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# LYNNFIELD HIGH SCHOOL

2018-2019

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**Principal:** Robert S. Cleary

**Assistant Principal:** Brian Bates

**Secretary to Principal:** Teri Campbell

**Clerk/Receptionist:** Jackie Comeau

**Information Secretary:** Susan Corcoran

**Guidance:** Kathryn Moody, Department Head

Scott MacKenzie

Samantha Pindara

**Guidance Secretary:** Patti Brangiforte

**Department Heads:**

English: Maryellen Iannibelli

Social Studies: Michael Boulay

Mathematics/Business: Marylou Sambatakos

Science: Scott Gordon

World Language: Julie Sgroi

**Technology Integration Specialist:** Sarah Perkins

**Technology Specialist:** Kathleen Dario

**Director of Nursing:** Mary Homan, R.N.

**Director of Athletics:** Michael Bierwirth

**Secretary to Athletics:** Morgan DeShaw

**School Psychologist:** Taralee Kirk

**School Adjustment Counselor:** Kristen Dee

**Media Specialist:** Janice Alpert

**Community Schools Director:** Michaelann Herook

**Community Schools Secretary:** Kathleen Darragh

**School Aides:** Lindsay Barbash   Stephanie Budd   Michael Derby   Frances Fleming   Melissa Kor   Diane Mowry  
Lauren Rizzo   Lisa Verdile   Cathryn Decoux

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## Faculty

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Ashley, Brent  
Belanger, Katie  
Billings, Zachary  
Blanchette, Ethan  
Breen, Susan  
Buchholz, Erica  
Carroll, Susan  
Coats, Audrey  
Cook, Liane  
Coughlin, Gerard  
Dell'Aria, Adam  
DiBiase, Joseph  
Ellis, Karen  
Ennis, Christina  
Forster, David  
Giacalone, Lisa  
Goguen, Jennifer

Guerriero, Jill  
Hawes, Nicole  
Hayden, Elizabeth  
Hebert, Christine  
Hodgkins, Douglas  
Johnson, Laura  
Knight, Andrea  
LaMonica, Elizabeth  
LaMonica, Paul  
Lamusta, Patrick  
LeBlanc, Emily  
Leibowitz, Jodie  
Manderson, Leane  
Marcoux, Stefanie  
Mirasolo, Vincent  
Morin, Jacqueline  
O'Neill, Karyn

O'Reilly, Patricia  
Parziale, Nicole  
Perrone, Michelle  
Puleo, Joseph  
Raistrick, Jenna  
Rapacki, Morgan  
Sakelakos, Chris  
Seavey, Julia  
Sewell, Jill  
Silva, Catherine  
Smith, Steve  
Struzziero, Ernestine  
Thoen, James  
Toy, Kelsie  
Wallace, William  
Wane, Kristin  
Weidman, Neal  
Wagg, Harry

## **LHS Key Events 2018-2019**

### **August 2018**

Freshman Orientation: Wednesday August 22 : AM

PROFESSIONAL DAYS: Monday and Tuesday, August 27 (half day) and 28

FIRST DAY OF SCHOOL: Wednesday, August 29

EARLY RELEASE: Friday, August 31 @ 11:30 AM

### **September 2018**

NO SCHOOL - Labor Day: Monday, September 3

STATE PRIMARY: Tuesday, September 4

Freshman Parent Orientation: Wednesday, September 5 @ 6:15 PM

Open House: Wednesday, September 5 @ 6:45 PM

COMPASS Core Training: Friday, September 7 8 AM - 12 PM

PICTURE DAY: Tuesday, September 11

Freshman Vision and Hearing Screening, Tuesday, September 11

NO SCHOOL - Rosh Hashanah: Monday, September 10

School Committee Meeting: Tuesday, September 11

NO SCHOOL - Yom Kippur: Wednesday, September 19

Breakfast with Guidance: Friday, September 21 @ 9:30 AM

School Council: Tuesday, September 25 @ 3 PM

School Committee Meeting: Tuesday, September 25

Senior Parent Night: Thursday, September 25 @ 6:30 PM

### **October 2018**

PTO Meeting: Wednesday, October 3 @ 6:30 PM

Coffeehouse: Wednesday, October 3 @ 7 PM

EARLY RELEASE: Friday, October 5 @ 11:30 AM

NO SCHOOL - Columbus Day: Monday, October 8

Financial Aid Night: Tuesday, October 9 @ 6:30 PM

PSAT 1 day

Freshman Parent Night: Thursday, October 11 @ 6:30 PM

School Committee Meeting: Monday, October 15 @ 6:30 PM

Town Meeting: Monday, October 15 @ 7:30 PM

Fall Choral Concert: Wednesday, October 17 @ 7 PM

PICTURE RETAKES: Thursday, October 25 morning

[ Dress Rehearsal Band: Thursday, October 25 6:00 PM ]

School Council: Tuesday, October 30 @ 3 PM

Band Concert: Tuesday, October 30 @ 7 PM

School Committee Meeting: Tuesday, October 30

EARLY RELEASE: Wednesday, October 31 @ 11:30 AM

## **November 2018**

Quarter 1 Ends: Friday, November 2

Rock Concert: Monday, November 5 @ 7 PM Band Room

NO SCHOOL - PROF DEVELOPMENT DAY: Tuesday, November 6

STATE VOTING at LHS: Tuesday, November 6

NO SCHOOL - Veterans' Day: Monday, November 12

School Committee Meeting: Tuesday, November 13

Musical "*Bye Bye Birdie*": November 15 @ 7:00 PM

Musical "*Bye Bye Birdie*": November 16 @ 7:30 PM

Musical "*Bye Bye Birdie*": November 17 @ 7:30 PM

Musical "*Bye Bye Birdie*": November 18 @ 2:00 PM

School Council: NONE

EARLY RELEASE: Wednesday, November 21 @ 11:30 AM

NO SCHOOL - Thanksgiving Break: Thursday and Friday, November 22-23

Winter Sports Begins: Monday, November 26

School Committee Meeting: Tuesday, November 27

Percussion Concert: Thursday, November 29 @ 7 PM Band Room

## **December 2018**

EARLY RELEASE: Wednesday, December 5 @ 11:30 AM

PTO Meeting: Wednesday, December 5 @ 6:30 PM

Compass Core Training: Friday, December 7: 8am - 12:30pm

School Committee Meeting: Tuesday, December 11

Lynnfield Youth Music Concert: Thursday, December 13 @ 6 PM Band Room

Winter Choral Arts Concert: December 12 @ 7 PM

Breakfast with Guidance: Friday, December 14 @ 9:30 AM

School Council: Tuesday, December 18 @ 3 PM

Band Concert: Tuesday, December 18 @ 7 PM

Winter Coffeehouse: Wednesday, December 19 @ 7 PM

CHRISTMAS BREAK: December 24 - Jan 1

## January 2019

School Resumes: Wednesday, January 2  
PTO Meeting: Wednesday, January 2 @ 6:30 PM (Post Prom)  
School Committee Meeting: Tuesday, January 8 @ 6:30 PM  
EARLY RELEASE: Wednesday, January 9 @ 11:30 AM  
Rock Concert: Thursday, January 17 @ 7 PM Band Room  
NO SCHOOL - Martin Luther King, Jr. Day: Monday, January 21  
Mid-Year Exams: Tuesday, January 22 : G & F blocks  
School Committee Meeting: tent: Tuesday, January 22 @ 6:30 PM  
Mid-Year Exams: Wednesday, January 23 : E & D blocks  
Mid-Year Exams: Thursday, January 24 : C & B blocks  
Mid-Year Exams: Friday, January 25 : A block and Make-Up  
Quarter 2 Ends: Friday, January 25  
Snow Ball: Saturday, January 26 @ Danversport Yacht Club  
**Course Selection Night for parents:**  
School Council: Tuesday, January 29 @ 3:00 PM

