses they are taking. Participation in extracurricular activities is a privilege. Any student not participating in Physical Education due to a medical excuse also will not be able to participate in athletic activities either.

PROGRESS REPORTS

Progress Reports must be issued to students indicating strengths and weaknesses for the first five weeks of a marking period. **Whenever a student is in danger of failing he/she will receive a progress report. Progress reports must be signed by the parent or guardian and returned to the issuing teacher by the next class. If not returned the teacher should contact the parent.**

SCHOLARSHIPS and AWARDS

Each year many local groups and organizations award local scholarship assistance to Marshfield H.S. Seniors through the Marshfield High School Scholarship Program. These scholarship awards are available only to Marshfield High School students. A booklet containing a list of these scholarships and their sponsoring organizations will be distributed in early Spring by the Guidance Office. Students who wish to apply for these awards should do the following:

- READ the scholarship descriptions and note the requirements to determine the qualifications.
- APPLY for as many scholarships as you wish.
- COMPLETE one application for each scholarship applied for.
- SUBMIT completed applications to the Guidance Office by the designated deadline.

Students who are going to prep schools may be excluded from consideration due to scholarship requirements.

PUBLICATION of STUDENT NAMES for PUBLIC RECOGNITION

From time to time during the school year, the school may release for publication a student's name, class, participation in officially recognized activities and sports, degrees, honors, and awards, and post high school plans. If you object to this, please contact the principal.

ATTENDANCE and ACADEMIC AWARDS

Public recognition will be given to those students who have superior attendance records and/or academic records during their high school careers.

CONTINUING EDUCATION OPPORTUNITIES, SUMMER SCHOOL AND NIGHT SCHOOL REGULATIONS

1. ACADEMIC CREDIT:

- A. Credit for Summer School courses may be earned only if the student has **PREVIOUSLY COMPLETED** but failed that subject during a regular school year.
- B. If a student attends Summer School in order to meet prerequisite requirements for a course, it may be necessary for the student to pass a departmental qualifying examination.
- C. After a review of grades from terms one and two Night School opportunities may be extended to seniors who are in danger of failing for the year.

2. ACADEMIC REQUIREMENTS:

A student must have at least a 50% average for a course given during the school year in order to be eligible to receive credit for summer school.

3. ATTENDANCE REQUIREMENTS:

- A. A student must have met the attendance policy requirements established for the regular school year (i.e. full-year course, class absences may not exceed 10; in a half-year course class absences may not exceed 5).
- B. An administrator may waive the above attendance policy on an individual basis. Absences exceeding fifteen will not be waived excepting those derived from excused medical issues.
- C. Past Summer School performance will be considered when determining eligibility for that program.

4. LEVEL OF CREDIT:

- A. The level in which the course is taken in Summer School, as specified in the Summer School Brochure, will determine the prerequisite level requirement and the level to be used for credit in determining a student's grade point average.
- B. Summer School and Night School Courses are not weighted and do not count towards a student's GPA.

5. PRIVATE TUTORING:

- A. The regulations for Summer School in regard to credit, prerequisites, and eligibility requirements also apply to private tutoring.
- B. The high-school principal must approve, in writing, all proposals for the granting of credit from private tutoring, prior to the beginning of the tutoring. Such proposals are to be submitted in writing to the High School Principal and must include the number of hours to be tutored, the name and qualifications of the tutor, and the signature of the department head who will administer and grade the final or prerequisite examination.
- C. Students tutored privately for credit only, may be required to pass a departmental final examination, which will be administered and graded by the Department Head.
- D. Students tutored privately for prerequisite credit, may be required to pass a departmental final exam, which will be administered and graded by the Department Head.
- E. The above examinations must be taken by the student prior to the beginning of the next school year (Sept.--June).

6. THE APPEAL PROCEDURE:

- A. Interpretation of these regulations may be appealed to and ruled on by the High School Principal.

FINAL EXAM EXEMPTION

For superior Academic Achievement and Attendance

Students who have unexcused or excused absences for four (4) days or less in a full year course or two (2) days or less in a semester course and have a B+ or better average will not be required to take the final exam in that course. Students must certify their attendance and grade with each teacher. The grade will be determined by the average on the last day of class. Approved field experiences and three senior college visits will not count in determining this qualification. For unusual or extenuating circumstances, appeals may be made directly in writing to the building principal.

Students who are not exempt from final examinations are required to take their exams during the scheduled examination time. Only students who provide a doctor's medical note or professional note will be allowed to reschedule their exams. These exams will occur during the make up exam period upon return to school.

GUIDELINES GOVERNING the SELECTION of FILM MATERIALS

Classroom teachers and building administrators are ultimately accountable as to the appropriate use of all audio-visual materials in their classrooms and schools. However, each school will keep an updated inventory of all its audio-visual materials available for parental perusal and review. Any questions or objections about these film materials should be directed first to the classroom teacher who will handle such issues as professionally and expeditiously as possible. Above all, teachers should use good judgment and employ sound pedagogical, personal and professional practices in order to enrich the academic experiences of our students when showing a film.

In accordance with the educational goals of the Marshfield Public Schools, the following criteria must be met in the selection of films for academic use:

- a. Individual student learning modes, teaching styles, curricular needs, faculty and student needs and student maturity all must be carefully considered when choosing a film.
- b. Films must contribute and be relevant to the objectives in the instructional program; represent artistic, literary and intellectual qualities; reflect the problems, aspirations and ideals of society; be appropriate to the level of the user; represent a balance of differing viewpoints on controversial subjects. Materials shall be judged according to the criteria listed above and will be accepted or rejected on the basis of these criteria. All films, regardless of rating, must be previewed in their entirety by the teacher using them in class. All films, if not being shown in their entirety, should be edited to meet the needs of the unit being taught and to meet the guidelines of the policy.

**POLICY GOVERNING the SELECTION
of FILM MATERIALS for ACADEMIC USE**

To the extent consistent with this policy, responsibility for the selection of film materials for academic use is delegated to the professionally trained personnel who are familiar with the courses of study, the methods of teaching, and the individual differences of pupils in the schools for which the materials are provided. The criteria for selection of such materials are listed in the Guidelines Governing the Selection of Films, approved by the Marshfield School Committee,

Film materials rated "G" that meet the criteria outlined in the Guidelines Governing the Selection of Films may be shown to students in all grade levels.

Student generated projects using audio-visual materials are subject to these same guidelines.

Films rated other than "G" that meet the criteria of the Guidelines Governing the Selection of Films may be shown only upon the completion of the following:

- a. The showing of any such film will be approved, in writing, by the appropriate department chair, coordinator and/or by the building principal.
- b. Parents/guardians have granted written permission for the student to view the material.
- c. Films will be edited for classroom use when the staff person showing the film or the approving department chair, coordinator or building principal deems it appropriate.
- d. Appropriate alternate educational activity is provided to students who are not duly authorized (see "b" above).
- d. Parents/guardians will be informed of the Policies & Procedures Governing the Selection of Films.

FILM PERMISSION SLIP

In Accordance with the educational goals of the Marshfield Public Schools, we will be showing the following film within our instructional program this term.

.

This film is being used to enhance the artistic, literary and intellectual qualities within our present curriculum. This film has been approved for use by the appropriate department head, coordinator and/or building principal.

Please sign below and return to your son/daughter's teacher.

I give permission for my son/daughter to observe the above - mentioned film during academic instruction.

Parent/Guardian Signature: _____

Student: _____

Date: _____

PHYSICAL EDUCATION

GENERAL RULES AND REGULATIONS:

- A. Clothing: Appropriate clothing must be worn during physical education (PE) This will be determined by the PE Department. Penalties:
 - 1. First Offense - grade lowered one letter grade
 - 2. Second Offense - grade lowered two letters
 - 3. Third Offense - failure for the term
- B. Attendance: Students will be allowed 4 excused absences per year. Any student having over one absence in a term must make up the excess absences. All excused absences (field-trips, doctor's appointments, college visits, and meetings) are expected to be made up if the student has more than one absence. **NOTE: ALL MAKE UP OF EXCUSED ABSENCES must BE COMPLETED BEFORE THE END OF THE FOLLOWING MARKING TERM.**
- C. Participation: Students not participating in PE classes will receive an "F" for the class and their overall grade will drop one letter grade. Each additional non-participating class will result in a "F" and another grade drop.
- D. Cuts: Cannot be made up. Each cut is a letter grade drop and three cuts will be failure for the term.
- E. Medical excuses: Medical notes should be presented to the Physical Education Instructor and Guidance Counselor at the beginning of the school year or at the time of the injury/illness. Students will be allowed one note from a parent/guardian a term. Students having more than one note must make up the physical education classes they missed.
- F. Valuables: Students are required to lock all valuables in a gym locker or to secure them with a Physical Education teacher. Lost or stolen items are the responsibility of the student and must be reported to the Physical Education teacher or Administration.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

A student is required to receive a passing grade each term in Physical Education in order to be eligible to participate in athletics or extra-curricular activities. A student is required to take part in Physical Education class in order to participate in practice sessions, games, and other extra-curricular activities.

GRADING AND MARKING REGULATIONS

- A. Letter grades are used for final grade in Physical Education as they are for all other subjects.
- B. Any student receiving an (F) because of excessive absences for the term, or activities must make up those classes before the end of the next marking term.
(CUTS ARE NOT ALLOWED TO BE MADE UP)
- C. A student can make up a Physical Education class by:
 - 1. Checking with their Physical Education Instructor to determine how many classes need to be made up.
 - 2. Changing and participating in a class.
 - 3. CLASSES CANNOT BE MADE UP ON A HALF OF DAY OF SCHOOL.
- D. All students failing Physical Education for the year will be required to make up the course in SUMMER SCHOOL.

HEALTH

Health is a graduation requirement and letter grades are used in Health as they are for all other subjects. Any students receiving an incomplete for the term must make-up the (Inc.) before the next marking period ends. An (Inc.) not made-up becomes a Failure. A failure means no credit for that term. A student can make-up an (Inc.) by checking with the Health instructor to determine how many classes are needed. The student must then make up the classes. All students failing Health for the year are strongly recommended to make up the course in SUMMER SCHOOL.

CODE OF CONDUCT

ATTENDANCE REGULATIONS

Pursuant to the Education Reform Act students are expected to attend school for 990 hours per year in order to meet graduation requirements.

ABSENCE NOTES

In order to verify that a parent or guardian is aware of a student's absence the student must bring a note from the parent or guardian stating the date(s) and reason(s) for the absence. This note is to be presented to the Homeroom Teacher on the day that the student returns to school. Failure to bring in a note will result in the absence not being excused. Homeroom teachers must send all appropriate excuse notes to the attendance clerk on the last school day of each week.

ATTENDANCE and CREDIT

Daily attendance is essential to a student's academic progress and achievement. Daily attendance is the responsibility of the student and the parent, together with the best efforts of teachers and administrators. A maximum cooperative effort of all will result in a maximum academic experience for the student.

A STUDENT WHO EXCEEDS TEN (10) ABSENCES IN A FULL YEAR COURSE OR FIVE (5) ABSENCES IN A HALF-YEAR COURSE WILL RECEIVE THE EARNED GRADE BUT WILL NOT RECEIVE CREDIT.

Absences that COUNT toward the five (5) or ten (10) excessive days absence:

1. Illness unless verified by professional note.
2. Family trips, employee interviews, drivers license tests, medical appointments, bereavement of non-family member.
3. Tardiness and/or dismissals that result in the loss of more than 45 minutes of class time.
4. Truancy and class cuts.
5. Out-Of-School Suspensions.

Absences that DO NOT COUNT towards five (5) or ten (10) excessive days absence:

1. Death in the immediate family.
2. Illness verified by professional note.
3. Religious Holidays.
4. Court appearances.
5. School sponsored and/or approved activities that fall within the guidelines of the time on learning regulations of the Department of Education.
6. College visits up to a maximum of three (3) during the senior year will be considered excused absences from school as long as the following information is returned to your respective guidance counselor: Verification of attendance at the college with a note from the admissions office. **This verification note is to be returned to your respective guidance counselor.** A maximum of three (3) college visits will be allowed and any number greater than three will count as unexcused absences from school.

7. Documentation must be received by an Administrator no later than five school days following the student's return to school. The decision on the validity of an absence relative to the five (5) or ten (10) day rule will be made by an Administrator.

Ordinarily, absences incurred due to Out-Of-School Suspensions are not excused. However in extenuating circumstances these absences may be appealed to the Principal.

IMPORTANT: The 10 days excessive absence policy is not to be interpreted as permission to be absent from school for 10 days. Absence should be only for a serious reason.

DISMISSALS

Student dismissals raise safety concerns for the school and disrupt the academic work of the class. In accord with the Ed. Reform Act that requires 990 hours of school attendance, dismissals will be confined to medical, legal, or emergency matters. Students may not leave the school building during school hours except with permission from the Nurse, School Attendance Clerk, or the Administration. A note signed by a parent or guardian giving the date, time, a phone number where the parent or guardian may be reached, and the reason for dismissal must be given to the homeroom teacher no later than the day of the dismissal. The student will be given a dismissal pass to report to the main office to sign out of school. All students being dismissed must sign out in the main office and check with security before leaving school grounds. A parent may sign the child out through the main office, but no student will be dismissed by phone except in an extreme emergency situation. No student can be dismissed without parental approval. Students leaving the building without appropriate approval will be subject to a suspension hearing.

This regulation also applies to students who have reached their 18th birthday.

Unless a student is enrolled in a work release program that receives academic credit, and/or has been approved by the administration for work release, no students will be dismissed for work. Students on work release must carry their work release pass at all times.

HOME INSTRUCTION

Home tutoring will not begin until a student has been absent, or is expected to be absent, for nine consecutive days, or by amending a student's IEP. Services provide one hour of tutoring, per subject, per week.

MAKE UP WORK

Students are responsible for make-up work. Unless other arrangements are made between the student and teacher, make-up work is due at the second class meeting following the student's return to school. Announced tests, quizzes, writing assignments, and projects are to be completed the day the student returns to class or at the discretion of the teacher. Absences from class do not excuse responsibility for long-term essays, term papers, or projects with previously established due dates.

If a student is expected to be out for 3 or 4 days for an excused absence, the guidance office should be notified as soon as possible. Teachers will be notified and asked to prepare assignments for the time the student will be out. Arrangements should be made to pick up make-up work for the student. It is the responsibility of a student who plans to be absent from school because of a family trip, to have their schoolwork completed upon return from the trip. Family trips are not sanctioned and are unexcused absences.

REGULATIONS GOVERNING the GENERAL CONDUCT of PUPILS

DISCIPLINE

Students shall be required to behave in compliance with the rules and regulations of Marshfield High School. A student guilty of violating the rules of the School or of being a detriment to the morals, welfare or education of any student is subject to the disciplinary measures contained in this Student Handbook and/or as determined by the school administrator within the limits set by the school committee policy and the laws of the Commonwealth of Massachusetts. The rules apply to any school sponsored activity, trip, on or off school grounds, or at an activity sponsored by a school in which the student is not enrolled. Behavior, which is in violation of the Law, shall be immediately referred to the police authorities and the administration will cooperate fully in providing information necessary to the police investigation.

Disciplinary measures for students with special needs as defined under Chapter 766 will be handled at the discretion of the individual school administrator, in compliance with the law and regulations pursuant thereto. In most instances conduct will be what is expected of all students within the disciplinary regulations of their respective school.

RADIOS, WALKMEN, BEEPERS, CELLULAR PHONES, & VIDEO GAMES, HATS or HEADGEAR

Marshfield High School does not allow any *radios, walkman, beepers, laser pointers, cellular phones or video games* of any type to be used in school, nor does it allow *hats or headgear* to be worn in school. If students use any of the above items in school, or wear hats or headgear in school, those items will be confiscated. A parent or guardian may call the school and make an appointment to retrieve any item confiscated. Students may be required not to bring these items to school at the request of school administration.

Any electronic devices that create a safety and/or security concern at Marshfield High School will result in a suspension hearing.

LOCKERS

A locker is provided for each student for the storage of books, personal belongings and other school related materials. Master Keys or copies of combinations for lockers are retained by the School. Certain items may not be stored in lockers including, for example, weapons, illegal drugs, alcoholic beverages, stolen property, etc. The school locker is the property of the School and the School retains the right to inspect lockers periodically for compliance with these rules. The Administration may at its own discretion search lockers using sniff dogs with the cooperation of appropriate police authorities. The primary purpose and justification for an inspection is the health, safety and welfare of students, faculty, school property and the educational process. The School Department is not responsible for any personal property which is lost, stolen or damaged. Students should file a Lost and Found Form in the office if loss, theft or damage occurs. Improperly operating lockers should also be reported for proper repair. Students are responsible for their assigned lockers.

STUDENT LOCKER MAINTENANCE DEPOSIT

There may be a maintenance deposit charged to students to offset expenses to repair student lockers. (Students who are caught in the act of locker damage will be required to pay all damage and restoration costs. See "Damage to School Property" page 54)

STUDENT BEHAVIOR

Students are expected to conduct themselves properly and respectfully at all times and not impose their current relationships upon others. Public display of affection will be stopped by the faculty and administration. Abusive, obscene, profane, sexually or racially offensive language, gestures or physical actions directed toward any member of the school community, students, faculty, secretaries, aides, custodians, or administrators shall be punishable by up to 10 days out-of-school suspension, and/or a recommendation of expulsion, or possible legal action.

All public schools shall strive to prevent harassment or discrimination based upon students' race, color, sex, religion, national origin or sexual orientation, and all public schools shall respond promptly to such discrimination or harassment when they have knowledge of its occurrence.

HARASSMENT and BULLYING: (See Policy Appendix #10)

HARASSMENT

Harassment is not tolerated at Marshfield High School. Harassment exists when a person willfully acts to irritate, bully, distress, humiliate, or torment another person. Although harassment is often thought of as behavior that is continuous, it also includes initial behavior when it should be known by the offender that the activity would irritate, distress, humiliate, or torment another person. Whether or not certain behavior is considered harassment is based on the reasonable views of the offended individual. In those instances, the offended person should tell the offender to stop. This simple directive advises the offender that the level of tolerance of the offended person has been reached. If the activity is repeated after the offender has been told to stop, the behavior will be treated as harassment. In this handbook, the term harassment also includes, but is not limited to, bullying, discrimination, hazing, libel, sexual harassment, and slander.

BULLYING:

Bullying will not be tolerated at Marshfield High School. Bullying is defined as a direct or indirect verbal, physical, written, electronic action or behavior that is intentionally cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power. Bullying actions will include, when appropriate, referral to law enforcement officials. The Marshfield Public Schools will support this policy in all aspects of its activities, including curricula, instructional programs, staff development, extracurricular activities and parent involvement.

Process for Responding to a Report of Bullying/ Harassment:

If an incident involving Bullying is witnessed by any student, staff member or adult it should be reported immediately to the administration. The administration will follow the procedures outlined in the Appendix #10 of this handbook.

Discrimination

Discrimination is unfair treatment or denial of normal privileges to persons because of race, age, gender, sexual orientation, nationality, or religion.

Hazing

Hazing is any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student. Any intention or occurrence of hazing must be reported to the administration immediately.

Libel

Libel is a false and damaging statement regarding another that is expressed in print, writing, pictures, or signs. Libel includes notes and emails that ridicule another or hurt that person's reputation.

Slander

Slander is a false and damaging oral statement or gesture concerning another. Slander includes spreading false rumors and telling lies that damage another's reputation.

Confidentiality

Marshfield High School will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all. A confidentiality request may limit the school's ability to respond.

Reporting Harassment

Any person who believes that he or she has been the victim of harassment at Marshfield High School by anyone, including staff, students or visitors, should bring the matter to the attention of one of the following persons:

**Ms. Marybeth Funder (781)319-3564 or
Mr. Scott Madden (781)319-3704
Marshfield High School**

This may be done orally or by filing a written complaint which can be obtained from the above named staff. Marshfield High School will not tolerate any retaliation against any person who files a complaint or against anyone who cooperates in any investigation into possible harassment. Disciplinary action will be taken against any person who engages in retaliation.

SEXUAL HARASSMENT and REPORTING SEXUAL HARASSMENT

Sexual Harassment: Federal law protects students from sexual harassment in all of the school's programs or activities, whether they take place in the facilities of the school, on a school bus, or at a class or training program sponsored by the school at another location. Sexual harassment can take two forms, "quid pro quo" and "hostile environment".

Quid Pro Quo Harassment occurs when a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. For example, if a teacher threatens to fail a student unless the student agrees to date the teacher, that is quid pro quo harassment. It would not matter whether the student refused to submit to the teacher's demands and suffered the threatened harm nor did what the teacher wanted to avoid the harm. It would be unlawful sexual harassment in either case.

Hostile Environment Harassment occurs when unwelcome sexually harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school, such as a student or employee from another school.

Some examples of sexual conduct which, when unwelcome, may constitute sexual harassment are; sexual advances; touching of a sexual nature; graffiti of a sexual nature; displaying or distributing of sexually explicit drawings, pictures and written materials; sexual gestures; sexual or "dirty" jokes; pressure for sexual favors; touching oneself sexually or talking about one's sexual activity in front of others; and, spreading rumors about or rating other students as to sexual activity or performance.

Sexual harassment of any kind will not be tolerated at Marshfield High School. Disciplinary action will be taken against any person who is found to have engaged in such conduct.

If there is an issue of sexual harassment, the following sequence is suggested:

1. The target should communicate in a timely manner with an administrator, guidance counselor, adjustment counselor, or trusted teacher.
2. The person contacted will immediately communicate the incident to the principal who will be in charge of the investigation.
3. The target will be encouraged to describe the incident in writing.

4. The complaint will be dealt with in a timely manner.
5. An adult will discuss the incident with the alleged harasser to gain additional information and will determine if discipline is warranted.
6. The course of action will be discussed with the student bringing the complaint. It may result in a warning, detention, suspension or exclusion.
7. If the target is dissatisfied with the results or progress of the investigation the student may discuss the issue with the Superintendent of Schools

REPORTING SEXUAL HARASSMENT: Any person who believes that he or she has been the victim of sexual harassment at Marshfield High School by anyone, including staff, students or visitors, should bring the matter to the attention of one of the following persons:

**Ms. Marybeth Funder (781)319-3564 or
Mr. Scott Madden (781)319-3704
Marshfield High School**

This may be done orally or by filing a written complaint which can be obtained from the above named staff. Marshfield High School will not tolerate any retaliation against any person who files a complaint or against anyone who cooperates in any investigation into possible harassment. Disciplinary action will be taken against any person who engages in retaliation.

CONSEQUENCES of SEXUAL HARASSMENT

If the investigation of any sexual harassment substantiates the complaint, immediate and appropriate corrective action, up to and including discharge, or expulsion in the case of a student, will be taken to stop the harassment and prevent recurrence. If validity of the complaint can not be determined, all parties will review this Policy and its requirements for maintaining a learning and working environment free from sexual harassment.

CAFETERIA

All students must report to the cafeteria and remain there during their assigned lunch period. No student may leave the cafeteria during lunch without a written pass.

Students are responsible for keeping their areas picked up.

Food and drink should remain in the cafeteria. Students will be required to present their ID Card to make a purchase in the cafeteria. The Cafeteria Courtyard may be opened periodically as a privilege as to seniors. Access will be by ID card only.

DIRECTED STUDY PROCEDURES and REGULATIONS

Attendance is taken in classroom directed study and in cafeteria directed study. Students assigned to the cafeteria for study are required to sit in designated areas according to class. Study is required in all assigned study areas. Activity inconsistent with study is not allowed.

APPEARANCE/PERSONAL DRESS GUIDELINES

The Marshfield School district encourages students to dress for school in an appropriate manner, which reflects good self-grooming, self-confidence, and respect for the common good. Listed below are guidelines, which are intended to define appropriate attire.

1. Appropriate dress is the responsibility of the student and his/her parents or guardians. However, in the interests of maintaining the required school climate essential to meaningful teaching and learning, the administration may ban dress that is inappropriate due to health, safety, or a disruption of the educational process.

Standards for appropriate dress for students shall comply with the following guidelines:

- Dress must not be a safety hazard, disruptive to the school environment or destructive to school property.
- All students' pants should be "waist-appropriate" (i.e., pants that hang below the waist are unacceptable. Skirts and shorts must be longer than the finger-tip (i.e., skirts and shorts must extend below the fingertips when your hands are held by your side).
- Students may not wear any belts, jewelry, or clothing items that contain metal studs or other protruding appointments that can cause injury or damage school property.
- The following blouses, dresses, or shirts should not be worn: bare mid-riff, see through, bare-back, halter, low-cut, and spaghetti straps, as well as tube-tops, tank-tops, muscle shirts.
- Obscene, or profane language, or pictures on clothing and/or jewelry as well as clothing that depicts images of illegal or inappropriate substances for juveniles are not to be worn. This includes drugs, alcohol, and/or sexually provocative shirts.
- Wearing hats, bandanas, sweatshirt hoods and headgear are not appropriate attire.
- Teachers, at their discretion, may ask students to remove any jewelry that is considered unsafe in any class or any class activity.
- Special dress may be allowed on special occasions, but this dress is left to the discretion of the school administration.

In the event that a student's choice of dress is deemed to be out of compliance by any member of the staff, discreet and respectful efforts will be made to remediate the situation. Remediation may include contacting the parents/guardians or providing clothing to temporarily cover the offensive garment, or suspension hearing.

AREAS OFF LIMITS TO STUDENTS

Students are not allowed to pass between classes on the outside of the high school building at any time during the regular school hours.

INTERFERENCE WITH SCHOOL COMPUTER OPERATION

Many courses are being offered where students have access to school and town operated computer terminals. The computer operation for the school and the town is protected by password safeguards. Students are not allowed access to these passwords or to the school or town data banks. Any student who alters, misuses or interferes in any way with the orderly operation of the school or town computer operation or violates the internet use policy will be subject to disciplinary action which may result in suspension as described under general regulations- Suspensions and Expulsion – (Page 45), and removal from the computer course.

GUIDELINES FOR NETWORK USE

The Internet is a vast network of thousands of computers located in universities, high schools, science labs, government agencies, libraries, business and individual's homes throughout the world. It enables users to communicate with any other computer on the network. (For purposes of this document the term network will be used to describe access to the services provided locally at the Marshfield Public Schools, and the access to other external networks, called the Internet) Users are able to explore thousands of data bases, download print and graphic materials and copy public domain computer programs. This opens up vast, diverse and unique information resources for teachers and students and will help promote educational excellence in schools by facilitating resource sharing, innovation and communication.

Because of the size of the Internet, many kinds of materials eventually find their way onto the Internet which are not always appropriate in a school setting or of educational value. The Marshfield Public Schools has taken precautions to restrict access to such materials. However, it is impossible to control access to all controversial materials and the user is responsible for reporting to the assigned supervisor any inappropriate sites he/she encounters and shall refrain from downloading material and shall not identify or share the location of this material with other students. While there is the potential for abuse, we believe the benefits of accessing the network outweigh the disadvantages.

Access to the network is a privilege. The most important conditions for someone to be granted entry to the network is that they agree to use the network in an ethical and legal manner and that they use it for educational purposes. Each user will take full responsibility for his/her own actions. The Marshfield Public Schools will not be liable for the actions of anyone connecting to the network. In addition Marshfield schools are not responsible for information or materials transferred. The Marshfield Public Schools make no guarantees, implied or otherwise, regarding the reliability of the data connection nor shall be liable for any loss or corruption of data resulting while using the network.

Failure to adhere to the policy and guidelines for the use of the network will result in the revocation of access privileges.

Examples of unacceptable user actions include, but are not limited to:

1. Gaining unauthorized access to other systems on the network
2. Illegal copying of software in violation of copyright laws (pirating)
3. Using profanity
4. Reposting (forwarding) personal communication without the author's prior consent
5. Using the network for financial gain, commercial or any illegal activities
6. Sharing his/her password or account with anyone
7. Harassing anyone
8. Trespassing in another's folder files or work
9. Attempting to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses
10. Failing to report a security problem you have identified or suspect exists on the network to a computer system administrator.

Note that the computer system administrators will have access to all user accounts, including e-mail. They may review files and communications, at any time, to insure that users are in compliance with these regulations. All students seeking to use the Internet must have a signed User Agreement and Parental Consent Form on file with the system administrator or his/her representative.

CHEATING and PLAGIARISM

The faculty and administration are proud of the outstanding integrity and uprightness of our students and encourage each student to produce his/her own best work. When a teacher determines that a student has cheated during a quiz, test or any other such in-class activity the student will receive a "zero" for that activity and the parents will be notified. When a teacher has determined that a student has plagiarized a term paper, book report, project or other assignment the student will receive a "zero" for that activity, the parent will be notified, and additional disciplinary actions may be taken.

SCHOOL BUS CROSSING POLICY

No student should ever be in the Danger Zones.

Students crossing in front of a bus must observe the following safety rules.

- Cross only after receiving permission from the bus driver.
- Cross at least ten feet in front of the bus.
- Establish "eye contact" before starting across.
- Look both ways and enter the roadway only after receiving an "all clear" sign from the bus driver.
- Never cross behind the bus.

Safety First:

1. Always be at the bus stop on time.
2. Wait in line for the school bus. Don't play in the street.
3. Wait for the bus to stop completely. Then enter the bus one at a time using the hand rail for support.
4. Always find a seat quickly and stay seated. Talk quietly. Do not eat or drink and don't leave trash on the bus.
5. Listen to the bus driver.
6. Never put your head or arms out the bus windows.
7. Know where the emergency exits are. Do not play with them.
8. Never throw things while on the bus.
9. Wait for the bus to stop completely before leaving your seat. Then get off in single file.
10. Walk a safe distance away from the bus so the driver can see you and know that you are out of danger.
11. If you must cross in front of the bus, make sure the driver can see you. Wait for the driver's signal to cross. Look both ways. Walk 10 steps forward. Cross the street carefully. Do not run.

SCHOOL BUS RULES and REGULATIONS

School buses are extensions of the school and are governed by similar rules of behavior. The school authorities, the bus operator and the police work closely together to ensure safe operation at all times.