## February 2019

School Committee Meeting: tent: Tuesday, February 5 @ 6:30 PM  
EARLY RELEASE: Wednesday, February 6 @ 11:30 AM  
Coffeehouse: Wednesday, February 6 @ 7 PM  
Junior Parent Night: Thursday, February 7 @ 6:30 PM (February 14th Snow Date)  
Breakfast with Guidance: Friday, February 8 @ 9:30 AM  
Dress Rehearsal Band: Tuesday, February 11 @ 6 PM  
Band Concert: Thursday, February 13 @ 7 PM  
WINTER VACATION: February 18 - 22  
School Committee Meeting: Tuesday, February 26 @ 6:30 PM  
School Council: Tuesday, February 26 @ 3:00 PM

## March 2019

EARLY RELEASE: Wednesday, March 6 @ 11:30 AM  
Sophomore Parent Night: Thursday, March 7 @ 6:30 PM  
School Committee Meeting: Tuesday, March 12 @ 6:30 PM  
Invest in Life Fair: March 13 @ 9AM - 2PM (Gym)  
Spring Sports begins: Monday, March 18  
Choral Arts Spring Concert: Wednesday, March 19 @ 7 PM

Percussion Concert: Thursday, March 21 @ 7 PM Band Room

Choral Arts Trip: March 21 - 24

MCAS ELA Session 1 Grade 10: Tuesday, March 26

School Council: Tuesday, March 26 @ 3 PM

School Committee Meeting: Tuesday, March 26 @ 6:30 PM

MCAS ELA Session 2 Grade 10: Wednesday, March 27

MCAS ELA Alternate Dates Grade 10: Thursday-Friday, March 28-29

Quarter 3 Ends: Friday, March 29

## **April 2019**

EARLY RELEASE: Wednesday, April 3 @ 11:30 AM

Band Concert: Wednesday, April 3 @ 7 PM

NHS Induction: Thursday, April 4 @ 6:30 PM

Breakfast with Guidance: Friday, April 5 @ 9:30 AM

TOWN ELECTION @ LHS: April 9

Lynnfield Youth Music Concert: Tuesday, April 9 @ 6 PM Band Room

School Committee Meeting: Tuesday, April 9 @ 6:30 PM

Wellness Days: Wednesday and Thursday, April 10 and 11

SPRING VACATION: April 15 - 19

Rock Concert: Tuesday, April 23 @ 7 PM Band Room

Jr. Prom: Friday, April 26 @

School Committee Meeting: Tuesday, April 29 @ 6:30 PM

Town Meeting: Tuesday, April 29 @ 7:30 PM

School Council: Tuesday, April 30 @ 3 PM

## **May 2019**

Open Studios: Wednesday, May 1 @ 6 PM Cafeteria

EARLY RELEASE: Wednesday, May 1 @ 11:30 AM

PTO Meeting: Wednesday, May 1 @ 6:30 PM

SAT @ LHS: Saturday, May 4

Advanced Placement Testing Begins: May 6

School Committee Meeting: Tuesday, May 14 @ 6:30 PM

Coffeehouse: Wednesday, May 15 @ 7 PM

College Rep Panel Night: Thursday, May 16 @ 6:30 PM

Breakfast with Guidance: Friday, May 17 @ 9:30 AM

School Council: Tuesday, May 21 @ 3:00 PM

Band Concert: Thursday, May 23 @ 7 PM

Choral Pops Concert: Wednesday, May 22 @ 7 PM

MCAS Math Session 1 Gr10: Tuesday, May 21

MCAS Math Session 2 Gr10: Wednesday, May 22

MCAS Math Gr10 Alternate Dates : Thursday/Friday, May 23-24

Final Exams for Seniors: Tuesday - Friday, May 21-24

Quarter 4 Ends for Seniors: Friday, May 24

NO SCHOOL - Memorial Day: Monday, May 27

School Committee Meeting: Tuesday, May 28 @ 6:30 PM

Senior Awards Night: Thursday, May 30 @ 6:30 PM

Graduation: Friday, May 31 @ 6 PM

## **June 2019**

MCAS BIOLOGY Grade 9 Session 1: Tuesday, June 4

MCAS BIOLOGY Grade 9 Session 2: Wednesday, June 5

Underclass Awards: Thursday, June 6 @ 6:30 PM

Breakfast with Guidance: Friday, June 7 @ 9:30 AM

School Committee Meeting: Tuesday, June 11 @ 6:30 PM

Final Exams for Underclassmen (Tentative): June 14, 17, 18 19

Move Up Day (Tentative): Thursday, June 20

Last Day of School (Tentative): Thursday, June 20

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**MISSION AND EXPECTATIONS:**

The Mission of the Lynnfield Public Schools is to support and challenge all students to meet their full potential as individuals and as citizens of the global community.

**Core Values:**

**Academic:**

The Community of Lynnfield shall:

Provide students with a complete educational experience consistent with the Massachusetts Curriculum Frameworks and responsive to community preferences; Invest In the recruitment and retention of highly qualified staff and administrators;

Provide the resources (personnel, current technology, current instructional materials) to enhance learning for each student;

Invest in the appropriate professional development for all staff and administration members;

Utilize a variety of assessment practices to ensure the effectiveness of the student's learning experience.

**Social:**

The Community of Lynnfield shall...

Maintain a climate that supports the pursuit of learning;

Foster respect for diversity and individuality among members of the school community;

Foster discipline and instill a sense of responsibility and civic pride within the school community;

**Environment:**

The Community of Lynnfield shall...

Provide a physical environment designed and maintained to facilitate learning;

Encourage parental, family, and community involvement to support student achievement

*The mission and core values of the Lynnfield Public Schools support the vision that Lynnfield graduates will have developed skills that make them positive, contributing citizens of a global community with an enthusiasm for learning*

**CORE VALUES, BELIEFS, AND EXPECTATIONS**

"Pioneer Pride"

In partnership with our community, Lynnfield High School provides a safe learning environment that prepares all students to reach

their full potential as lifelong learners and to be contributing participants in a global community.

### 21<sup>st</sup> Century Learning Expectations:

- Read, comprehend, and analyze information effectively
- Communicate effectively in written, oral, and visual forms
- Collaborate productively in a variety of learning environments
- Solve problems creatively and effectively
- Exhibit proficient use of technology
- Demonstrate responsibility through ownership of personal actions
- Demonstrate a knowledge of other cultures and beliefs.
- Make positive contributions within their community

### LYNNFIELD HIGH SCHOOL COMPASS PROGRAM - MISSION STATEMENT

In partnership with our community, Lynnfield High School's Compass Program provides students with the opportunity to reach their full potential as lifelong learners by discussing aspects of their social, civic, and academic lives, and by fostering connections with teachers and other students beyond the classroom. The program also provides students with the opportunity to model the following Lynnfield High 21st century expectations:

- Demonstrate responsibility through ownership of personal actions
- Demonstrate a knowledge and understanding of other cultures and beliefs
- Make positive contributions within their community

### GENERAL INFORMATION, PRACTICES, AND POLICIES

#### ACTIVITIES / CLUBS / ORGANIZATIONS

(See also Student Organizations)

#### ACTIVITY FEES

Each student who participates in an activity or on an athletic team must pay an activity fee. Payment of the fee entitles a student to participate in one or more activities. The fee is \$300.00 per child; the athletic fee is \$400 per child, with a family cap of \$800. The fee of \$300.00 per student for non-athletic activities applies to the following activities:

Catalyst	Mock Trial
Debate Team	Musicals
Drama Club/Ensemble	Yearbook
Key Club	Math Team
Jazz Ensemble/Jazz Combo	

#### ATTENDANCE IN SCHOOL

No student may take part in any after-school activity, practice or contest on the day that he/she is absent from school, has been dismissed due to illness, has failed to report to school before 9:00 a.m. or has been dismissed before 11:30 a.m. without the written consent of the administration. Violation of this rule will result in suspension from the activity for one week.