Students are expected to comply with all safety rules.

1. Any student opening a bus door without the permission of the bus driver will be excluded from the bus for one week.
2. Any student damaging the bus will be excluded from the bus until restitution is made to the bus contractor.
3. Failure to stay in assigned seat, abusive language, fighting, refusing to obey, unusual noise, throwing objects on the bus or at the bus, putting head or arm out of the window or improperly entering or leaving the bus will be cause for suspension from the bus for a length of time determined by the school administrator. The nature of the offense, age of the student, and any other considerations shall determine the kind of disciplinary action. Appropriate action may include: assigned seat on the bus, informing parents of misbehavior on bus, and/or suspension of bus privileges
4. Smoking on the bus is not allowed.
 - First offense: 3 days suspension from the bus
 - Second offense: 1 week suspension from the bus
 - Third offense: indefinite suspension from the bus.
5. Any student who refuses to follow instructions of the bus driver or whose actions severely endanger the safety and well being of the passengers, may be removed by the bus driver. In the event of an emergency disciplinary action as listed above, the driver must immediately notify the school administrator in person or on the telephone when The last pupil has left the bus, as to the exact names of those student who were removed. Action of this nature should be extremely limited. The bus driver is expected to act in a responsible and prudent manner if he/she removes a student from the bus. The student's right to due process will be protected with the burden of proof for the action taken placed on the bus driver.
6. Changes from the regularly assigned school bus must be approved by the appropriate school administrator.

STUDENT CARS

Permission to park on school property is considered to be a **privilege**, not a right. Failure to observe the driving regulations could result in the loss of this privilege to drive to school and to park on school property. Students are permitted to park on school property under the following conditions:

Student Parking

Student parking at Marshfield High School is a privilege and limited to a maximum 350 parking permits per semester.. **Only seniors and juniors** whose cars display the appropriate permanent parking sticker will be allowed to park on the campus of Marshfield High School. Students **MUST REGISTER** and purchase a parking permit at a cost of \$50.00/semester in the main office for any car they intend to park on campus during school hours. Registration deadlines will be established and followed when administering parking stickers. Depending on availability, parking stickers may be awarded by lottery organized by the principal or designee. Parking on school property during the school day or when participating in school-sponsored activities is a privilege and not a right. As such, cars brought onto school property may be subject to a search by school officials. Providing parking that is safe and orderly is imperative, particularly because Martinson Elementary School and Furnace Brook Middle School are in such close proximity.

Parking Guidelines:

1. Student cars must be parked in the designated student parking area, and each car must display the appropriate student-parking sticker permanently affixed to the passenger side or the rear windshield.
2. Students' cars are to be driven in a responsible manner that meets school and Registry of Motor Vehicles' safety requirements, including the use of seat belts for drivers and all passengers in the vehicles. Parking privileges may be revoked and further appropriate disciplinary action may be taken for speeding or dangerous driving.
3. Students may not return to their cars during the school day without written permission from an administrator.
4. Students who park their cars illegally in unregistered cars, or in unmarked or non-approved parking areas may have their cars ticketed, booted, or towed at student expense. If a security boot is placed on a student vehicle, the student must pay a \$100.00 boot fee for it to be removed.
5. Violation of any school policies and procedures may result in a loss of parking privileges.

Designated Student Parking Areas

Student Lot A: Front lot off Furnace Street (near outside basketball courts)

Access Road Parking off Forest Street

Student Lot B: Back Lot off MHS Access Road (closest to softball field) and the last two rows of the Furnace Brook Middle School faculty parking lot.

Student Lot C: Martinson Lot- 3 Rows (closest to MHS adjacent to field hockey field)

VIDEO SURVEILLANCE POLICY

PURPOSE: The Marshfield School Committee shall ensure that students, staff and all property owned by the District are protected at all times from possible damage, outside intrusion or disturbances occurring on school grounds or in school buildings. Security devices and measures such as, but not limited to, video cameras, motion detectors and alarms may be installed in any or all District buildings, or in District vehicles to protect District property. Outside lighting and/or video surveillance devices may be installed and maintained at each school building to provide illumination and observation of the immediate grounds. The District shall cooperate with all law enforcement agencies to support its passive surveillance measures. It is understood that no system is foolproof or able to cover all areas equally. Passive electronic surveillance is designed to supplement the actions of staff to insure safety and security.

IMPLEMENTATION: The School Committee recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff and shall periodically review and update its passive surveillance systems.

PROCEDURES: The building principal shall take all necessary steps to ensure that the video surveillance system installed at his/her building is operating properly. The principal shall ensure that assigned staff is trained to operate the surveillance equipment, and that an archived storage of tapes/CD's, etc., is properly maintained.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Students or staff in violation of District policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action and/or referred to law enforcement agencies.

Having carefully weighed and balanced the rights of privacy of students and staff against the District's duty to maintain order and discipline, the School Committee authorizes the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

- A. All main entrances shall be monitored. To the extent possible, electronic surveillance shall be provided for other exterior doors and hallways.
- B. The District shall notify its students and staff that video surveillance may occur on any school property or on any transportation vehicle. The District shall incorporate said notice in the student handbook.
- C. The use of video surveillance equipment on transportation vehicles shall be supervised by the District transportation supervisor. The use of video surveillance equipment on school grounds and on other District property shall be supervised and controlled by the building administrator or other responsible administrator.
- D. The use of video recordings from surveillance equipment shall be subject to other policies of the District including policies concerning the confidentiality of student and personnel records.

ALCOHOL BEVERAGES REGULATIONS

A student who is found in possessing of, or consuming, or under the influence of alcohol on school property or at any school function, in addition to the *Expulsion and Suspension Penalties*, will be subject to social probation of one full term (9 school weeks).

When entering a school dance or other designated school sponsored events, students will be subject to a breathalyzer test. If a student tests positive for alcohol he or she will receive two additional opportunities to take the test. Students who test positive for alcohol, or students who refuse to take a breathalyzer test upon determination that there is reasonable cause to suspect they have consumed alcohol, will be subject to all school rules relating to the use and/or possession of alcohol.

1. Any student who is found on school premises or at a school-sponsored or school related event, including athletic games, who has alcohol on his/her breath, or is determined to be under the influence of alcohol, is found to be possessing, consuming or transporting any alcoholic beverage, will be suspended out-of-school for five school days. If possible, this will be confirmed by two administrators or any other person(s) acting in an official capacity. In addition, the student will be placed on social probation for the equivalent of one full term (9 school weeks). A parent conference will be required. (See page 47 for Rules for Social Probation.)

2. Any student who is determined to have sold or distributed any alcoholic beverage on school property or at a school function shall be suspended from school for ten (10) school days and will be subject to social probation.

3. Any second offense for possession, consumption or being under the influence of an alcoholic beverage shall result in a ten (10) day suspension of the student and immediate referral to the Superintendent of Schools. Students are reminded that referral to the Superintendent can result in a recommendation to the School Committee for exclusion of the student for the balance of the school year.

4. Any student who is present at a school sponsored activity, function or sports event and has alcohol on his/her breath, or is determined to be under the influence of alcohol, or is found to be in possession of alcohol shall be barred from that school sponsored activity, function or sports event. If possible, the alcohol violation will be confirmed by two administrators or any person(s) acting in an official capacity. The student will be subject to the five day out-of-school suspension and the nine week social probation.

5. For the safety of the student, the supervisor in charge of the activity, function or sport will attempt to contact the parent or guardian of the student who has violated the alcohol policy.

6. Matters involving violation of the law shall immediately be referred to the appropriate police authorities and the administration will cooperate fully in providing information necessary to permit proper police investigations.

7. Disruptive behavior at a school function will be handled by the supervisor in charge according to the severity of the situation.

8. In addition to penalties imposed, a student showing possible emotional and psychological problems may be referred to the appropriate guidance and/or adjustment counselor within the school.

9. Any student athlete is also subject to MIAA Chemical Health Rule 64.1.

TOBACCO POLICY

Massachusetts State Law M.G.L. C 71, Sec. 2A
Prohibiting the Use of Tobacco in the Public Schools

It shall be unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth, to use tobacco products of any type on school grounds during normal school hours. Tobacco products are prohibited within the school buildings, the school facilities and the school grounds and on school buses by any individual.

Each school committee shall establish a policy dealing with students who violate this law. This policy may include, but not be limited to, mandatory education classes on the hazards of tobacco use.

Regulation: No student shall use a tobacco product in any form within the school building or on school property at any time. Tobacco products are prohibited within the school buildings, the school facilities and the school grounds or on school buses by any individual.

Rationale for Tobacco Use Policy

1. Tobacco use is against State Law.
2. Tobacco use is a serious health hazard that affects smokers and non smokers.
3. Undue hardship is placed on students who need to use restrooms and upon custodians who must clean them.

Long Range Goal

Foster a tobacco free school.

Short Range Goals

1. Educate students on the hazards of tobacco use.
2. Establish a deterrent for those who are tobacco users and for those who are experimenting with tobacco.
3. Insist that parents (guardians) of tobacco users become involved in the problem and the solutions.
4. Students may participate in a school sponsored cessation program.

TOBACCO VIOLATIONS are subject to a Suspension hearing.

OPEN DISPLAY OF TOBACCO PRODUCTS

Open display of tobacco products is prohibited and shall result in the confiscation of the products by the administration. The student may receive the same penalty as a tobacco violation.

DISCIPLINARY OFFICE REFERRALS

Any student removed from class will report **immediately** to the Assistant Principal's Office. **Any student not reporting to that office immediately will be subject to a suspension hearing.** A Behavior Report will be written by the teacher stating the reasons for the removal. The first offense will normally result in teacher or office detentions. Depending on the nature of the offense the student may be suspended from the class for a period of time. Additional offenses may result in removal from the class for an extended period, detentions, or suspension. Parents or guardians will be contacted following any of the above disciplinary actions.

DETENTIONS

I. Office Detentions:

It is very important that the Office Detention (1:55 p.m. – 2:55 p.m.) be served when assigned. Parental cooperation is very important in this matter. Athletic competition or after-school work does not excuse the student from attending the Office Detention.

Students are expected to report to the Office Detention on the day of the offense. If a student is unable to attend the Office Detention on the day of the offense arrangements must be made with the Administrator. The following day a written note from the parent or guardian explaining the student's absence must be presented to the Administrator. Failure to present the note will be treated as failure to attend the original detention.

Failure to attend an Office Detention will result in a Saturday Detention. Failure to attend a Saturday Detention will result in a suspension hearing. Stronger punitive penalties will be given for repeated offenses.

Extracurricular activities do not take priority over office detentions.

II. Teacher Detentions:

Students are expected to report to a detention given by a teacher on the day of the offense. Parental cooperation is very important in this matter. Athletic competition or after schoolwork do not excuse the student from attending a Teacher Detention. Teacher Detentions begin at 1:55 p.m. and last up to one hour. If a student is unable to attend the Teacher Detention on the day of the offense, arrangements must be made with the teacher. The following day a written note from the parent or guardian explaining the student's absence must be presented to the teacher. Failure to present this note will be treated as a failure to attend the original detention. If a student does not attend a Teacher Detention the student will be referred to the assistant principal by the teacher.

SATURDAY MORNING DETENTIONS (SMD)

If the student chooses not to attend the SMD without sufficient reason, the student will be subject to an Out-of-School Suspension. On Monday morning before going to first block the student should meet an Administrator with a written note from a parent or guardian explaining the circumstances of her or his absence. If there is no note, the absence will be considered a cut. In no case should the student give a self-imposed suspension for Monday. If the meeting on Monday, with an Administrator determines that the student did not have a valid excuse for not attending the SMD the student will be suspended out-of-school the following day, Tuesday. This will give the student time to see teachers and obtain homework. The parent will be called to explain the out-of-school suspension. To be readmitted the student should return to school on Wednesday morning in the company of a parent or guardian for a conference with an Administrator. The student must then complete the missed SMD on the upcoming Saturday.

When a student is assigned a Saturday Morning Detention the parent or guardian will be notified by letter and if possible by phone.

SATURDAY MORNING DETENTION (SMD) PROCEDURES

The following are procedures regulating the attendance and conduct of students assigned to Saturday Morning Detention:

Saturday Morning Detention runs from 8:00 a.m. to 11:00 a.m.

I. Attendance Procedures

- A. Students assigned to SMD will report to the detention room at 8:00 AM.
- B. A student who does not attend a SMD must meet with an Administrator on the following Monday.
- C. A list of present and absent students will be provided to the Assistant Principals on Monday mornings.

II. Academic Work in SMD

- A. Only school work will be allowed. Students must do academic work in silence.
- B. Students who fail to bring school work will be given an opportunity to take part in community service work.
- C. Students must obtain their class work the week prior to the SMD and come prepared to the SMD with books and materials necessary to complete their work.

III. SMD Room Discipline

Although the SMD is not held during the traditional school day SMD students are subject to the discipline policies that govern student conduct and behavior as contained in the Marshfield High School Student Handbook. In particular, those policies governing Alcohol page 38, Tobacco page 39, Reasons for SMD and Detentions page 40, Out-of-School Suspension and Expulsion page 45, Hazing page 29 and Expulsion and Suspension Statutes page 83 are in force. Students who violate these regulations will be subject to the same penalties as students who violate them during the traditional school day or at school sponsored activities.

A. Students are expected to behave in a manner appropriate to any classroom situation. Inappropriate, disruptive or disrespectful behavior will not be tolerated. Violations and disturbances will be handled as follows:

1. 1st offense- verbal warning and explanation of subsequent actions.
2. 2nd offense - verbal warning that an additional infraction will result in immediate removal from the SMD and a suspension hearing on the first school day following the SMD.
3. 3rd offense - removal from the SMD room and a suspension hearing on the first school day following the SMD.
4. Suspended students may not be readmitted to school until the student, parent or guardian has had a successful meeting with an administrator.

B. Cases of extreme misbehavior or flagrant disrespect or violations of the disciplinary regulation contained in the MHS Handbook will result in immediate removal from the SMD room and the student must meet with an Assistant Principal on the following Monday morning. Depending upon the infraction and the penalties contained in the Student Handbook the student may be Suspended Out-of-School or Excluded.

C. Materials not appropriate to SMD include: food, non-educational reading materials, cigarettes, lighters, matches, radios, walkmans, tape recorders, beepers, cameras, phones, cards, or any materials, or objects prohibited from the regular school environment. Students in possession of these items will surrender them to the SMD teacher until the end of the SMD session.

D. Lavatory Procedure:

1. Two lavatory passes issued per student at the discretion of the SMD teacher.
2. Passes to be issued to students, one at a time, at the discretion of the SMD teacher.

REASONS for SATURDAY MORNING DETENTIONS or PENALTIES

1. Leaving School Property Without Prior Permission. **This is not an open campus.**
Parents may dismiss a student by means of a dismissal note to be turned into the homeroom teacher by the student or by contacting the appropriate administrator or by seeing a secretary in the general office to release the student PRIOR TO THE STUDENT LEAVING SCHOOL GROUNDS. All dismissal times must be noted on the bulletin. Failure to follow this procedure includes leaving school property without prior permission.
Penalty: Suspension Hearing. Parent or guardian will be notified.
2. Class Cuts* - Failure to Attend Class, Study, Homeroom or other assigned activity.
First Cut: Teacher or office detention and the student will receive a zero for class work.
Second Cut: Saturday Morning Detention.
All class cuts will result in a zero for class work. Failure to report to an office detention will result in a Saturday Morning Detention.
Third Cut: Suspension hearing.
* Please note: a cut is counted whether it be in the same class or not.
3. Smoking or Use of Tobacco in any form on School property (including parking lots) at any time.
Penalty: Suspension Hearing - see Tobacco Use Policy (Page 39)
4. Misrepresentation of Parental and/or Teacher Communication.
(Dismissal and/or absence notes, response to academic reports, corridor passes, etc.)
Penalty: Saturday Morning Detention. The parent or guardian will be notified.
5. Truancy (Absence from School without the knowledge or the consent of the Parent or Guardian).
Penalty: One Saturday Morning Detention.
6. Failure to Report to the Office When Sent by a Teacher.
Penalty: Suspension hearing.
7. Presence in Unauthorized Areas
Penalty: Saturday Morning Detention.
8. Unauthorized Presence in the Student Parking Lot.
Penalty: Saturday Morning Detention.
9. Parking in Unauthorized Areas. (See page 36)
Penalty: Loss of parking privilege.
10. Student in Corridors or Lavatories During Class Time Without an Authorized pass.
Penalty: Office Detention. The parent or guardian will be notified.
11. A student removed from class for disciplinary reasons.
Penalty: Suspension hearing.

12. Disciplinary action may be taken for any conduct after hours or off school grounds
13. Tardiness: Students will report to their block one class by 7:15 a.m. Students are tardy if they enter after that time. Students who are tardy must go immediately to the attendance officer to sign into school. Students who arrive after first block should report directly to the attendance officer to sign into school. Each quarter, a student's first tardy before 7:45 a.m. will be considered excused. Tardies are cumulative for the school year. Progressive discipline will be assigned as described below:
 - a. The third unexcused tardy, and every subsequent third unexcused tardy will be counted as one absence from class. One detention will be assigned the third unexcused tardy.
 - b. On the sixth (6th) unexcused tardy, the student will be assigned a SMD.
 - c. On the ninth (9th) unexcused tardy, a suspension hearing will be held.
 - d. No tardies will be excused unless: A parent or guardian, not an older sibling, accompanies the tardy student to the office and explains the reason for the tardiness. Acceptable reasons may include: sickness, sickness or death in the family, a verifiable medical appointment or court appearance.
 - e. A student is considered absent if he arrives after 10:27 a.m.
 - f. Excessive tardiness for acceptable reasons may require further medical documentation by the parent when requested by Administration.
14. Failure to attend homeroom.
Penalty: First offense - two (2) hours Office Detention and parent will be called
Second offense – SMD
15. A student who possesses or uses a water pistol.
Penalty: Confiscation of water pistol and/or disciplinary action appropriate to the nature of the offense: detention or suspension.
16. A student who possesses or wears chains or studs that can be considered a dangerous weapon.
Penalty: Confiscation of chains and/or disciplinary action appropriate to the nature of the offense: detention or suspension.
17. A student who carries or rides a skate board, rollerblades, or footwear with wheels, on school property and/or within the school building.
Penalty: Confiscation of the skate board and/or disciplinary action appropriate to the nature of the offense: detention or suspension.
18. Depending on the circumstances, and/or if the infractions are chronic, persistent, or excessive, the Administrator will have the option to alter the severity of the penalty by assigning an Office or Teacher Detention, a Saturday Morning Detention or Out-of-School Suspension.
19. Saturday Morning Detention. A student who misses an assigned SMD must meet with an Administrator immediately upon return to the building. If the student did not attend SMD without a valid reason, the student will be subject to a suspension hearing.

OUT OF SCHOOL SUSPENSION AND EXPULSION

It is impossible to list all situations for which a student might be suspended from school. When all other methods of discipline have failed to bring about the desired change, or in cases of extreme misbehavior or flagrant disrespect, the student will be suspended from school. Repeated offenses could evoke progressively stronger punitive measures. Parent or guardian will be notified as soon as possible. For re-admittance to school, at the termination of the Out-Of-School Suspension period, the parent or guardian and the student must meet with the administrator. Students are responsible for making up any schoolwork missed during the term of their Out-Of-School Suspension. The length of the third or subsequent suspensions will be determined by the high school administration. In a serious case, a student may be suspended for up to ten days and/or may be subject to social probation.

In addition, matters involving violations of the law shall immediately be referred to the appropriate police authorities and the administration will cooperate fully in providing information necessary to permit a proper police investigation.

The following are general reasons for which a student may be suspended for up to ten days. A period of social probation as defined on page 45 and/or a referral to the superintendent and/or the School Committee may also be invoked. Students are reminded again that referral to the Superintendent may well result in a recommendation to the School Committee for exclusion of the student for the balance of the school year. Exceptions may be made at the discretion of the administrators involved.

1. Physical violence or a verbal or physical expression of intent to harm or otherwise cause bodily injury directed toward any member of the school community.
2. Obtaining money, material goods or favors by threat or physical harm.
3. Malicious destruction or theft of school or personal property, shall be repaid in full by the student.
4. Setting a fire to any part of the school building or grounds.
5. Setting off the fire alarm system without probable cause.
6. Possession, distribution, threats of or setting off of fireworks or explosives.
7. Inciting or attempting to incite other students to create a disturbance.
8. Use or possession of any weapon, instrument, article or substance which is capable of causing injury.
9. Violation of the Alcoholic Beverage Regulations Page 38.

10. Disruptive or potentially disruptive, inappropriate, obscene, abusive or profane language or gestures including racial, religious, ethnic or sexual references.
11. Fighting.
12. Failure to properly identify oneself or to follow the direction of a staff member, administrator, teacher, substitute teacher or other staff member or any act of insubordination or open and continued defiant behavior.
13. Use of clothing or costumes which disrupt the educational process.
14. Throwing snowballs, food or other objects.
15. Abusive, obscene, profane, sexually or racially offensive language, gestures or physical actions directed toward any member of the school community, students, faculty, secretaries, aides, custodians, or administrators may be punished by up to 10 days out-of-school suspension, and or a recommendation of expulsion, or possible legal action.
16. Gambling, card playing, use of radios, tape recorders, cameras or other actions or objects disruptive of the educational process.
17. Inhaling or ingesting any substance that intoxicates or impairs consciousness i.e. glue, fluids, etc.
18. A student who does not serve a Saturday Morning Detention must meet with an Assistant Principal on the following Monday. If the Assistant Principal determines the student cut the Saturday Morning Detention the student will have a suspension hearing.
19. See Tobacco Policy page 39.
20. Any conduct after hours or off school grounds which directly impacts fellow students or school personnel and which disrupts the efficient operation and administration of the school and the educational environment.
21. Violation of the Expulsion & Suspension Policies (See Appendix 8, pg. 83)
 - A. part (a) dangerous weapon & controlled substance.
 - B. part (b) assaults on educational staff.

Any student who having been afforded due process, is determined by appropriate school personnel to have violated these provisions shall be suspended immediately for no more than 10 school days or up to the date of the scheduled expulsion hearing which shall be scheduled at a date no more than 10 days from the original violation.

- C. **Obstructive Behavior**
Failure to cooperate, refusal to respond and/or interference with the efforts by school officials to inquire about or investigate any violation of school regulations shall receive a penalty equal to the alleged violation of up to ten days Out-Of-School Suspension including exclusion.
 - D. Possession of drug paraphernalia (pipe etc.) will be subject to a 10 day out of school suspension.
22. Interference with school computer operation see Page 33.
23. Any action not listed herein which tends to endanger the health and safety of students or staff; impedes the teaching/learning process or disrupts the orderly operation of the school or at school sponsored or school related events including athletic games.

PROCEDURES for LONG TERM SUSPENSIONS or EXPULSIONS

Suspensions of longer than ten school days, or expulsions for remainder of the school term, or permanently, generally requires the following procedural rights for the students:

1. Written notice of the charges.
2. The right to be represented by a lawyer or advocate (at the student's expense).
3. Adequate time to prepare for the hearing.
4. Access to documented evidence prior to the hearing.
5. The right to request that witnesses attend the hearing, and to question them.
The student's right to confront and cross examine student witnesses may be outweighed by the need to protect the witnesses from possible retaliation.
6. A reasonably prompt written decision including specific grounds for the decision.
7. See Expulsion/Suspension Statues - Page 83.

SOCIAL PROBATION

Social probation means that a student may not attend or participate in any volunteer school sponsored or related function or activity. This includes, but is not limited to, clubs, athletics, competitions, dances, trips, banquets and graduation.

Social Probation may be assigned for the following reasons:

1. Violation of the Alcohol Regulations.
2. Violation of the Drug Regulations.
3. Any offense resulting in a ten day suspension.
4. Repeated offenses resulting in three (3) or more SMD and/or out-of-school suspensions.
5. Disruption or disturbance of any school sponsored activity or public assembly.
6. Any action not listed herein which the administrator deems appropriate for social probation.

7. A student who is under Out-of-School suspension is automatically under social probation from the moment it is assigned by the administration until the morning of the return date or the date designated by the administrator.
8. Seniors are reminded that Social Probation may include Senior Activities such as the Senior Night Out, Field Day, Senior Banquet and Graduation.
9. Social Probation may carry over to the following school year.
10. Malicious destruction or theft of school or personal property.

DUE PROCESS of the STUDENT in PROCEDURES

1. A student who is accused of an offense for which he/she may be suspended is given an opportunity to hear the charges made against him/her and state his/ her side of the situation. The school administration will make every effort to determine the facts of the situation and make a fair and reasonable judgment based upon these facts and the school's regulations. After this hearing a student may be suspended for up to ten days. If the administrator determines that a 37H violation has occurred, a referral for an additional hearing with the Principal will occur.

2. If, in the judgment of the administrator, a student is to be suspended from school, every attempt will be made to notify the parents by phone and a letter will be sent home indicating the definite duration of the time the student will be suspended. Normally, the parents will be requested to meet with the administrator, with the student present, before re-admittance to school. This conference should be held as soon as possible.

3. In addition to any penalties imposed a student showing possible emotional and psychological problems may be referred to the appropriate guidance and/or adjustment counselor within the school. Students are responsible to make up the work missed during a suspension within a reasonable period of time.

4. A suspended student is not allowed on school property nor is he/she allowed to attend or participate in any school function during this suspension. Failure to comply with this regulation will result in an extension of the suspension.

5. A suspension is considered in effect until the morning of the return date to school upon formal re-admittance. Exceptions may be made at the discretion of the administrator involved.

6. All cases of suspension shall be reported to the Superintendent. These reports should be as complete as possible and shall clarify the nature of the offense (i.e., whether it is an attack on a teacher or pupil, or whether it is of such nature as to constitute a threat to the health, morals or educational rights of other pupils, and/or whether the case is a first offense or a repetition of offenses, particularly after warning, amounting to habitual defiance of the rules and regulations of the school whether repeated attempts at correction have been to no avail). Repeated offenses could invoke progressively stronger punitive measures.

7. Reports of all suspensions shall be kept in a confidential file and referred to the committee when the committee is acting upon a particular problem within the scope of its official duties as defined by the Student Records Regulations of the State Department of Education, in accordance

with Federal & State regulations these records will be periodically reviewed and destroyed at a two year period. Such records are not included in the student's permanent record files. The Superintendent may extend the temporary suspension up to ten days when he/she believes such action is warranted.

8. With the exception of issues affected by the new Expulsion and Suspension statutes, before a student may be suspended for more than ten days the case shall be considered by the school committee at its next regular meeting or at a special meeting called for this purpose. Prior to such hearing, the student and his parents shall be notified in writing of the charges held against the student, of the date, place and time of the meeting at which those charges will be heard, and of the right of the student to be present and to present evidence on his/ her own behalf. The Superintendent of Schools shall make available to the School Committee all information pertinent to the case. The Superintendent, the Principal involved and if necessary teachers or other personnel shall be available to assist the School Committee in reaching its decision.

9. Guidelines for Student Search

- a. Students are protected from unreasonable searches and seizures by public officials and teachers.
- b. A student search will be found reasonable if
 - (1) there are reasonable grounds for suspecting that the student has violated or is violating either the law or the rules of the school, and (2) the search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of infraction.
- c. "Reasonable Grounds" for a student search may include, for example, a school's official's personal observation that the student possesses contraband material on school premises or the official's receipt of a report to that effect by a teacher, another school employee, a student or some other reliable source. Even a report from an anonymous source may constitute reasonable grounds for search. In general, the more serious the threat to public safety posed by the contraband material possessed by the student (e.g. a weapon) the more likely reasonable grounds would be found for school officials to act swiftly to conduct a search.

**CHANNELS FOR THE APPEAL OF GRIEVANCES
REGARDING PUPIL DISCIPLINE**

Parents who wish a hearing before the Committee shall submit the request in writing stating the specific facts of the matter to the Superintendent of Schools. Action on said letter will be taken only after all appropriate steps in the chain of command have been taken (conference with the teacher, guidance Counselor, Assistant Principal and Principal).

SPECIAL EDUCATION REGULATIONS

338.0 Disciplining students with special needs: Procedures applicable when suspension(s) will accumulate to more than (10) ten days in the school year.

The following provisions shall apply whenever a school committee or educational collaborative proposes to suspend a student with special needs for more than ten cumulative days in a school year. Whenever the term "school" is used in 338.0, it shall include "educational collaborative".

338.1 Definition of Suspension: Suspension shall be defined as any action which results in the removal of a student from the program prescribed in his/her IEP. The term includes in-school suspension as well as any exclusion from transportation services which prohibits the student's participation in his/her prescribed program.

338.2 General Requirements: Each school committee and educational collaborative shall ensure that:

338.2 (a) Its Code of Conduct is on file with the Department of Education, and the Code and all student handbooks contain the specific procedures in these regulations for the suspension of a student with special needs;

338.2 (b) It has an appropriate procedure to notify the Administrator of Special Education or designee of the misconduct for which suspension of a student with special needs for more than ten (10) cumulative days is proposed so that the procedures required by these regulations can be implemented consistently;

338.2 (c) The number and duration of suspensions of students with special needs is recorded and maintained by school officials;

338.2 (d) The IEP of every student with special needs indicates why the student is or is not expected to meet the regular discipline code, and, if not, what modification of the code is required. If a modified discipline code is required, such modifications shall be described in the IEP; and

338.2 (e) No student with special needs is suspended for more than ten (10) cumulative days in the school year except as provided in 338.5-338.7.

338.3 Meeting to review IEP and student's special needs: When it is known that the suspension(s) of a student with special needs will accumulate to ten days in a school year, a review of the IEP will be conducted as provided in 1333.0. Participants in the meeting shall include, but not be limited to individuals who are trained in the area of the student's special needs. At the review, the review TEAM will determine whether the student's misconduct is related to the student's special needs, or results from an inappropriate special education program/placement or an IEP that was not fully implemented. Depending on the result of the determination, suspension may or may not be implemented as provided

in 338.4 and 338.5. If the student has demonstrated repeated instances of dangerously assaultive or self-abusive behavior, an emergency evaluation and placement may be made with parental consent pursuant to 331.0.