In order to participate in field trips, students must be present in all classes scheduled during the school day both before and after the school trip is to take place, unless given prior permission by an administrator. Violation of this rule may result in revocation of future school field trip privileges.

#### ELIGIBILITY

To participate in any extracurricular and/or co-curricular activity, a student must have passed a minimum of four major courses during the quarter preceding the start of the activity. To be eligible for the fall season, students are required to have passed and received full credit for the previous academic year the equivalent of four major courses.

#### STUDENT TRANSPORTATION IN PRIVATE VEHICLES (File EEAG)

School buses will be used for the transportation of students participating in school-sponsored activities and athletic competitions. However, under certain conditions, private vehicles may be used to transport students to or from school-sponsored activities and athletic competitions that fall within the academic day or extend the school day. These conditions are as follows:

- 1) The activity has the approval of the building principal.
- 2) The parent/guardian of the student to be transported by private vehicle has been fully informed as to the conditions
- 3) under which private vehicles may be used and has signed an authorization to this effect at the beginning of the school year

Unless a school bus is provided to transport students to school-sponsored activities and athletic competitions that do not fall within the academic day or extend the school day, students are expected to find their own means of transportation to and from these activities.

### **VIOLATIONS OF DRUG AND ALCOHOL POLICY**

Please refer to "Drug and Alcohol use by Students" section for details regarding consequences in the event of a violation of this standard.

### **ACCEPTABLE USE POLICY-TECHNOLOGY**

**(Amended from File JICAB for student handbook)**

#### Purpose

The Lynnfield Public Schools shall provide access for employees and students to the district's systems/networks, including access to external networks, for educational purposes. *Educational purposes* shall be defined as classroom activities, career and professional development, and high quality self discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

#### Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes. Access to the school network and the Internet is a privilege and the student's or employee's privilege can be revoked at the discretion of the administration for any violation of the Acceptable Use Policy. Use of personal laptops, tablets, or similar devices must have prior administrative approval. The student or employee is responsible for the proper care of his or her device.

#### Liability

The Lynnfield Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Lynnfield Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks. The Lynnfield Public Schools cannot guarantee that access will always be available and is not responsible for any loss or corruption of data obtained while using the internet. The Lynnfield Public Schools reserves the right to change these Acceptable Use Guidelines for Computer and Internet use at any time.

#### **Guidelines for High School Use:**

1. Using the computer/network for non-educational purposes (i.e. commercial/political purposes, financial gain, or fraud).
2. Sharing and/or using someone else's password to access the computer/network.
3. Attempting to bypass the computer/network security system.
4. Trespassing in, deleting or altering others' folders, work, or files.
5. Using the computer/network in any way that is disruptive to the educational process (i.e. listening to loud audio or video without headphones).
6. Engaging in any form of cyber-bullying, harassment, or other malicious behavior that would negatively affect another's ability to participate in the school community.
7. Revealing anyone's personal information, such as home address or telephone number.
8. Sharing or re-posting audio, video, or any material of or created by another student or faculty member without that individual's permission.
9. Sending massive, inappropriate and unsolicited information through "spamming," chain letters or the like.
10. Damaging or modifying the computers, computer system, or computer network in any way.
11. Intentionally wasting limited network or district resources by downloading unnecessary files or through unnecessary printing.
12. Viewing, sending, or displaying offensive images or messages.
13. Purchasing goods and services for personal use on-line through the computer/network.
14. Abusing or vandalizing system software, applications, files, or other network resources.
15. Accessing any social media networking websites for non-educational purposes during the school day.
16. Using mobile electronic devices of any kind without direct permission from a staff member for appropriate educational purposes.
17. Violating any federal, state, or local laws including, but not limited to copyright, plagiarism, libel, and slander laws.

Loss of privileges: first offense, one week; second offense, two weeks; third offense, one semester.

## ANNOUNCEMENTS

Announcements of concern to the students and faculty will be made by students at the start of first period each day, preceded by the salute to the flag and a moment of silence. Faculty and students desiring to have an announcement made must submit it in writing to the Main Office by 3:00 p.m. on the day preceding the announcement. Only announcements of an emergency nature will be read over the PA system at any other time during the school day.

## ATTENDANCE

### SCHOOL DAY HOURS

The normal school hours are from 7:50 a.m. until 2:26 p.m. In the event of an early release or delayed opening, please refer to the Lynnfield Public Schools home page for scheduling information.

### ABSENCE FROM SCHOOL

Parents of students who are absent from school should call the school office at (781) 334 - 5820 between the hours of 7:15 a.m. and 9 a.m. If we do not hear from a parent, we will attempt to call for verification sometime during the school day. Even though the school or parent has made contact, written verification of the absence must be provided.

### CLASS ATTENDANCE POLICY/LOSS OF CREDIT

Students who have unexcused absences totaling more than 10% of the class meetings of any course will lose all credit for that course. However, students who lose credit will still be awarded the mark earned for the course. Credits lost in a required course must be made up by earning additional credits in elective courses. Properly documented, extended illness is exempted from the excessive absence total. Some courses such as science meet more or less frequently and the actual number may vary from other classes but the 10% rule will still apply.

Credit will be denied for absences as follows: in grades 9 - 11, after **16** classes for a full-year course or **8** absences in a half-year course. In grade 12, after **14** classes for a full-year course and **7** classes for a semester course.

### CLASSIFICATION OF ABSENCES:

Excused Absence: When a student is absent for medical reasons (doctor's note required), religious observance (parent note required), court appearance (court documentation required), funeral (parent note required), college visit (reasonable proof of a visit to the college is required, such as a dated note or business card from the admissions office or a dated parking pass (total number may be limited and approval at discretion of administration), field trips, or extended suspensions from school (see suspension policy p. 45), then that absence is classified as "excused." An excused absence does not count toward the allotted term absences. Students are allowed to make-up any work missed (see "make-up work" p.14).

\*Reported Absence: For an absence to be classified as reported, a parent/guardian should call the automated attendance line on the morning of the absence and the student must present a note from a parent/guardian upon his or her return to school. A reported absence counts toward the allotted term absences. Students are allowed to make-up any work missed (see "make-up work" p. 14).

Unexcused Absence (Truant): Students who are absent from school, but not excused by the administration are considered truant. Students who arrive late to school without parental permission are considered truant. The penalty for truancy will be the assignment of the student to Extended School for the first offense, and suspension for the second offense. Subsequent truancy will result in referral for special education services and possible court intervention. An unreported absence/truancy counts toward the allotted term absences. If the child is under the age of 16, the truancy will result in additional action by the school in accordance with M.G.L. 76 and the compulsory attendance law, including, but not limited to additional notification to the parents, school resource officer involvement and potentially, a filing with the court if the pattern becomes apparent.

Family Trips and Vacations: Please do not schedule family trips or vacations when school is in session. These reported absences and days missed will count toward the students allotted term absences. In the event of snow days, the school year may be extended, please make vacation plans accordingly (see extended vacation policy p. 10).

**\*Notes from parents regarding absences, dismissals, or tardies are for explanation purposes only. An administrator will make the final determination as to whether the absence or dismissal is considered classified as reported or unreported.**

Excessive absence notification letters are typically mailed to the parent/guardian at the end of each quarter. However, parents/guardians should track student attendance using Edline and through report cards. Any student losing credit for excessive absences will have the right of appeal. Application for an appeal should be submitted to the principal within 30 days of notice of loss of credit.