338.4 Circumstances under which the student may not be suspended for more than ten cumulative days:

338.3 (a) IF the TEAM concludes that the student's misconduct is related to the student's special needs or results from an inappropriate special education program or placement or an IEP that was not fully implemented, the student shall not be suspended. Instead, the student's IEP shall be revised to reflect a new program or placement designed to meet the student's needs more effectively, or, if the misconduct resulted from an appropriate IEP that was not fully implemented, all necessary steps shall be taken by the school to ensure that the IEP is fully implemented. If revision of the student's IEP is required, the provisions of these regulations pertaining to development of the amended or new IEP shall apply.

338.4 (b) If a new program or placement is designed for the student as a result of the review, the program or placement shall be implemented immediately following parental approval of the IEP. If the parent refuses consent to the IEP, the school committee or parent may request a hearing to determine the appropriateness of the program pursuant to 401.0. Alternatively, the parties may seek mediation to resolve the dispute. If a hearing is requested, during the pendency of the hearing, the student shall remain in the last agreed upon educational placement (the placement in effect when the dispute arose), unless another placement is agreed to by the school committee and the student's parent, or a court order permits the school committee to change the student's placement based on a showing that the student's continued presence in school presents a substantial likelihood of injury to the student or to others. If a court order is sought, the provisions of 338.6 shall apply.

338.5 Circumstances under which suspension may be imposed for more than ten (10) cumulative days:

338.5 (a) If the school wishes to impose a suspension which will result in more than ten (10) cumulative days of suspension in the school year, and the TEAM concludes that: the student's misconduct is not related to the student's special needs; is not the result of an inappropriate special education program/placement; and the current IEP was fully implemented, the school shall:

338.5 (a) (i) Provide an alternative plan for the delivery of special education services to the student during the period of suspension, which shall be referred to as "the alternative plan;"

- 338.5 (a) (ii) Secure the approval of the alternative plan by the Division of Special Education as provided in 338.6 and
- 338.5 (a) (iii) Before the student is suspended for more than ten (10) cumulative days, present the alternative plan to the student's parent along with the written notice required by 317.0. The failure or refusal of the parent to consent to the provision of services under the alternative plan shall not prevent implementation of the suspension. However if the parent requests a hearing pursuant to 402.0, the provisions of 338.5(b) shall apply.
- 338.6 (b) If the parent requests a hearing pursuant to 402.0, the student shall continue in the last agreed upon educational placement (the placement in effect when the dispute arose) pending the hearing unless another placement is agreed to by the parties, or a court order permits the school committee to change the student's placement based on a showing that the student's continued presence in school presents a substantial likelihood of injury to the student.

COMMON GUIDELINES

ANNOUNCEMENTS

Announcements will be made over the public address system at the close of school and/or on Channel 1 during homeroom. All student generated announcements must be received and approved by an Assistant Principal.

CHANGE OF ADDRESS or TELEPHONE

Any student who changes his /her home address or telephone number during the school year should notify the General Office immediately.

CLOSING of SCHOOL on STORM DAYS

Whenever a decision to close school for emergency reasons is made, radio and T.V. Stations are immediately notified. These stations are: WATD in Marshfield, WBZ, WHDH, WRKO in Boston, and WPLM in Plymouth. They have been extremely cooperative in announcing school closings at least every half-hour. You are reminded that usually the decision to close schools is not made until early in the morning of the day in question. Except in very unusual circumstances, Radio stations are notified by 6:00 AM. PLEASE DO NOT CALL the Police Station, the Fire Station, the Radio stations or the School Offices for no school announcements; this makes it extremely difficult to meet our responsibilities to the town. Families will also be notified using our Connect-Ed Program. PLEASE listen to one of the Stations announcements listing schools that are closed. Your cooperation will be sincerely appreciated.

FIRE DRILLS

Students should be familiar with fire maps posted on bulletin boards in each classroom. Students should leave the building quickly and quietly. Under no circumstances should anyone remain in the building during an alarm. Students must return to the building when the recall signal is given. Setting off a fire alarm without probable cause will result in suspension and or expulsion. Violators will be turned over to the Police and Fire Departments for prosecution.

HEALTH SERVICES

The health suite is a center where first aid supplies and equipment are kept in readiness for use in emergency care and for use in rendering health services to students and school personnel.

The main purposes for which the clinic should be used are:

1. As an emergency center for the administration of first aid to students who are injured or become suddenly ill during the school day.
2. As a work area for health personnel.
 - a. Students referred by their teachers.
 - b. Periodic health screening procedures.
 - c. Immunization clinics.

- d. Vision and hearing screening procedures.
 - e. Conferences where students, parents, health personnel and teachers can discuss specific health problems.
3. As a center where all health records are kept for ready use.

Medication:

Students who are taking daily medication at home should be identified to the School Nurse. The Nurse will communicate any specific problems to the Staff. Students are not permitted to carry medications at Marshfield High School. All medications must be submitted to the school nurse for distribution.

1. Students reporting to the health suite must have a pass from the class they are leaving.
2. Transportation for a student who is injured or becomes ill during the school day is the responsibility of the parent of guardian. Students and parents should have a planned procedure for providing transportation.
3. If a parent or guardian cannot be reached the student will remain in school under the supervision of a member of the school personnel.

LOST and FOUND

All articles found should be taken immediately to the main office. Check with the office for lost articles, and make your claim with proper identification.

LOST or DAMAGED BOOKS

The student is responsible for the replacement costs of any school book that he or she has lost or damaged. Books should not be marked or defaced. If a student loses a book he/she should have his/her teacher issue a Lost Book Form. The student will present this form to the general office. A second book will not be issued until the student has paid for the original book.

LOST ID CARDS

Student ID Cards will be distributed in the fall. All students are required to have their ID Card with them at all times in the school building, and at all school functions. If a student loses their card, a replacement card will be issued and the student will be charged \$3.00 for the replacement.

DAMAGE to SCHOOL PROPERTY

A student who damages or defaces school property (lockers, windows, etc.) will be responsible for all replacement costs associated with the damaged property. The student will also be subject to an Out-Of- School Suspension and Social Probation as explained on pages 45-49.

STUDENT INSURANCE

A low-cost accident insurance is available for all students. Those students involved in athletics should seriously consider this offer.

TELEPHONE

Students may not be called out of class to receive incoming telephone calls except in cases of extreme emergency. In important cases, students may make telephone calls before and after school hours by using office phones with the permission of the office personnel. Cell phones must remain off during school hours and they cannot be used during the school day.

VISITORS

All visitors must sign in at the front door desk upon arrival, and obtain a visitor's pass. The visitor's pass must be visible at all times when on school grounds.

LIBRARY- MEDIA CENTER

Marshfield High School houses a modern well equipped Library-Media Center (LMC). In addition to its book collection, the LMC offers newspapers, magazines (with back files), periodical indexes, pamphlet files, filmstrips, tapes, records and an extensive reference collection selected for relevance to the curriculum. The LMC is open to all students during any of their study periods, as well as before and after school. During the school day, ALL students are required to have an Academic Pass issued by a staff member and co-signed by his/her Directed Study supervisor. At the beginning of the appropriate block, the signed pass is turned into the LMC staff and the student signs the LMC attendance record. Students may study, research or read for recreation, but they are expected to maintain a quiet atmosphere in consideration of all students.

IMPORTANT!!!

Each student will use their school ID card for checking out books and is held responsible for all material checked out on that card. **DO NOT** lend your card or pass along any materials you have checked out to **ANYONE** else. Penalties for lost or damaged books will be placed upon the student to whom the book is charged.

How to Borrow a Book: Present the book at the Circulation Desk with your Library Card. Books are charged out by this card, and a slip showing the date when the book must be returned will be put in the back of each book.

To Return a Book: Simply leave the book in the book slot in the Circulation Desk. Do not leave your book on top of the desk or anywhere else in the LMC.

Overdue (excluding reserve books): Students are responsible for watching the due dates in their books and getting them back on time so others may use them. When overdue notices need to be sent, a first and second notice goes to the student's homeroom during the first two weeks. Stronger administrative action may be taken on excess overdue books.

CIRCULATION OF MATERIALS

All books, except the reference collection or those on special reserve, may be borrowed for two weeks and may be renewed once unless someone else has requested that title. Reference, newspapers, magazines and all books marked REF may be used in the LMC ONLY.

Reserve Books: Books for required and supplementary assignments are often placed on reserve to allow many students the use of a few books. These may be requested and signed for at the Circulation Desk whenever used, and may go out for one night only if the teacher approves. During the day, sign the slip in the back of the book with your name and homeroom number. Books borrowed for overnight use must be checked out on your card at the desk, and **MUST** be returned before classes begin in the morning.

BOOK REQUESTS

If a book or periodical you need is already circulating, you may submit a reserve book request with the librarian. When the requested item is returned to the library the student will be notified in his/her homeroom. The material will be held at the circulation desk for two days. If the student fails to pick up the material, it will be returned to the shelves.

To have reference or reserved material saved in advance or for overnight use, fill out a request form at the circulation desk. Reference or reserve materials not picked up within five minutes of the requested time will go to another student on first come, first served basis.

AUDIO-VISUAL MATERIALS

VHS tape, cassette tapes, records, etc., will be available for student use in the LMC with the permission of the Librarian. Audio-Visual materials do not circulate or leave the LMC. Software is indexed in the library catalog.

CAREER RESOURCE CENTER

The Career Resource Center (CRC) is located on the second floor of the library. Both print and non-print materials dealing with a variety of occupational, educational and career topics are available for student use. Students may also use the EXPAN program that includes Career Search, College information, Scholarship Search, Financial Aid, SAT Preparation, Common Application and Estimated Family Contribution Search. Parents are welcome to use the C.R.C during school hours.

CONDUCT IN THE LIBRARY-MEDIA CENTER

A period spent in the Library-Media Center is the same as a quiet study. If the Librarian or Library Aide speaks to a student about noise, then this should be considered a warning. If talking or noise continues, the student may not be allowed to use the library for one week. If a second offense should occur, then the student will not be allowed in the LMC for two weeks. (This does not apply to before and after school.)

LIBRARY CHECKPOINT SYSTEM

The Library-Media Center has installed a checkpoint system to help prevent book loss. All books must be checked out at the circulation desk before leaving the library. To avoid a last-minute rush, please check books out as soon as possible in the block. If a student leaves the library with a book that has not been checked out, then an alarm will sound, the gate will lock, and you the student will not be able to pass until the book is properly checked out. This could result in a one-hour detention. Students may use **ONLY THE MAIN ENTRANCE** on the first floor.

ELIGIBILITY OF STUDENTS FOR PARTICIPATION AND/OR ATTENDANCE IN ANY SCHOOL SPONSORED FUNCTION OR ACTIVITY

All officially enrolled students at Marshfield High School are eligible for participation and/or attendance in any school sponsored function, however:

A. A student who is absent from school the day of and/or the day before a school sponsored function or activity cannot participate in that activity if the absence is unexcused. This includes the Friday before a Saturday, Sunday or school vacation.

B. Students must be enrolled on the daily attendance bulletin as present by 10:27 a.m. on the given day to be eligible unless the tardy or absence is excused by the principal or his/her designee.

C. A student who is under social probation may not attend nor participate in any volunteer school sponsored function from the moment it is assigned by the administrator until the morning of the return date to school or the date designated by the administrator.

D. In addition, the Marshfield School Committee, Superintendent of Schools or his designee, the administration, and/or the designated activity advisors may prescribe additional regulation and rules that must be followed in order to be eligible for participation in any school sponsored function or activity.

E. Academic Requirements: Students must receive at least a C- in the equivalent of five 4 credit courses (20 credits) and must be passing Physical Education to be eligible to participate, including practice, in a sport or extra-curricular activity. Grades from the immediate past report card will be used to determine eligibility until the next report cards are issued. In the case of fall sports and activities, final grades from the preceding year will be used to determine eligibility. All school policies stricter than those of the MIAA take precedence. Eligibility is determined on the day that report cards are distributed. Incomplete grades count as failures until made up. Student may appeal to the principal.

F. Flagrant violations of civil law, school rules, and/or any reason deemed appropriate by the administration may result in permanent dismissal from membership or office.

G. Eligibility for Elected Office Student leadership positions require time, energy, dedication and hard work. All eligible students are encouraged to run for elected office. Membership and/or participation is encouraged for all school activities. However, students should be careful not to commit their time in too many directions. It is suggested that a student hold no more than one (1) elected position for any one school year.

DRIVER EDUCATION AND TRAFFIC SAFETY

Driver Education and Traffic Safety are offered to the students each year. The course consists of thirty (30) hours of classroom instruction, six (6) hours of driving in the Driver Education Vehicle, and six (6) hours of observation in the Driver Education Vehicle. Students must satisfactorily complete all parts in order to obtain a Driver Education Certificate. Instruction in the fundamentals of safe driving and traffic safety are given to lay a foundation for a sound understanding of traffic regulations and the need for obeying them. A definite emphasis on defensive driving is made to enable the student to become a capable and safe driver.

STUDY HINTS

It's a good feeling when you know you've done your best. You'll feel part of what's going on in class when you're prepared and know what a class is about. Please read the pointers below. You'll find them helpful. Do your best now and later you'll be glad you did.

PREPARATION FOR CLASS

Go to class prepared. You cannot do a job without the necessary tools. Bring your book, notebook, pencil and pen to each class, everyday.

READING TECHNIQUES

When reading, become actively involved by: first looking over the whole assignment; writing down questions for which you want to find the answers; pausing occasionally to think about what was read, and reciting the main points or taking a few notes about what you learned; and reviewing the assignment.

BREAKS

Take occasional short breaks while you're studying; nothing gets accomplished when you're too tired or unable to concentrate. Don't forget to go back to work!

TIME MANAGEMENT

Keep an assignment notebook. This will keep you from forgetting what you need to do, and it will help you in planning the use of your time. Long range assignments such as projects and term papers, should be planned ahead and worked into your daily schedule. Think about what you do during a typical day. You'll be surprised at how much time you have to do a good job on your schoolwork and still have time for other activities. Use your time wisely - DON'T WASTE IT!

TESTS

Doing assignments, reviewing on a regular basis, and being actively involved in class makes studying for tests a matter of review. Think about what the teacher might ask, and practice answering possible questions. It's a good feeling going into a test with the confidence that comes from knowing you are well prepared.

THE LIBRARY

The library is a vital resource and should be used when the assignment calls for it. The library is one of the important places to pursue your interests. Don't be a stranger to it.

REGULAR BELL SCHEDULE

The school building will be open to students from 7:00 a.m. to 1:47 p.m.
Faculty are to be at their Places of Assignment from 7:00 a.m. to 7:15 a.m.
The school building will be closed to students after 1:47 p.m. unless they are
under the direction or supervision of a teacher.

Arrival Time 7:00 a.m.

Block 1

(85 min.)	Blocks A & E	7:15 a.m. - 8:40 a.m.
(4 min.)		8:40 a.m. - 8:44 a.m. (passing)

Homeroom Period

(14 min.)		8:44 a.m. – 8:58 a.m. (attendance)
(4 min.)		8:58 a.m. - 9:02 a.m. (passing)

Block 2

(85 min.)	Blocks B & F	9:02 a.m. – 10:27 a.m.
(4 min.)		10:27 a.m. - 10:31 a.m. (passing)

Block 3

(21 min.)	Blocks C & G	10:31 a.m. – 10:52 a.m. Lunch #1
(21 min.)		10:52 a.m. - 11:13 a.m. Lunch #2
(21 min.)		11:13 a.m. - 11:34 a.m. Lunch #3
(21 min.)		11:34 a.m. - 11:55 a.m. Lunch #4
(21 min.)		11:55 a.m. - 12:16 p.m. Lunch #5
(4 min.)		12:16 p.m. - 12:20 p.m. (passing)

Block 4

(85 min.)	Blocks D & H	12:20 p.m. - 1:45 p.m.
(2 min.)	Announcements	1:45 p.m. – 1:47 p.m.

Dismissal Time – 1:47 p.m.

Student Activities

	1:47 p.m. - 2:15 p.m.
Tuesday - Student Council	
Wednesday - National Honor Society	
Thursday - Key Club	

Late Bus

2:50 p.m. Tuesday & Thursday

EARLY RELEASE BELL SCHEDULE

The school building will be open to students from 7:00 AM to 11:20 AM.
Faculty are to be at their Places of Assignment from 7:00 a.m. to 7:15 a.m.
The School building will be closed to students after 12:15 PM unless they are
under the direction or supervision of a teacher.

Arrival Time 7:15 a.m.

	Block 1	
(33 min.)	Blocks A & E	7:15 a.m. - 7:48 a.m.
(4 min.)		7:48 a.m. - 7:52 a.m. (passing)
	Homeroom Period	
(14 min.)		7:52 a.m. - 8:06 a.m. (attendance)
(4 min.)		8:06 a.m. - 8:10 a.m. (passing)
	Block 2	
(33 min.)	Blocks B & F	8:10 a.m. - 8:43 a.m.
(4 min.)		8:43 a.m. - 8:47 a.m. (passing)
	Block 3	
(33 min.)	Blocks D & H	8:47 a.m. - 9:20 a.m.
(5 min.)		9:20 a.m. - 9:25 a.m. (passing)
	Block 4	
(20 min.)	Blocks C & G	9:25 a.m. - 9:45 a.m. Lunch #1
(20 min.)		9:45 a.m. - 10:05 a.m. Lunch #2
(20 min.)		10:05 a.m. - 10:25 a.m. Lunch #3
(20 min.)		10:25 a.m. - 10:45 a.m. Lunch #4
(20 min.)		10:45 a.m. - 11:05 p.m. Lunch #5

Dismissal Time - 11:05 a.m.

Early Release Dates:	September 25
	October 23
	November 13
	December 11
	January 8
	February 12
	March 5
	April 2
	May 7
	June 4

EXTRACURRICULAR ACTIVITIES

STUDENT GOVERNMENT

CLASS OFFICERS & ADVISORS

Seniors (Class of 2009) Class Advisor: Erica Pelkowski
President Canice Ahearn
Vice-President Meghan Collins
Secretary Amanda Niemann
Treasurer Kevin Hufnagle
Historian Kate Shea
Chaplain Maggie McGill

Juniors (Class of 2010), Class Advisors Jeanine Smith Tavares & Stacey La Riviere, President Victoria Dolloff,
Vice-President Marissa Dooley, Secretary Jackie Dow, Treasurer Sean Costello, Historian Maddie Mello

Sophomores (Class of 2011) Class Advisor: Lauren D'Amato, President Noello Lalazarian, Vice-President Kim
Robbins, Secretary Carolyn Bothwell, Treasurer Angela Chaisson, Historian Sarah Coppenrath

Freshman (Class of 2012) Class Advisor: TBA

Student Council Officers Advisor: Linda Francis

President Ashley Cox
Vice-President Jamie Stanton
Treasurer Sarah Gately
Historians Tyler Pereira
Publicity Coordinator/SIC Rep. Benjamin Boossarangsi
Sargent at Arms Cameron Covitz
SEMASC President Kate Shea
Class Representatives: Alix Gregory, Jason Stenson, Sam Joyce, Alanna McGuiggan

Student Council Representatives

Class of 2009: Canice Ahearn, Dan Bird, Katie Boudreau, Lauren Durkin, Lauren Gilmore, Joel Jaquez, Liza Jensen, TJ Jordan, Olivia Joyce, Emily Karr, Maggie Murphy, Bianca Pisano, Tim Ross, Jason Shrand, Cory Vetrano, Ryan Walsh

Class of 2010: James Acer, Casey Borstel, Kelsey Conroy, Sean Costello, Nick DaPrato, Joe Dixon, Victoria Dolloff, Marissa Dooley, Robert Driscoll, Chris Fazzina, Emily Henrikson, Stephanie Heyner, Wade Jastremski, Leah Kelly, William MacFee, Conor Mahoney, James Mandeville, Julie McCauley

Class of 2011: Nicole Beresford, Caitlin Cataldo, Nicole Clifford, Jill Comoletti, Katie Conlon, Sarah Coppenrath, Derek Damon, Alyssa Keuther, Christopher Landry, Tyler Martina, Matthew McGeoghegan

Class of 2012: TBA

STUDENT GOVERNMENT DAY

Student Government Day is held at the State House in Boston on the first Friday in April. At this session, student delegates from Massachusetts high schools have an opportunity to take over the duties of the Legislature for the day.

STUDENT CLUBS AND ACTIVITIES

Activities are an integral part of your school experience. It is hoped that you will participate in at least one activity besides your regular school work and will lend support to all of them. The sum total of this student participation and support is the yardstick by which school spirit is measured. Students in leadership positions – class or club officers, team captains or co-captains, will lose their leadership positions for one year if they are in violation of the MIAA Drug and Alcohol Policy or if they become involved in serious violations of the law.

The following clubs may be joined and attended:

Academic Decathlon

Advisor: Rock Roberts

The Academic Decathlon is a national team competition wherein students match their intellects with students from other schools. Students are tested in ten categories: *Art, Economics, Essay, Interview, Language and Literature, Mathematics, Music, Science, Social Science, and Speech.*

American Field Service International Exchange

Advisor: Patricia Salamone

This Program is designed to assist students in cultural integration domestically and abroad.

Chess Club

Advisor: Dr. Arthur Barry

The Chess Club meets every Thursday after school in Rm. 115. No registration or special qualifications are required to be a member, students from all grades are welcome. No experience in playing chess is necessary.

Color Guard

Advisor: Suzanne Askin

Practices for any girls interested in trying out for the Majorette Squad will start in March. Students will be taught the basic twirling techniques, the school song routine, tosses, and marching. On the basis of tryouts held in June, the Majorette Squad for the next year will be selected.

Dance Team

Advisor: Heather O'Neill

The Dance Team is open to all students. Students must audition for the team. The Dance Team meets twice a week and runs from September through February. The team performs at the high school pep rallies and community events as well as competes in various dance competitions. Students with a strong base in hip-hop dance are encouraged to audition.

DECA Club

Advisor: Ray Bergeron

This program is part of the Distributive Education course and is designed to develop future leaders for marketing and distribution. Students are able to compete in regional, state, and national conferences in leadership and marketing.

Drama Club

Advisor: Stephanie Scanlon

This club is open to all members of the Student Body. It provides students interested in acting, stage management, lighting, make up, costuming, and set design with firsthand, practical experience, in play production. The Club produces two plays a year and a series of student directed one-act plays.

Key Club

Advisor: Joan Wool

This club is an organization performing service to the School and the Community. It strives to develop leadership, spirit, and responsibility. It is affiliated with the local Kiwanis Club. Some of the activities include Homecoming events, carnation sales, and car washes.

MHS International Club

Advisor: TBA

This club is dedicated to learning and sharing all the different cultures of the world. All students are welcome. Not only will we be sharing traditions of the cultures but also the foods. Music is also a big part of culture as well as in our club. The MHS International Club will be a fun learning experience.

Mock Trial

Advisor: Neil Kasten

This is a competitive program that embraces Massachusetts Law, the Law Profession, and the workings of the Courtroom.

National Honor Society

Advisor: Gail Iarrobino

Membership in the National Honor Society (NHS) is the highest honor that the school can confer. Election is based on scholarship, service, leadership and character. To be eligible for election during the junior and/or senior year, a student must have a cumulative weighted average of 3.5 or higher. The names and applications of those eligible are submitted to the Faculty Council, and they are elected to membership by vote of this body. Elected members are inducted into the society with an appropriate ceremony. Once elected, members are expected to maintain the same high standards in order to continue membership.

Peer Helpers

Advisor: Barbara Sanderson

Peer Helper members are chosen by faculty advisors on the basis of teacher and peer recommendations. The group distinguishes itself through special projects including presentations to student groups, Peer Mentoring and community service. Students interested in membership should contact advisor or peer leaders.

Project Reach

Contact: Ruth Fry

Volunteer tutors for “at-risk” children in grades K-5, at all elementary schools. One hour per week, Monday to Wednesday, October to May.

Rugby Club • Boys

Boys Coach: Matt Pomella

Asst. Coach: Mike Lux

The Marshfield Rugby Club was formed in 1982. Rugby is the forerunner of American Football and involves running, passing, and kicking the ball to touch it down over the opponent's goal line. The spirit of rugby lies in its emphasis on true sportsmanship through the enjoyment of the game and the friendships developed among teammates and opponents. Practices are held on Tuesdays and Thursdays in the Spring. Matches are scheduled on weekends.

School Newspaper

Advisor: Stephanie Scanlon

The school newspaper which is published at regular intervals during the school year. Students may volunteer to be on the newspaper staff. Editorials, letters, poems, stories, artwork, puzzles, and articles may be submitted for publication.

Science ClubAdvisors: Kathryn Norton Remillard
& Daniel Smalley

Science club meets regularly after school for a variety of enrichment activities. These include informal discussion, current events, and guest speakers. Members enjoy mini-labs and demonstrations under the guidance and supervision of our enthusiastic teacher advisors. We delve into many topics ranging from Static Electricity to Chemical Reactions. After school field trips have included the Science Museum and Wheaton Observatory. The club is open to any student who has a natural curiosity and excitement about science.

Student Librarians

Advisor: Sarah Marples

The Student Librarians Club is for students who want to work in the library a minimum of three periods a week. Duties include processing books, working at the desk, shelving books and helping students locate materials. This is an excellent opportunity for students to learn the tools of the library and become acquainted with a great variety of materials. Usually one fund raising activity is held each year, and one social activity winds up the season.

Boys Volleyball Club

Advisor: TBA

Boys Club Volleyball is a new spring sport competing from March to May. All boys, 9th grade to 12th grade are invited to join, no experience required. We will compete against other Club teams, as well as Varsity and Junior Varsity teams from South Eastern Massachusetts.

MHS Yearbook Staff

Advisor: Marilyn Downes

The Yearbook Staff is composed of volunteers whose objective is to provide a yearbook devoted to depicting the activities, organizations and school life of all students and especially the senior class.

ACTIVITIES CONFLICT

1. When a student is involved in a conflict of two activities, and if this conflict is between a performance (game) or one group and a practice with the other group, he/she has an obligation to the performing (game) group unless his/her advisor is willing to excuse him/her for this obligation.
2. If the conflict is between two performing groups, then the student must make his/her choice at least seven school days in advance of the performance and notify both advisors of his/her choice.

FORMATION OF NEW CLUBS

Any student or teacher wishing to form a new club is to meet the Assistant Principal to discuss the procedure involved.

MHS SPORTS

The following is a list of sports offered at Marshfield High School:

Baseball	Basketball	Cheerleading	Cross Country
Field Hockey	Football	Golf	Gymnastics
Ice Hockey	Lacrosse	Softball	Soccer
Swimming	Tennis	Track and Field	Volleyball
Winter Track	Wrestling		

CODE OF SPORTSMANSHIP

A standard is well expressed in this Code of Sportsmanship:

1. To consider all athletic opponents as guests, and treat them with all the courtesy due friends and guests.
2. To accept all decisions of officials without question.
3. To never hiss or boo a player or official.
4. To never utter abusive or irritating remarks from the side lines.
5. To applaud opponents who make good plays or show good sportsmanship.
6. To never attempt to rattle an opposing player attempting a free throw.
7. To seek to win by fair and lawful means, according to the rules.
8. To do unto others as we would have them do unto us.
9. To try to win without boasting and lose without excuses.
10. To ask that every player and fan in the hall do his level best throughout the season to cooperate in living up to this code . . .

MARSHFIELD HIGH SCHOOL ATHLETIC DEPARTMENT GUIDE

Participation on an athletic team can be a rewarding experience. It is important that students realize the time demands, commitment, dedication, and sacrifices required for participation on an athletic team before making this commitment. Mandatory practices are held daily for approximately 2 hours, or as appropriate to the activity. Some practices are held on weekends. No practice may be held without MHS coaching staff members present.

Athletes who have made a team make a commitment to be at all practice sessions, contests and team meetings. Any team members who must be late, or miss a practice, game or meeting for any reason must confer with their coach. These absences may jeopardize retaining a position on the team or receiving a letter. This includes extended trips during vacations.

All students participating in Marshfield High School Athletics are required to follow the guidelines and regulations contained in the MHS Athletic Handbook and the MIAA Blue Book.

Students in leadership positions – class or club officers, team captains or co-captains, will lose their leadership positions for one year if they are in violation of the MIAA Drug and Alcohol Policy or if they become involved in serious violations of the law.

ATHLETIC AWARDS POLICY

Team members must complete the season in good standing to be eligible for an award. Varsity players meeting the standards of the sport and coach receive a certificate and pin. Varsity athletes, who meet these standards for the first time in their sophomore through senior year, will also receive a letter jacket. A player is eligible for one jacket during his/her high school career. Sub-varsity players receive a certificate of participation. A varsity awards night is held for varsity athletes the completion of each season. Also, each sport will hold their own respective banquet where all the participants at each level will be recognized. Parents are encouraged to attend all games and the end of the season awards night.

PROGRAM GOALS

Sub-Varsity Teams

The purpose of a sub-varsity team is to allow as many students as possible to participate and share the experience the benefits derived from team membership. Participation also allows further skill development and conditioning for possible further higher level competition.

Varsity Teams

The purpose of the varsity team is to compete successfully with other teams in the Atlantic Coast League, and with other teams or individuals of a similar division in State competition. Varsity levels concentrate on advanced skills and strategies. Participation at the varsity level is generally limited to the most highly skilled and those with the ability to interact with other players for team success. Assessments will be made by the coach throughout the sports season relative to the level most beneficial to the development and progress of each player. It should be understood that at the varsity level, playing time could be limited under certain conditions.

PRE-SEASON RESPONSIBILITIES

The coach of each sport holds an information meeting prior to the start of the season. Candidates are expected to attend. Any candidates for sports teams must meet the following requirements prior to attending any tryout or practice session.