### TARDINESS TO SCHOOL

Any student arriving after 7:50 a.m. must report to the office for an admission slip. Failure to do so will result in disciplinary action being taken and considered truancy. On the fourth tardy of a marking quarter, the student will be assigned two office detentions. On the fifth tardy of a marking quarter, the student will be assigned four office detentions and six and subsequent tardies will be assigned one Extended School. Chronic tardiness will result in suspension from school and/or a loss of parking privileges.

### TARDINESS TO CLASS

Students who arrive to class after the bell will be admitted by the teacher, but must present a valid pass and reason for their tardiness. If a student misses 20 or more minutes of class due to tardiness, that tardiness will be counted as an absence and may affect the awarding of credits for that class.

### TRUANCY

Students who are absent from school and not excused by the administration are considered truant. Students who arrive late to school without parental permission are considered truant. The penalty for truancy will be the assignment of the student to Extended School for the first offense, suspension for second offense. Subsequent truancy will result in referral for special education services and possible court intervention.

### DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

The Lynnfield Public Schools (District) does not discriminate against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, disability, religion, or age. This procedure has been adopted by the Lynnfield Public Schools to provide a method of prompt and equitable resolution of student and employee complaints of discrimination and harassment. This procedure is designed in compliance with state and federal laws which prohibited discrimination based on the above protected classes, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Act, M.G.L. c. 151C, and M.G.L. c. 76 § 5).

#### Definitions

For the purposes of this procedure:

- A. A "Complaint" is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, disability, or religion.
- B. "Discrimination or harassment" means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion.

#### How to make a complaint

- A. Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal or the relevant Civil Rights Coordinator listed below. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal or appropriate Civil Rights Coordinator.
- B. The Lynnfield Public Schools Civil Rights Coordinator for race, color, national origin, religion, age, gender, gender identity, disability, and sexual orientation is:

Director of Special Services  
Lynnfield Public Schools  
Office of Special Services  
525 Salem Street  
Lynnfield, MA 01940  
Telephone: (781) 581-5140

- C. School staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.
- D. Students and employees will not be retaliated against for making a Complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

- E. Students and employees are encouraged to utilize the district's Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to:

The United States Department of Education  
Office for Civil Rights  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, Massachusetts 02110-1491  
Telephone: (617) 289-0111  
Fax: 617-289-0150  
TDD: 877-521-2172

Program Quality Assurance Services  
Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street, Malden, MA 02148-4906  
Telephone: 781-338-3700  
TTY: N.E.T. Relay: 1-800-439-2370  
FAX: 781-338-3710

### Complaint Handling and Investigation

- A. The school principal shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- C. Under the formal resolution procedure, the Complaint will be investigated by the, the school principal, the Civil Rights Coordinator, or other individual designated by the Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
1. The Complainant shall have the opportunity to present witnesses and other relevant evidence to the investigator.
  2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
  3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
  4. The investigator will keep a written record of the investigation process.
  5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
  6. The investigation and the notification of the outcome to the complainant and the subject of the complaint shall be completed within fifteen (15) calendar days of the date of the receipt of the Complaint
  7. The investigator may extend the investigation period beyond fifteen (15) calendar days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.
  8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
  9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) calendar days described above.
- D. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment including but not limited to:

1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
  2. Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
  3. Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within fifteen (15) calendar days of receipt of the complaint, unless the investigation is extended under the provision described above.
- E. If the Complainant or the student's parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the Civil Rights Coordinator within fourteen (14) calendar days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigative report and may conduct further investigation if deemed appropriate. The Civil Rights Coordinator's decision shall be final, subject to further appeal to the Superintendent.
- F. If the employee or the student's parents or legal guardians are dissatisfied with the decision of the Civil Rights Coordinator, an appeal may be submitted within seven (7) calendar days after receiving notice of the Civil Rights Coordinator's decision. The Superintendent will consider the appeal. The Superintendent's decision shall be final.

## **CLINIC AND HEALTH SERVICES**

Lynnfield Public Schools has a Medical Emergency Response Plan in place for each school building. This plan addresses the actions for the response teams to insure the prompt delivery of emergency services to individuals experiencing a medical emergency during the school day.

Each school has the services of a full-time nurse. Students who become ill during the school day should report to the nurse. It is important that parents complete the emergency contact information sheet which provides the names and telephone numbers of at least two people in addition to themselves to be called in the case of illness. Emergency contacts should be up to date. All telephone calls to parents regarding a dismissal due to illness will be made by the school nurse.

All students using crutches, wearing a cast, a splint, or a brace are to report this information to the school nurse. Gym excuses will be given with a note from a parent/guardian or the physician or at the discretion of the nurse. Any extended absence from gym must have a doctor's excuse. A note from the physician stating that a student may resume physical education/sports must be brought to the clinic before gym activities are resumed.

Students must have a pass to come to the clinic. He/she obtains this pass from his/her classroom teacher. If the visit to the clinic occurs between classes, the pass should be made out by the teacher of the student's next class. Only emergencies are accepted without passes. Students that wish to be dismissed due to illness must receive a dismissal slip from the nurse.

### ***Guidelines for Illness***

Parents are expected to use good judgment in deciding whether a student is well enough to attend school and is not contagious to others. When a student returns to school after an absence, a written explanation for the absence should be sent into the main office. School health policy states that any student with a temperature above 99.8 will be dismissed from school by the school nurse.

Due to the contagious nature of the following conditions, please do not send your child to school if:

1. They have been on conjunctivitis medication for less than 24 hrs.
2. They have vomited or had diarrhea within 24 hrs.
3. They have a severe respiratory infection with cough, sore throat or nasal congestion.
4. They have an undiagnosed rash. They would need a note from their doctor stating their ability to return to school.
5. They have been on strep throat medication for less than 24 hrs.
6. They have had a fever over 99.8 and have not been fever free without the aid of medication for at least 24 hours.

### ***Physical Examinations of Students***

Every student attending public school in the Commonwealth of Massachusetts is required by State Law to have a physical examination within one year before entry into school. The Lynnfield School Department requires physical examinations for every pre-school and kindergarten student. A fourth grade health history is also required. A physical exam is required for entry into seventh grade and also once during high school years.

### ***Health Screenings***

Massachusetts legislation requires specific health assessments at important intervals in children's growth and development.

Vision, hearing and postural screenings are conducted on students in grade 9. Parents are notified only if the student fails to pass the screening. A body mass index (BMI) based on a measurement of a child's height and weight is calculated in grades 1, 4, 7 and 10. Students in grade 10 will have their height and weight measured confidentially. Notification of BMI screenings will be in the monthly newsletter. Objections must be in writing to the nurses' office prior to the screening dates. Results are provided to parents/guardians in writing.

### ***Pediculosis***

Lynnfield Public Schools follows the National Association of School Nurses and the American Academy of Pediatrics standard with respect to the management of Pediculosis (head lice). Students found to have active head lice will be dismissed by the nurse to their parents for treatment. The parent/guardian will be given the Pediculosis Fact Sheet which includes current information on treatment of the lice, treating personal items and guidelines for return to school. They will also be referred to their health care provider for specific recommendations for treatment. Any student who is dismissed from school with an active case of lice must be accompanied by a parent upon their return to school and meet with the school nurse who will examine the scalp after treatment.

### ***Medication Protocols***

The school nurse is the only staff member permitted to dispense medication. Students taking prescription medications including inhalers, epi-pens or over the counter medications in school, must comply with Massachusetts state regulations. The following must be on file in the Health Clinic before medication can be given: signed parent consent; and a medication order signed by the physician. (These forms are available from the school nurse). All medications must be in their original pharmacy or manufacturer labeled container.

**ANY MEDICATION BROUGHT TO SCHOOL, PRESCRIPTION OR OVER THE COUNTER, MUST BE BROUGHT TO THE NURSE!  
STUDENTS ARE NOT PERMITTED TO CARRY MEDICATION ON THEIR PERSON, IN SCHOOL.**

It is requested that parents inform school personnel when their child is receiving or discontinuing medication at home, since some medicines can affect schoolwork and behavior.

With written parental permission on the emergency contact sheet, non-aspirin pain relievers are available for the following conditions: headache, menstrual cramps, dental discomfort, sore throat, minor muscle pain or fever greater than 99.8 degrees. The nurse will notify the parents of students with fevers greater than 99.8 degrees.

Inhaler Policy: Inhalers may be left with the high school nurse. If a parent wishes to allow his/her student to carry an inhaler on his/her person, a note from the student's physician as well as one from the parent are required and should be brought to the school nurse. If a student abuses this policy by sharing his/her inhaler with others, frequently loses it or leaves it at home, the school nurse has the discretion to call the parent and request that the student leave an inhaler in her office.

### **STUDENT IN CRISIS**

When an administrator determines that a child is in crisis, s/he will contact the parent/guardian. If an administrator deems that a student's safety is in immediate jeopardy, emergency services may be called to the school and/or the student may be transported to the nearest emergency room. The administrator may require that the student undergo an emergency psychiatric evaluation. The administrator may request a written confirmation from a professional evaluator that the student is not a danger to him/herself and/or others. When a parent/guardian has notified the administration that they have received safety assurance for their child, a re-entry meeting will be scheduled. The re-entry meeting will include the parent/guardian, student, administrator, guidance counselor, and/or other school support personnel (*adapted from Wellesley High School Handbook*).

### **CORRIDOR PASSES**

Any time a student leaves class, study, or any other area during class time it is necessary for that student to have in his/her possession a pass signed by the authorizing teacher with the time of departure and destination on that pass. Students found in violation of the policy will face the following consequences: for first offense, a warning; for second offense two detentions; for third offense Extended School. Subsequent offenses will result in suspension.

### **DISMISSAL FROM SCHOOL**

A student who needs to be dismissed from school during the day must submit written notice of the reason and the time of the dismissal, along with a daytime parental phone number, on arrival at school.

**Emancipated minors may request dismissal, but an administrator must grant approval.** Due to state-mandated time requirements, students will not generally be dismissed for non-medical appointments during the school day. Students who are dismissed are encouraged to return to school if circumstances allow them to do so.

### **ELECTRONIC DEVICES**

The administration of LHS recognizes and appreciates how mobile devices can be used as legitimate learning tools in the classroom. For these purposes only, students may use these devices under the direction of the classroom teacher. However, personal use of



these mobile devices are not permitted in classrooms, corridors, locker rooms, and bathrooms, since they can be disruptive to the educational process. Students who use and carry cell phones for personal use must keep them turned off during the school day, except during his or her assigned lunch. If a student needs to contact a parent, family member, or someone else outside the lunch period, he/she may do so by using the phone in the main office or through permission from administration. Repeated violations of this rule will result in disciplinary action.

Students who use an iPod or MP3 player to and from school must put it away before they enter the building. Radios/CD players, iPods, MP3s, headsets, cellular phones, calculator games, and other electronic devices are not appropriate for use in the school building, unless used for educational purposes under the direction of the classroom teacher or media center staff.

The recording of video, picture-taking, and/or posting of such on the Internet is strictly forbidden at any time during the school day. Furthermore, during any school-sponsored activity no photographs, pictures, or electronic images may be taken or transmitted without the expressed consent of the individuals whose photo, picture, or electronic image is taken. Violation of this policy will result in disciplinary action.

### **EMANCIPATED STUDENTS (OVER 18)**

Students who attain the age of 18 may choose to write their own notes and sign in place of parents. In order for this to occur the student must arrange for this through an administrator. Notes and requests for excused absence, tardiness, and dismissal will undergo the same scrutiny as any note received from a parent. **The administration will reserve the right to determine whether to honor the request.**

### **EXTENDED VACATION POLICY**

Except in cases of illness and extenuating circumstances, students are expected to be present when school is in session. Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods. Students attend school 180 days with vacations built into the school calendar.

Should a parent choose to keep a student out of school for reasons other than illness or extenuating family circumstances, teachers will provide the normal range of assistance upon the student's return to school. However, it is the student's responsibility to identify and make up missed work. No advance assignments will be provided to students and the school and the individual teacher(s) will not assume responsibility for providing individual tutoring or extensive individual help for the student when he/she returns. This policy shall not supersede other school policies regarding student attendance.

### **EXTRA HELP / TUTORING**

#### **EXTRA HELP**

Students who need extra help are encouraged to see their teachers to arrange a time for that help, either before school, after school, or during a study hall.

#### **TUTORING**

Tutoring is available through the National Honor Society. Students/parents interested in such assistance should contact NHS advisors.

### **FIRE DRILL / EMERGENCY PROCEDURES**

During emergency situations students are to follow the evacuation directions given by the teacher/staff member in charge. Once outside the building students are to remain with their group in designated locations near the building. It is important that main walkways and entryways are kept clear for responding emergency personnel and vehicles. Students are not to enter their vehicles during such situations. Specific directions for the return to the building will be given after the emergency professionals have assessed the situation.

### **FUNDRAISING**

#### **(File JJE)**

In general, the committee disapproves of fund-raising in the community by students for school activities. Especially discouraged is the door to door solicitation by students of goods, such as magazines, candy, and similar items. All fund-raising activities must have the prior approval of the Superintendent.

Exceptions to this policy will be:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances.
2. Sale of advertising space in school publications.
3. A fund-raising activity approved by the superintendent.
4. Proposals to raise funds for charitable purposes or for benefit of the school or community (i.e.: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building principal and superintendent.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent

## STUDENT ACTIVITY FUNDS (File JJF)

Student activities funds may be raised and spent to promote the general welfare, education and morale of all students and shall finance authorized activities of student organizations and the District.

Student activity funds are considered a part of the total fiscal operation of the District, and therefore are subject to the policies and regulations established by the Board and the Office of the Superintendent. The funds shall be managed in accordance with sound business practices—including sound budgetary and accounting procedures as well as audits—in the same manner as other District funds.

Authorized clubs, organizations and other extracurricular groups within the schools may use District facilities and equipment for fund raising if such use does not create an additional direct cost to the District or does not conflict with school use. If additional cost is incurred, the club or organization shall pay such cost. If permission to use District facilities is granted, the building principal will make that decision.

## HIGH SCHOOL ACTIVITY FUNDS

Students who handle school funds such as dues, fund raising money, income from social functions, etc., are to deposit such funds in the school office on a daily basis. A separate account will be maintained for each student organization. The school is not responsible for any money that has not been properly deposited.

## GRADE-POINT AVERAGE

Lynnfield High School uses a weighted grade-point-average (GPA) system. All courses (including Physical Education), with the exception of online courses, are counted towards Grade Point Average. The GPA is calculated by assigning a numerical value to each letter mark and then deriving an average from these numerical equivalents. GPA will be calculated by including grades from all courses with the number of attempted credits as the base.

Periodically each student's Rank-in-class is determined from the cumulative GPA. All letter marks earned in grade nine and after are used in this computation. Pass/Fail grades are not included. Each student's official rank-in-class used in the college admissions process is issued on or about October 1 of a student's senior year. The final posting of Rank-in-class appears on a senior's final transcript that is issued to colleges and universities on or about July 1. Official GPA and Rank-in-class will not be calculated for students who are enrolled in LHS for less than six and one-half semesters.

## MARK WEIGHT TABLE

Mark	Range	AP Course	Honor	Non-Honor
A+	97-100	5.375	4.945	4.300
A	93-96	5.000	4.600	4.000
A-	90-92	4.625	4.255	3.700
B+	87-89	4.125	3.795	3.300
B	83-86	3.750	3.450	3.000
B-	80-82	3.375	3.105	2.700
C+	77-79	2.875	2.645	2.300
C	73-76	2.500	2.300	2.000
C-	70-72	2.125	1.955	1.700
D+	67-69	1.625	1.495	1.300
D	63-66	1.250	1.150	1.000
D-	60-62	0.875	0.805	0.700
F	0-59	0.000	0.000	0.000

## CALCULATION OF FINAL GRADES

To calculate final grades at the close of the school year, each quarterly average is worth 20% and the mid-term exam and final exam are each worth 10% of the final average.