1. Be academically eligible
2. Must pass a physical examination and provide the Athletic Department with a copy of the physical before participation in any sport
3. Be under 19 years of age
4. All transfer students to the school, must have notified the athletic director

TEAM TRYOUTS

Starting dates for tryouts are:

Fall Season - the Monday before Labor Day (Football allowed three additional days)

Winter Season - the Monday after Thanksgiving

Spring Season - the third Monday in March.

1. During the tryout period each coach will provide an explanation of his or her expectations. It is the duty of the student to demonstrate to the coach that they can fulfill these expectations.
2. If a student is not selected for a team, it is his/her responsibility to contact the coach personally for an explanation.
3. Once a student has been selected for a team, he/she may not quit that team to join another team. Students not selected should explore other sport opportunities.

TEAM SELECTION

The coaching staff of each sport has the sole responsibility for selecting the team members, determining the level of play most beneficial to the development of each player, and the amount of playing time. Player concerns should be addressed first between the player and the coach. If a significant issue is not resolved, parents should plan a meeting with the coach. If a resolution is not reached between athlete/parent/coach, the matter may be presented to the Athletic Director.

Participation in Marshfield High School athletics is a privilege. All athletes are expected to provide a leadership role for other members of the student body, and always act in an exemplary manner that will be complementary to team, school, and community.

SCHOOL SPORTS EQUIPMENT RESPONSIBILITIES

1. Students are responsible for, and are expected to maintain proper care of all athletic equipment issued to them. Once issued, students are responsible for payment of any items lost, stolen, or damaged.
2. Students are responsible for all team uniforms and equipment issued to them.
3. Students are not to wear athletic uniforms at any time other than is allowable by specific team regulations.

PHYSICAL EDUCATION

A student is required to receive a passing grade each term in Physical Education in order to be eligible to participate in athletics. A student is required to take part in Physical Education class in order to participate in practice sessions or games.

ATTENDANCE POLICY

A student must be in attendance in school to participate in practice sessions or games. See **ELIGIBILITY OF STUDENTS FOR PARTICIPATION AND/OR ATTENDANCE IN ANY SCHOOL SPONSORED FUNCTION OR ACTIVITY** (page 57)

USER FEES

User fees are \$50 per student per sport and will be collected by the Athletic Department at a pre-season clearance night. For sports that cut to a final roster, checks will be returned to the students who do not make the final cut. Participation in a sport will not be allowed if the user fee is not received by the Athletic Departments noted above. In case of extreme financial hardship, a petition for a waiver can be made by written request from the parent/guardian to the Athletic Director for consideration.

**MASSACHUSETTS INTERSCHOLASTIC
ATHLETIC ASSOCIATION (MIAA)
RULES and REGULATIONS**

ACADEMIC ELIGIBILITY

Academic Requirements: Students must receive at least a C- in the equivalent of five 4 credit courses (20 credits) to be eligible to participate in a sport or extra-curricular activity. Grades from the immediate past report card will be used to determine eligibility until the next report cards are issued. In the case of fall sports and activities, final grades from the preceding year will be used to determine eligibility. All school policies stricter than those of the MIAA take precedence. Eligibility is determined on the day that report cards are distributed. Incomplete grades count as failures until made up.

MIAA RULE 96.1

Athletes on all teams must comply with the bonafide team rule. Bonafide members of a school team are precluded from missing high school practice or competition in order to practice or compete with an out-of-school team. *Violations of the above rules will result in ineligibility for two high school contests or two weeks whichever is greater on the first offense, and 45 days of high school ineligibility on the second offense.*

CHEMICAL HEALTH MIAA RULE 62.

Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

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, 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 rule represents only a minimum standard upon which schools may develop more stringent requirements.

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. 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. 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. The director or a counselor of a chemical dependency treatment center must issue such certification. 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. 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.

1st Offense	
# of Events / Season	# of Events / Penalty
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

2nd Offense	
# of Events / Season	# of Events / Penalty
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

2nd Offense w/Dependency Program	
# of Events / Season	# of Events / Penalty
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

ATHLETE EXPULSIONS

A student who is ruled out of a contest (including a jamboree) shall not participate in the next scheduled competition with a member school or in MIAA tournament play. The disqualified student is ineligible for any contest in that sport until the next contest at the same level has been completed. (Exceptions: basketball-5 personal fouls; ice hockey-6 minutes in penalties.)

A student ruled out of a contest twice in the same season shall be disqualified from further participation in that sport and in all sports during that season for a year from the date of his/her second disqualification.

MEMBERSHIP IN SCHOOL

A student shall have been a member of a secondary school for a minimum of two months (exclusive of summer vacation) and have been issued a report card preceding the contest, unless entering from an elementary or junior high school at the start of the school year. A pupil's attendance at school does not start when he/she registers in that school, but rather when he/she begins attending school sessions.

TRANSFER STUDENTS

A student who transfers from any school to an MIAA member high school is ineligible in any interscholastic athletic contest at any level for a period of one year in all sports in which that student participated at the varsity level during the one year period immediately preceding the transfer (except as exempted below.)

For a transfer student to be eligible in a specific sport within the year of his/her transfer, the sending school principal, athletic director and head varsity coach(es) of the sport(s) in which the student desires to participate must certify by signature that the student did not participate at the varsity level during the year prior to the actual transfer.

TIME ALLOWED FOR PARTICIPATION

A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond the 8th grade.

AGE LIMITS

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her birthday occurs on or after September 1 of that year. For grade 9 competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year. Principals must exercise great care in determining age of contestants, and in all doubtful cases, must secure birth certificates from the town clerk of the pupil's place of birth.

PLAYING TIME

The amount of playing time is solely the prerogative of the coach of the sport, i.e., there will be no assurance that each athlete will be guaranteed equal, or any, playing time.

Appendix 1

TITLE IX, CHAPTER 622 AND SECTION 504 OR THE FEDERAL REHABILITATION ACT OF 1973

Equal Education Opportunity

Title IX of the Federal Laws and Chapter 622 of Massachusetts General Law requires that MARSHFIELD PUBLIC SCHOOLS guarantees all students regardless of race, gender, sexual orientation, color, religion, national origin, or disability, equal and unbiased treatment in, and access to, all aspects to public school education. This policy of nondiscrimination extends to and includes admission to programs and activities in accordance with Title IX of the Educational Amendments of 1972 and Section 504. Any equity questions relating to students and programs at the high school level should be directed to Mr. Robert Keuther, Jr., Principal, the Director of Pupil Personnel, or Mr. Scott Borstel, Assistant Superintendent, Title IX Coordinator, 504 Coordinator, and Chapter 622 Coordinator. If you have any questions or concerns regarding Title IX or Chapter 622 and how they affect you and/or your children, feel free to contact your building principal.

Inquiries regarding compliance may be directed as follows:

Mr. Robert E. Keuther, Jr.
Principal, Marshfield High School
167 Forest Street
Marshfield, MA 02050
Telephone 781-834-5050

Mrs. Susan D. Dupuis
Pupil Personnel Services
School Administration Building
76 South River Street
Marshfield, MA 02050
Telephone 781-834-5000

Ms. Cheryl O'Brien
Marshfield High 504 Coordinator
167 Forest Street
Marshfield, MA 02050
Telephone 781-834-5050

Mr. Scott Borstel
Titles VI, IX, Section 504 and
Chapter 622 Coordinator
School Administration Building
76 South River Street
Marshfield, MA 02050
Telephone 781-834-5000

Chapter 76, Section 5 of the General Laws
Bureau of Equal Education Opportunity
Department of Education
31 St. James Avenue
Boston, MA 02114
Telephone: 617-727-5880

Title IX and/or Section 504
John G. Bynoe, Director
Office of Civil Rights
RKO Building, Bullfinch Place
Boston, MA 02114
Telephone: 617-223-6397

Grievance Procedure

Students, parents and staff who wish a hearing in cases dealing with discrimination or harassment complaints shall submit the request in writing to the Principal or Superintendent stating the specific facts of the matter. Action on said letter will be taken only after all appropriate steps have been taken (conference with the individual, Guidance Counselor, Assistant Principal / Principal), interview witnesses, and collection of written statements, The 504 Grievance Form shall be used as the formal complaint instrument by the aggrieved party. At all times, the student's parents shall be kept informed. If necessary, DSS, Marshfield Police, and/or the Plymouth County District Attorney may be notified. Unless directed otherwise by the Police Department or DA (criminal matter), the administrative inquiry shall continue once the Grievance Form has been submitted.

A copy of this grievance procedure should be maintained on file both at the school and at the Central Office administration building.

This grievance procedure is not limited to discipline only.

Appendix 2

NON-DISCRIMINATION

Marshfield Public Schools does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, ancestry or disability in its admission or access to, or treatment or employment in its programs or activities. The Marshfield School Committee is committed to providing all students and employees with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

It is the policy of the Marshfield School Committee to oppose and prohibit, without qualification, unlawful discrimination and harassment based on race, color, religion, national origin, marital status, sex, sexual orientation or disability. Any unlawful discrimination or harassment of any member or guest of the Marshfield school community is a violation of this policy.

Marshfield Public Schools will act to investigate all complaints and may discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

Appendix 3

POLICY ON C.O.R.I. CRIMINAL OFFENDER RECORD INFORMATION

It shall be the policy of the Marshfield Public Schools to obtain all available Criminal Offender Record Information (CORI) from the Criminal History systems Board of prospective and existing employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation of pupils.

The Superintendent or Principal shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history system board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent or Principal shall obtain Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a DOE CORI Law Advisory dated 02-17-03, "Direct and unmonitored contact with children means contact with a child when no other CORI cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that area accessible to students."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to the children of the Marshfield School District excepting taxi cab companies shall sign a request from authorizing receipt by the district of all available CORI data from the Criminal history Systems Board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, refusal by a current employee to sign the CORI request form shall constitute insubordination and may result in progressive disciplinary action up to and including suspension and/or termination consistent with due process. In lieu of suspension, the Superintendent may place an individual on administrative leave due to failure to sign the CORI form until the matter is resolved. The foregoing disciplinary action may be taken subject to any appropriate impact negotiations which may be required with any collective bargaining representative of the employee(s) concerned. Completed request forms must be kept in secure files. An employee, contractor or volunteer's receipt of the CORI Request Form shall serve as notice of the School District's intent to obtain CORI for that individual.

Appendix 4

SCHOOL ATTENDANCE

Chapter 76: Section 5 Place of attendance; violations; discrimination

Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. 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.

Appendix 5

REHABILITATION ACT OF 1973

TITLE IX

Rehabilitation Act of 1973

Title IX

“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 educational program or activity receiving federal assistance.”

Chapter 622

“No person shall be excluded from or discriminated against in admission to a public school or any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin.”

Section 504

“No otherwise qualified handicapped individual in the United States, shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.” or the Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20221.

Notice of Non-Discrimination

The Marshfield School District reaffirms that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or exercise of civil rights in admission to, access to, treatment in or employment in its programs or activities. The Marshfield School District also affirms its commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, or exercise of civil rights. Any harassment on the basis of sex, race, national origin, religion, age, disability, sexual orientation, or exercise of civil rights will not be tolerated.

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

1. Report the violation to the building principal. The building principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced within a reasonable period of time. The building principal will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.

2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity/Title IX/Section 504/ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the principal's decision.

3. The Equal Opportunity/Title IX/Section 504/ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

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

Appendix 6

PROCEDURES for LONG TERM SUSPENSIONS or EXPULSIONS

Suspensions of longer than ten school days, or expulsions for remainder of the school term, or permanently, generally requires the following procedural rights for the students:

1. Written notice of the charges.
2. The right to be represented by a lawyer or advocate (at the student's expense).
3. Adequate time to prepare for the hearing.
4. Access to documented evidence prior to the hearing.
5. The right to request that witnesses attend the hearing, and to question them.
The student's right to confront and cross examine student witnesses may be outweighed by the need to protect the witnesses from possible retaliation.
6. A reasonably prompt written decision including specific grounds for the decision.
7. M.G.L Chapter 71 Sec. 37H ½

Appendix 7

Discipline of Students with Special Needs

All students are expected to meet the requirements for behavior as set forth in this Handbook. State and federal special education and civil rights laws require that additional provisions be made for students who have been found by an evaluation TEAM to be eligible for special needs or Section 504 services and whose program is described in an Individualized Education Plan (IEP) or Section 504 Plan. The IEP or Section 504 Plan will indicate whether the student is able to conform his/her behavior to the regular discipline code or if a modification is required. If a modified disciplinary code is required, it will be written into the IEP or Section 504 Plan.

The "Notice of Procedural Safeguards" outlines the special education process and rights for parents and students. These provisions are very similar to those applicable to Section 504 students.

When a special needs student violates the school's disciplinary code, the school may suspend or remove the student from the current educational placement for a period not to exceed ten (10) school days. Suspensions or removals beyond ten (10) days must be accompanied by the provision of some educational services, such as tutoring.

When a special needs student, possesses, uses, sells or solicits drugs or other illicit substances, including look-alike drugs, on school grounds or at a school-sponsored event, or carries a weapon to school or to a school function, the school district may place the student in an interim alternative education setting for up to forty-five (45) school days. Thereafter, the student will return to the previously agreed upon educational placement unless either a hearing officer orders another placement or the TEAM agrees to another placement.

Anytime the school district removes a special needs student from his/her current educational placement for more than ten (10) consecutive school days in any school year, or for more than ten (10) cumulative days when a pattern of removal is occurring, this constitutes a "change in placement". A change in placement invokes certain procedural protections under the IDEA (the federal special education law) and Section 504.

These protections include the following:

(a) Prior to any removal that constitutes a change in placement, the school district must conduct a functional behavioral assessment; this assessment will be used as the basis for developing specific strategies to address the problematic behavior. If a behavioral intervention plan has been previously developed, the TEAM shall review its implementation and modify it as necessary.

(b) Prior to any removal that constitutes a change in placement, the school district must send the student and parent a statement of their procedural rights and inform them that the TEAM will consider whether or not the behavior that forms the basis for the removal is related to the student's disability. This consideration is called a "manifestation determination". The parent and student always have the right to participate as members of the TEAM in the manifestation determination meeting.

Consideration of whether the behavior is a manifestation of the student's disability:

The law provides that the TEAM must consider evaluation data, observational information and the student's IEP and placement, and must determine whether the behavior prompting the disciplinary removal was a manifestation of the student's disability. The TEAM considers whether the student understood the impact and consequences of the behavior, and further, whether the student's disability impaired the student's ability to control his/her behavior.

If the TEAM determines that the behavior was related to the student's disability, then the student may not be removed from the current educational placement (except in the case of weapons or drugs) until the TEAM develops a new IEP and decides upon a new placement, and the parent and student consent to that new IEP and placement.

If the TEAM determines that the behavior was not related to the student's disability then the school may suspend or otherwise discipline the student according to the school's code of student conduct, except that for any period exceeding the ten (10) days, the school district must provide the student with a Free Appropriate Public Education (FAPE). The school district must determine the educational services necessary for FAPE and the manner and location for providing those services.

In the case of disagreement with the TEAM's determination:

If the parent or student disagrees with the TEAM's decision on the manifestation determination or with the decision relating to the placement of the student in an interim alternative education setting or any other disciplinary action, the parent has the right to request a due process hearing from the Bureau of Special Education Appeals.