## HONOR ROLL

All graded courses are counted towards Honor Roll. Honor Roll will be calculated using weighted grades for all courses and the number of attempted credits as the base. No student with a mark of **incomplete** will be eligible for Honor Roll status. Upon completion of make-up work, the student will become eligible.

## REQUIREMENTS

High	3.75
Honors	Average
Honors	3.40
	Average
Credit List	3.00
	Average

## **GUESTS**

Students who wish to have a guest must submit a written request to an administrator at least one day in advance. This parental permission note should state the name of the individual who is to visit and the reason for the visit. Additionally, written permission from the guest's parents and verification that the visiting student has no school on the day of the visit is also required. It is expected that students who have guests will see to it that their guests are informed of the rules and expectations for behavior at Lynnfield High School. Please do not invite a guest at the following times: the day before a holiday; the day before a school vacation; during mid term or final exams.

Guests may be permitted to attend school dances provided the following conditions have been met:

1. The guest is a Lynnfield resident of high school age.
2. Guests must submit an emergency card to the office at least 48 hours before the event.
3. Guests must abide by all LHS rules; Disciplinary infractions by guests will be reported to their schools.
4. One guest will be permitted per sponsor.

## **GUIDANCE**

School counselors provide small groups and individual counseling to address school-based issues. Parental consent is obtained whenever students are regularly scheduled for counseling services. In addition, guidance counselors assist with specific social/behavioral situations on an as-needed basis. The counselor also serves as consultant to classroom teachers, ancillary staff, and parents. Teachers and parents may initiate a referral for counseling through the principal, assistant principal, or other appropriate staff member.

At the high school, the guidance program primarily focuses on the college admissions process and/or transitions to the world of work. Currently, over 90% of LHS graduates pursue higher education.

The Guidance and Counseling program at Lynnfield High School has been founded on the premise that each student is important as an individual. By means of counseling and testing, the individual discovers his/her interests, abilities, and potential so that he or she may become a more effective student and be able to make intelligent decisions throughout his/her high school career. As a further aid in this decision the guidance facilities include a comprehensive occupational information file, together with college and school catalogues, which students may either borrow or peruse during regular appointments.

When students have questions about course selection, college selection, or just need a person to talk over concerns and problems, the guidance office is an important place to go. Counselors are there to help, to listen, to suggest, and to act as student advocates with other school personnel and/or parents. Students wishing to see a counselor are encouraged to stop by the guidance office and make an appointment.

If parents have concerns about their child they should contact that student's guidance counselor. In certain situations that counselor may obtain Informal Progress Reports from teachers. These reports may help to assess problems and/or may be a valuable instrument of communication for the parent and the school. Informal progress reports are designed for short-term assessments. They are not intended to remain in effect for long periods of time.

## **GYMNASIUM**

Students are not to use the gym, weight room, or exercise areas without staff supervision. Violations of this rule will result in disciplinary action.

## **HOMEROOM**

Homeroom will be held periodically, as needed. It is most important that all students be in homeroom and seated before the bell. Homeroom time should not be a time for students to run errands or see teachers. All students are expected to be in homeroom and to remain there for the entire homeroom period.

## **HOME EDUCATION (IHBG)**

Please refer to file IHBG of the Lynnfield Public Schools Online Policy Manual for procedures and requirements.

## **HOMEWORK**

At home, both a designated study area and designated homework time assist in underscoring the importance of schoolwork. The amount of time necessary for completion of homework assignments will vary from class to class. In general, homework is assigned each night in each class.

### Academic Support Plan

This plan was created in an attempt to ensure the academic success of all of our students. Many of our students have been identified as having ample ability but are unwilling to do the necessary work for success, mainly homework. Students are recommended to this plan by our Student Support Team. The plan is comprised of a mandatory weekly progress report. Teachers will indicate either a satisfactory or unsatisfactory effort in their class. A student may earn a satisfactory report by either completing all assigned homework or combining a majority of completed homework along with after school extra help sessions. Academic Support sessions are held on Tuesdays, Wednesdays, and Thursdays from 2:30-4:00 p.m. Once a student is recommended by the team, an initial meeting will be set up with parents/guardians where all parties will be asked to sign a contract outlining the requirements of the plan. If a student maintains a significant improvement in effort and grades, they may petition the Student Support Team for removal from the Academic Support Plan.

### **HONORS/ADVANCED PLACEMENT COURSES**

Honors and Advanced Placement courses are described in the Program of Studies, and additional information may be requested from teachers and counselors. All students are eligible to apply for admission to honors courses at the time of course registration each year. Honors students earning a B- or better each quarter will be encouraged to continue at the Honors level. Complete information is available in the Honors Courses Application Packet that is distributed during the course selection process each year.

### **INSURANCE**

The opportunity for insurance covering accidents and dental benefits is made available at the start of each school year. This is offered through a private insurance company. There are fees for this optional coverage.

### **LIBRARY MEDIA CENTER**

The LHS Library Media Center is a place to read, study, investigate, and explore. Students who wish to spend their studies in the Library need to get a pass from the library staff to come to the library. Library passes are color-coded and are given out on a first come first serve basis. Library pass availability will be determined by usage and availability of the space and personnel.

Students go to their assigned study hall and their study teacher takes attendance for them. Students bring their passes to the library and give them to the library staff.

Students who have to do a quick task such as printing out a paper, photocopying, choosing a book, etc. may come to the library before school, after school, or from a study with the classroom plastic colored pass one at a time.

#### ***Lunch Period:***

The library media center is open to students having lunch. When students come from their lunch, they do not need a pass. There are no passes given out for lunch block study. When a student's study hall falls during lunch block, they must report to his/her study.

#### ***Library Media Center Rules:***

1. Only water is permitted in the library.
2. Students can spend one study a day in the library.
3. Students using the media center must be respectful to other people using the space. All electronic devices that require audio should be used with headphones to avoid disrupting other people. Failure to do so will result in removal from the media center.
4. All media center computers and personal devices should be used appropriately in accordance with the school's acceptable use policies.
5. To leave the library to use the restroom, go to a locker, etc., use the plastic library pass one at a time.

Students not respecting library rules will be sent back to their studies and will lose library privileges at the discretion of the library media staff and the school administration.

#### **Makerspace:**

Students who wish to use the makerspace must have permission from the media center staff.

Students using the makerspace are expected to clean up after themselves.

### **LOCKERS**

Each student will be assigned a locker. Although provided for student use, lockers are school property and the school reserves the right to search lockers at any time. Students have no expectation of privacy in the contents of their lockers. Lockers should remain locked at all times when not being accessed by the student to which the locker is assigned. It is strongly recommended that students not share lockers or combinations with others, as the school will not be responsible for lost or stolen items. In most cases, students are assigned to the same locker for their entire stay at the high school. Only administrative approval can effect a change in locker assignment. Locker use is prohibited for students during the lunch periods.

### **LOST AND FOUND**

Students who lose items should look for them in the office. Be sure to check with the receptionist. Students who find property should turn it into the receptionist in the office. Lost items turned into the office will be held for thirty days. After that time, property will be given to the person who turned it in, given to charity, or disposed of.

### **MAKE UP WORK**

Students are expected to make up work missed within a reasonable time as defined by the classroom teacher based on the length of absence. Generally, one school day for each day missed will be allowed for make-up. In general, all missed work should be made up within two weeks. Parents may call the main office to arrange for work to be picked up in the case of extended illness.

If a student receives an incomplete on his / her report card the student has until the mid-point of the next consecutive quarter to make up the required work, at which time the quarterly average will be changed to reflect the grade earned. Incompletes remaining at the close of the quarter will be changed to F's. Any exception to the above listed procedures will be subject to the recommendations of the teacher and approval of the principal.

### **NATIONAL HONOR SOCIETY BY-LAWS**

Copies of the NHS by-laws and qualifications for inclusion are available on the high school website.

### **NON-CUSTODIAL PARENT'S RIGHTS TO INFORMATION**

#### **School Committee Policy File: KBBAA**

Unless there is a court order to the contrary, a non-custodial parent of any public school student has the right to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request to the child's principal. Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a). The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school. Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, 34H, 603 CMR 23.07.

### **NO SCHOOL ANNOUNCEMENTS**

When it becomes necessary to cancel school because of poor weather, no-school announcements will be made over channels 4, 5, and 7. If there is no announcement regarding school closing, school meets as usual. Connect-Ed, an automated calling system, will also be used in these circumstances.

### **PERSONAL TRAGEDIES**

Lynnfield High School has established a team of professionals who are available to help members of the school community deal with personal and/or public tragedies. If you are involved in such a situation or if you are aware of a situation that involves a member of the high school community, please contact guidance, the school nurse, or an administrator with that information.

### **PHYSICAL RESTRAINT**

#### **(File JKD)**

In accordance with Massachusetts regulations and Department of Education Policy, physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. 603 CMR 46.00. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or member of the school community from imminent, serious physical harm.
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

The only school personnel to restrain children are those who have been trained through an approved Restraint Training Program.

The only restraints to be used are taught by the approved Restraint Training Program. Within 24 hours of a restraint of five minutes or longer or that results in injury, a written restraint report shall be provided to the principal and parents. Written notice will also be provided to the Department of Education in the event of any extended restraint of a student.

### **PROGRAM OF STUDIES**

The *Program of Studies* is given to students and parents each spring. It contains course offerings, course descriptions, and requirements for graduation. All students must follow the given sequence of courses described in the program of studies. Students who take outside courses, i.e. summer or evening classes, may not receive credit or substitute for a required course without administrative approval.

### **PROMOTION REQUIREMENTS**

Students are assigned to homeroom by year of graduation. Normally, students are in the same homeroom for four years. Students who

do not make normal progress toward graduation will be reassigned to a homeroom for the following year of graduation. For advancement to grade 10, students must earn a minimum of 25 credits; to grade 11 a minimum of 50 credits; to grade 12 a minimum of 75. Students earning less than the minimum number of credits will be placed in a homeroom assignment below his/her year of graduation. If that student makes up the necessary credits he/she can be moved back to a homeroom assignment in his/her original grade level. Students need 108 credits to graduate.

### **PROTECTION OF VALUABLES**

The school is not responsible for loss or damage of personal property. Valuable articles and large amounts of money should be left with an administrator or secretary for placement in the school vault. Lockers should always be locked.

### **PUBLIC COMPLAINTS**

#### **(File KE)**

Although no member of the community will be denied the right to bring their complaints to the committee, they will be referred through the proper administrative channels for solution before investigation or action by the committee. Exceptions will be made when the complaints concern committee actions or committee operations only.

The committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the committee and then placed in the official files.

Matters referred to the superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

### **RESIDENCY**

Except for students participating in the METCO program, in accordance with Massachusetts General Law, Chapter 76, Section 5 students must reside in the Town of Lynnfield in order to attend the Lynnfield High School.

### **SCHOOL PSYCHOLOGIST**

There is a school psychologist at the high school who provides a wide range of services available to all students. These services include diagnostic testing for students who might be experiencing academic and/or emotional difficulties, short and long-term counseling for school-related issues and crisis intervention. The school psychologist also works very closely and in collaboration with administrators, teachers, counselors, parents, outside professionals, and other agencies in order to better assist student needs.

Students seeking assistance from the school psychologist can make arrangements through the guidance office or by contacting the psychologist directly.

### **SCHOOL RECORDS**

#### **(File JRA)**

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, yet be guarded as confidential information.

The superintendent will provide for the proper administration of student records in keeping with state and federal requirements.

The temporary record of each student will be destroyed no later than seven (7) years after the student transfers, graduates or withdraws from the school district. Former students desiring information from their records may obtain it by requesting such information from the principal before the date of destruction. Student transcripts shall be maintained for sixty (60) years following the Student's graduation, withdrawal or transfer from the school district.

Non-directory information in your records is confidential and cannot be shared with anyone outside the school without written permission from you (if 14 years of age) or your parents. To prohibit or limit the release of directory information such as your name, address, grade, age, etc. to third parties or entities, including military recruiters and/or institutions of higher education, your parents must send written notice of their objection to the release of such directory information.

It is the practice of the Lynnfield Public Schools to forward the student record of any student who transfers to another public school district upon request of the receiving district.

### **SENIOR EXEMPTION FROM FINAL EXAMS**

If a senior has an A- average or better in a class, then he or she may be exempt from the class's final exam at the discretion of the teacher. Students who take an AP exam may also be exempted from the class's final exam at the discretion of the teacher. Seniors who take a semester course first semester may also be exempted at the discretion of the teacher.

### **SPECIAL EDUCATION**

Special Education, as provided by state and federal laws and regulations, is designed to identify and provide services to students with disabilities who are not progressing effectively in regular education due to a disability. Parents and students fourteen (14) years of age or older may make a referral to the Special Services Department by contacting Kara Mauro, the Director of Special Services, at (781) 581-5140.

### **SPECIAL EDUCATION PROGRAM OBSERVATION POLICY (IHBA)**

Effective January 8, 2009 (M.G.L. Chapter 71B, Section 3). Contact the Team Chairperson (Principal's designee) at your child's school to facilitate an observation of his/her special education program. Refer to the Lynnfield Public Schools Online Policy Manual for all additional information pertaining to this policy.

### **STAYING AFTER SCHOOL**

Students who are asked to stay after school for academic reasons or for disciplinary reasons are expected to keep appointments as requested by the teacher. It is reasonable that the student be given an opportunity to make provisions to keep that appointment. In most circumstances one day's notice is sufficient to make such arrangements. Failure to stay will result in the assigning of office detention and the scheduling of a day after school to satisfy the original obligation.

### **STUDENT DRESS CODE**

#### **(File JICA)**

Student dress should be within reasonable limits and should not be extreme. Personal appearance dress or grooming must not disrupt the educational process or threaten the health or safety of any individual. No clothing or jewelry may be worn which causes disruption or disorder within the school, such as:

- Tank tops, tube tops, halter tops, tops that bare the midriff, or short skirts/short shorts;
- Clothing that reveals undergarments;
- Clothing that is designed as beach wear;
- Hats, caps, bandanas, scarves or other headgear within school buildings except as such headgear is worn in the context of respectful religious observance.

Students will have the opportunity to change the offensive appearance or attire before being disciplined. Students are expected to adhere to the dress code as indicated in their student handbooks. Additionally, building administrators shall have within their authority the right to determine inappropriate dress, and to discipline students for repeated infractions.

### **STUDENT ORGANIZATIONS**

#### **(File JJA)**

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

If a building administrator deems that prior School Committee approval is required because of the nature of the organization or its activities, the administrator and the student group will be given the opportunity to appear before the School Committee to seek their approval.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also policy JICF). All forms of hazing in initiations shall be prohibited in a student organization.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

The principal is responsible for determining that the purpose of a student organization or club is related to the overall School District

goals. The principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school, and the principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the principal's decision.

## **STUDENT PUBLICATIONS**

### **(File JICE)**

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views within limitations comparable to those imposed on all citizens but specifically designed for children and youth in a school setting.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

The superintendent will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution.