Services for Pregnant Students

A student's marital, maternal or paternal status shall not affect that student's rights and privileges to receive a public education or to take part in any extracurricular activity offered by the school. Pregnant students shall be permitted to continue in school in all instances. The rights and privileges of the expectant mother to receive a public education shall not be affected. Nor shall the student's right to participate in any extracurricular activity offered by the school be affected unless activity is deemed to be hazardous to the health of the expectant mother or unborn child.

Policy for Restraint of Students in Marshfield Public Schools

The Marshfield Public Schools complies with the Department of Education (DOE) restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Methods and Conditions for Implementation

School staff may use physical restraint only:

- When non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others.
- Pursuant to a student's IEP or other written plan developed in accordance with the state and federal law and approved by the school and parent or guardian.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of the school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion is prohibited.

The Regulations do not prevent the teacher, employee, or agent of the District from using reasonable force to protect the student, other persons, or themselves from assault or imminent serious harm, or from restraining students as otherwise provided in the Regulations.

Staff Training

All school staff must receive training with respect to the district's restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint, and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavior intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring the proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

Reporting Requirements and Follow-Up

In instances where a physical restraint **(1)** lasts more than five minutes or **(2)** results in an injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that a physical restraint **(1)** lasts longer than 20 minutes, or **(2)** results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to the DOE along with a copy of the school's record of physical restraint covering the thirty-day period prior to the date of the restraint.

For students who require the frequent use of restraint because they present a high risk of dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for the restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include not only reporting requirements set forth above, but also reviewing the incident with the student, staff, and consideration of whether follow-up is appropriate for students who witnessed the incident.

Regulations can be obtained at www.doe.mass.edu/lawsregs/603cmr46.html

APPENDIX 8

EXPULSION & SUSPENSION STATUTES

Massachusetts General Laws
Chapter 71, Sections 37H and 37H ½
as of October 18, 1994

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

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

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

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

- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b). (Chapter 51 of the Acts of 1994, approved July 1, 1994, effective September 29, 1994.)
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. (This section was amended by Chapter 380 of the Acts of 1993 on January 4, 1994)

Section 37H 1/2. 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 the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her 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 parents or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion.

The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal; or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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.)

The Department of Education and the Department of Youth Services shall, pursuant to a study and recommendations conducted by the Mass Jobs Council, assure that an educational opportunity is provided for a student whose admission to a school or right to educational services is regulated by the provisions of this act.

Said study shall contain a statistical analysis of the number of students who have been expelled and the services that are now provided, and recommendations for the provision of education to expelled students in the future. Said study shall be completed within five months and shall be submitted to the House and Senate Clerk and the House and Senate Chairmen of the Joint Committee on Education, Arts and Humanities.

Section 37L. (Section 37L of said chapter 71, as appearing in the 1990 Official Edition, is hereby amended by adding the following three paragraphs:)

In addition, any school department personnel shall report in writing to their 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 the 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.

APPENDIX 9

SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION

MARSHFIELD PUBLIC SCHOOLS

Title VI of the Civil Rights Act of 1964

Coordinator: Dr. Middleton K. McGoodwin 781-834-5000

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

Title IX of the Education Amendments of 1972

Coordinator: Dr. Middleton K. McGoodwin 781-834-5000
Coordinator: Mr. Robert E. Keuther, Jr. 781-834-5050
Students Coordinator: Ms. Cheryl A. O'Brien 781-834-5050

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch. 151B, S3A)

Section 504 of the Rehabilitation Act of 1973

Coordinator: Mr. Scott L. Borstel 781-834-5000

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature of severity of the person's handicap. (34 CF104.33)

Americans with Disabilities Act of 1990

Coordinator: Mr. Scott L. Borstel 781-834-5000

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

EQUAL EDUCATIONAL OPPORTUNITIES LAWS

Equal Educational Opportunities Act of 1974

Coordinator: Mr. Scott L. Borstel 781-834-5000

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

Mass. General Laws CH.76, S5 (also known as Chapter 622)

Coordinator: Mr. Scott L. Borstel 781-834-5000

This state law provides that "[n]o 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."

Title I of the Elementary and Secondary Education Act of 1965

Coordinators: Mr. Edward J. Mitchell - 781-834-5045 Mr. Thomas M. Kilduff - 781-834-5025

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

SPECIAL EDUCATION Chapter 688 (transition planning)

Coordinator: Mrs. Susan D. Dupuis 781-834-5000

School districts file a Chapter 688 referral for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases. School districts must make Chapter 688 referrals at least 2 years before the student is expected to graduate from school or turn 22 years of age. This allows time to determine the student's eligibility for adult services and for agencies to include the anticipated cost of services for the student in its budget request that it submits to the state legislature each year.

HOMELESS McKinney-Vento Act

Coordinator: Mrs. Carol M. Robinson 781-834-5000

School districts must ensure that homeless children and youth are identified by school personnel and have full and equal opportunity to succeed in district schools. Student has the right to continue their education in the student's school of origin or enroll in the district public school where the homeless student is living.

ENGLISH LANGUAGE LEARNERS

ELL

Coordinator: Mrs. Marilyn A. Costello 781-834-5000

School districts have an obligation to provide staff to evaluate, provide services, and coordinate with other agencies. ELL students take MCAS and also tested at required grade levels MEPA and MELA-O. The Education Program is in -"sheltered English immersion" programs, pull out instruction and professional development for staff.

Identification – ELL survey given as part of the initial intake package with registering students. The survey asks what is the language spoken at home & the child's first language as part of registration process.

APPENDIX 10

Marshfield Public Schools BULLYING POLICY

I. GOALS

The Marshfield Public School Department is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Marshfield school community treat each other with respect, appreciating the rich diversity in our schools. This policy is an integral part of the Marshfield Public Schools' comprehensive effort to promote learning and eliminate all forms of violent, harmful and disruptive behavior. All students require this support to achieve their personal and academic potential.

The Marshfield Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities. All reports of bullying will be promptly investigated by the Marshfield Public Schools.

Bullying is defined as a verbal, physical, written, or electronic action, or incident or other direct or indirect behavior that is intentionally cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power. Bullying actions will include, when appropriate, referral to a law enforcement agency. The Marshfield Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

II. RATIONALE

The Marshfield Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Marshfield Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Marshfield Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

III. APPLICATION

This policy applies to all sites and activities under the supervision and control of the Marshfield Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct.

IV. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its reoccurrence. The District is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Procedural manuals containing responsibilities of staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at each level. This policy shall be printed in each school handbook.

Voted & Approved by School Committee: June 6, 2006

APPENDIX 11

POLICY ON STUDENT RECORDS

MARSHFIELD PUBLIC SCHOOLS

The Marshfield Public Schools shall endeavor to adhere to the Massachusetts Students Records Regulations as promulgated under 603 CMR 23.00. Through this policy the School Committee authorizes the administration to implement the requirements of the Massachusetts Student Records regulations. The following summary was developed by the Board of Education to assist in providing a broad overview of these regulations. Every Marshfield school shall maintain at least one copy of these regulations, and a copy shall be attached to this policy. Subsequent amendments to this regulation shall supersede this policy until its revision.

Summary of Regulations Pertaining to Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly-funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into *two* parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within five years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may.

Inspection of Record

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay.

The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials.

The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Confidentiality of Record

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

Amendment of Record

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records

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

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, a full copy of the regulations is attached to this policy and is available through the Department of Education.

Regulatory Authority

603 CMR 23.00: M.G.L. c. 71, 34D, 34F.

APPENDIX 12

MARSHFIELD PUBLIC SCHOOL DISTRICT WELLNESS POLICY

The Marshfield Public School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance.

The Marshfield Public School District will:

- 1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors**
 - The entire school environment shall be aligned with healthy school goals for good nutrition and regular physical activity
 - The Marshfield Public School District shall have a comprehensive curriculum approach to nutrition beginning in Pre-Kindergarten through 12th grade. All PK-12 instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized

- 2. Support and promote proper dietary / nutritional habits / opportunities contributing to students' health status and academic performance**
 - All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie
 - The full meal school lunch programs will continue to follow the USDA Requirements for Federal School Meals Programs
 - The School Food Service Program provider will follow the District's Nutrition Standards when determining the items in a la carte and "competitive foods" sales
 - The Food Service Director will work closely with the Nutrition & Physical Activity Advisory Council
 - The use of food items as part of a student incentive program is strongly discouraged. Should teachers feel compelled to utilize food items as an incentive, they are required to adhere to the District Nutrition Standards

- 3. Provide opportunities for students to engage in physical activity**
 - A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should include regular instructional physical education which is sequential, comprehensive and standards-based, as well as co-curricular activities, and recess - as developmentally appropriate

- 4. Establish and maintain a district-wide Nutrition & Physical Activity Council to:**
 - Develop procedures to implement this policy
 - Evaluate policy implementation and propose revisions if necessary
 - Serve as a resource to school sites
 - Seek grant funding sources

- 5. Provide information regarding nutritional practices and standards**
 - Nutrition information will be provided to parents beginning at the elementary level
 - Nutrition and physical activity information will be provided to all school staff at the elementary, middle and high school levels

MARSHFIELD PUBLIC SCHOOL DISTRICT NUTRITION STANDARDS

The Marshfield Public School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide both calories and a significant amount of nutrient needed by the body to maintain good health.

Voted & Approved by School Committee: May 23, 2006

APPENDIX 13

SERVICES for PREGNANT STUDENTS

A student's marital, maternal or paternal status shall not affect that student's rights and privileges to receive a public education or to take part in any extracurricular activity offered by the school. Pregnant students shall be permitted to continue in school in all instances. The rights and privileges of the expectant mother to receive a public education shall not be affected. Nor shall the student's right to participate in any extracurricular activity offered by the school be affected unless activity is deemed to be hazardous to the health of the expectant mother or unborn child.

APPENDIX 14

POLICY for RESTRAINT of STUDENTS in MARSHFIELD PUBLIC SCHOOLS

The Marshfield Public Schools complies with the Department of Education (DOE) restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Methods and Conditions for Implementation

School staff may use physical restraint only:

- When non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others.
- Pursuant to a student's IEP or other written plan developed in accordance with the state and federal law and approved by the school and parent or guardian.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of the school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion is prohibited.

The Regulations do not prevent the teacher, employee, or agent of the District from using reasonable force to protect the student, other persons, or themselves from assault or imminent serious harm, or from restraining students as otherwise provided in the Regulations.

Staff Training

All school staff must receive training with respect to the district's restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint, and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavior intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring the proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

Reporting Requirements and Follow-Up

In instances where a physical restraint **(1)** lasts more than five minutes or **(2)** results in an injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that a physical restraint **(1)** lasts longer than 20 minutes, or **(2)** results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to the DOE along with a copy of the school's record of physical restraint covering the thirty-day period prior to the date of the restraint.

For students who require the frequent use of restraint because they present a high risk of dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for the restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include not only reporting requirements set forth above, but also reviewing the incident with the student, staff, and consideration of whether follow-up is appropriate for students who witnessed the incident.

Regulations can be obtained at www.doe.mass.edu/lawsregs/603cmr46.html.

**HAZING: POLICIES AND PROCEDURES
PROHIBITING THE PRACTICE OF HAZING**

Policy: Hazing is prohibited in any school sponsored activity or event. Pursuant to Massachusetts General Law, Chapter 665 of the Acts of 1987, it is now a crime to participate in or organize hazing, or for a person at the scene of such a crime to fail to report the incident.

CHAPTER 665 OF THE ACTS OF 1987

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

SECTION 18. 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 without danger 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.

SECTION 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use it's name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each said group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of it's members, pledges, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through it's designated officer, to deliver annually, to the institution an attested acknowledgments stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of it's members, pledges, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such

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

PENALTIES FOR HAZING

I. Any person or persons organizing or participating in or having any knowledge of and failing to report the crime of hazing in any school sponsored activity or event will be suspended for up to ten (10) school days and social probation assigned for up to nine (9) weeks or one full school term and may be immediately referred to the Superintendent of Schools. Verification of the action is by following regular due process. Referral to the Superintendent could well result in a recommendation to the School Committee for exclusion of the student for the balance of the school year.

II. Any person committing an act of hazing or whoever has knowledge that another person is the victim of hazing and who fails to report such shall be immediately referred to the appropriate police authorities and the administration will cooperate fully in providing information necessary to permit a proper police investigation.

MILITARY RECRUITER ACCESS to SECONDARY SCHOOL STUDENTS

**Public Law 107-107 (115 Stat 1012) December 28, 2001
SEC. 544.**

(a) ACCESS TO SECONDARY SCHOOLS. – Paragraph (1) of section 503 (c) of title 10, United States Code, is amended to read as follows:

“(c) ACCESS TO SECONDARY SCHOOLS. – (1)(A) Each local educational agency receiving assistance under the Elementary and Secondary Education Act of 1965 –

- (i) shall provide to military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or to prospective employers of those students; and
- (ii) shall, upon a request made by military recruiters for military recruiting purposes, provide access to secondary school student names, addresses, and telephone listings, notwithstanding section 444(a)(5)(B) of the General Education Provisions Act (20 U.S.C. 1232 g (a)(5)(B)).

(B) A local educational agency may not release a student’s name, address, and telephone listing under subparagraph (A)(ii) without the prior written consent of a parent of the student if the student, or a parent of the student, has submitted a request to the local educational agency that the student’s information not be released for a purpose covered by that subparagraph without prior written parental consent. Each local education agency shall notify parents of the rights provided under the preceding sentence..”

(b) EFFECTIVE DATE – The amendment made by subsections (a) shall take effect on July 1, 2002, immediately after the amendment to section 503(c) of title 10, United States Code, made, effective that date, by section 563(a) of the Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001 (as enacted into law by Public Law 106-398; 114 Stat. 1654-A131).

(c) NOTIFICATION – The Secretary of Education shall provide to local educational agencies notice of the provisions of subsection (c) of section 503 of title 10, United States Code, as in effect upon the amendments made by subsection (a). Such notice shall be provided not later than 120 days after the date of the enactment of this Act and shall be provided in consultation with the Secretary of Defense.

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Marshfield High School

(After reviewing the Student Handbook, sign this form,
tear this page from the book and return to your Homeroom Teacher)

Handbook Received

This acknowledgement of receipt of the Marshfield High School Student Handbook is required each year and is to be signed by each student and their parent/guardian, collected and returned.

• • • • •

*I hereby acknowledge that I have received a copy of the current
Marshfield High School Student Handbook.*

Date copy received: _____ Homeroom No. _____

Student Name (Please Print): _____

Student Signature: _____

Parent/Guardian Signature: _____

Parent/Guardian E-Mail: _____

• • • • •

Video/Photo Consent

*I hereby **consent** _____ and authorize the school to use and reproduce photographs and video-recordings taken of my child and to circulate same for advertising and/or publicity purposes either in print, on the official Marshfield High School Web site, or broadcast on the Marshfield Educational Access cable channel..*

*I **do not consent** _____ to the above - mentioned use of my child's photograph.*

Parent/Guardian Signature: _____

Date: _____