Review of content prior to publication is not censorship, but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the school system) enjoys freedom to determine what it will and will not publish.

### **Distribution of Literature**

Students have a right to the distribution of literature on school grounds and in school buildings, except that the principal may prohibit the distribution in school buildings of a specific issue or publication if it does not comply with rules for responsible journalism. The principal may require that no literature be distributed unless a copy is submitted to him/her in advance.

The time, place, and manner of distribution of literature will be reasonably regulated by the principal.

## **STUDENT TRAVEL ABROAD**

Lynnfield High School recognizes that the opportunity to spend a year in another country has great value. However, students are still responsible for completing all LHS graduation requirements. Some of these requirements may be met through:

- courses taken while abroad
- local college course(s)
- increased course load upon return to LHS

All of these alternatives must be approved by the administration prior to the close of the school year previous to the travel experience. Course descriptions must be provided by the student to determine what courses are comparable to LHS.

Any student participating in a full year travel abroad will not receive a final rank in class or an official GPA.

## **DIRECTED STUDY HALLS**

The purpose of the directed study hall period is for students to be able to be engaged in meaningful academic work through the entire period. During this time, students are expected to do homework, read material related to class work, study, and/or review in preparation for class. Students must adhere to the following study hall requirements:

1. No card playing or other games allowed.
2. Follow directions for seating and study behavior.
3. Be on time and prepared with books and work.
4. No food and/or drink are permitted with the exception of water (except study halls in cafeteria).
5. Mobile electronic devices of any kind may not be used except for appropriate educational purposes as specifically approved by the teacher.
6. Any time a student leaves a study it is necessary for that student to have in his/her possession a pass signed by the authorizing teacher with the time of departure and destination on that pass. Only one student may leave the room at a time.
7. Students may leave study only with a pass in advance and permission from the study hall teacher. This pass must be given directly to the study hall teacher who will sign the student out.
8. Students may not use hall passes at the beginning or end of class.
9. Students may sign up to use the library media center for a specific study the day before, in the morning, or right before the period. They may not sign up



anyone else. All students should come directly to the media center, not to their study if they need to use the library during a study period. Attendance will be taken by the media center specialist.

10. Students may work together only if the supervising teacher has given permission to do so.
11. Study time should be quiet so that all present may have the opportunity to work constructively.
12. Students in cafeteria study halls may sit outside within close proximity to front of school at the study hall teacher's discretion.

### **SUMMER SCHOOL**

Students failing courses will ordinarily repeat them unless circumstances make it inadvisable to do so. Before a student is allowed to make up a failure in summer school, he/she must be recommended by the subject teacher and approved by the administration.

Students must have at least a 50% average for the year and have passed at least one quarter each semester in order to make up a course in summer school. Students who are removed from a class for disciplinary reasons or not approved by the administration, will not be allowed to make up the course in summer school, but will have to repeat the course during the following school year.

Summer school courses taken for purposes of previewing or reviewing a course do not receive credit. Approval is not needed for these courses. These enrichment courses do not appear on a student's Lynnfield High School transcript.

### **TESTING PROTOCOL**

The following standards will be established when testing takes place within the classroom and during mid-term and final exams:

1. Teachers will walk around the classroom when tests are being given.
2. Teachers will enforce total silence.
3. Teachers will review expectations prior to beginning a test.
4. Students will come prepared to tests with appropriate materials.
5. Students will remain in the classroom during the duration of the testing period unless given the specific permission of the teacher.

### **VOLUNTEERS**

The high school welcomes volunteers. Volunteers work in classrooms on special projects, chaperone students on field studies, and provide assistance during the many school-sponsored programs and activities. Volunteers are asked to sign in and out at the office. Volunteers abide by strict confidentiality standards.

**C.O.R.I. Requirements (File ADDA):** It shall be the policy of the Lynnfield Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I.) from the criminal history systems board of prospective 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.

### **WORK PERMITS**

Work permits can be obtained in the Guidance Office.

### **WORK-STUDY**

Students may earn credits toward graduation through a work-study contract. Credits will be granted at the rate of 1 credit per 48 hours of employment. The credit to be earned through work-study will not exceed 5 credits per year with a maximum of 10 credits toward a diploma. Students must satisfy all course requirements for graduation. Work-study credits will be granted only for hours of employment performed after the contract is approved. The work-study contract will be approved by the principal, monitored by a guidance counselor, with appropriate documentation from the employer.

### **STUDENT RULES AND REGULATIONS/CODE OF CONDUCT**

#### **ASSEMBLY PROGRAMS**

Assemblies or any gathering of students are held for numerous reasons. They may include class meetings, pep rallies, outside presenters, etc. It is important that the following guidelines be adhered to:

1. Students should enter quickly and quietly in order for the program to begin on time.
2. Students should move immediately to the front rows or the designated seating areas, and fill in every seat.
3. It is essential that the audience show good manners so that everyone can hear and enjoy the presentation.

Failure to comply with these rules and/or failure to use common courtesy will result in the offender being asked to leave the presentation. In addition, his/her parents will be notified that disciplinary action was necessary. That action could include: detention, denial of attendance at future assemblies, and/or suspension.

# **BULLYING/HARASSMENT**

## **Lynnfield Public Schools**

### **Bullying Prevention and Intervention Plan**

- I. Leadership
- II. Training and Professional Development
- III. Access to Resources and Services
- IV. Academic and Non-Academic Activities
- V. Policies and Procedures for Reporting and Responding to Bullying and Retaliation
- VI. Definitions
- VII. Relationship to Other Laws
- VIII. Problem Resolution System

#### **I. Leadership**

The Lynnfield Public Schools recognizes that all stakeholders must be involved in the continuous development and assessment of its policies and procedures regarding bullying and retaliation. Lynnfield Public Schools is committed to working with: faculty, staff, Lynnfield Police Department, parents and community members to address the issue of bullying and retaliation.

#### **Task**

#### **Person(s) Responsible**

- |  |   |
|--|---|
| 1. Receiving reports on bullying       | Principal, Asst principal, school psychologists, and counselors |
| 2. Collecting and analyzing data       | Principal, Assistant principal and/or designee                  |
| 3. Creation and accessing reports      | Principal, Assistant principal                                  |
| 4. Planning professional development   | Principal, Assistant principal                                  |
| 5. Planning students supports          | Principal, Assistant principal, school psychologists, faculty   |
| 6. Choosing/implementing curricula     | Principal, Wellness educators, department heads                 |
| 7. Developing/revising policy          | ALT, School Committee   |
| 8. Amending handbooks/codes of conduct | Assistant principal, FAC, school councils                       |
| 9. Leading parent engagement           | ALT, PTO, School Council, PAC                                   |
| 10. Review/update plan                 | Principal, Assistant Principal, FAC                             |

#### **II. Training and Professional Development**

The Lynnfield Public Schools, under M.G.L. c. 71, § 37O, are committed to providing ongoing professional development and/or training for all staff, including but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and paraprofessionals.

**A. Annual staff training on the Plan.** Annual training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

**B. Ongoing professional development.** The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

**C. Written notice to staff.** The school or district will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, and bullying of students by school staff, in the school or district employee handbook and the code of conduct.

### III. Access to Resources

#### A. Identifying and Accessing resources.

Lynnfield Public Schools offers a number of resources to support students and their families. Referrals for such services are made by a team of professionals who may include teachers, school psychologist, school nurses and administrators. Outside service referral resources are available with school psychologists and school administrators. Lynnfield Public Schools offers the following resources and support programs:

- **School psychologists/guidance counselors** All levels
- **Advisory Program** LHS
- **Mentoring Program** LMS
- **Crisis Team** All levels
- **Social Skills Groups** HHS, SSS & LMS
- **Individual counseling by School Psych.** All levels
- **Student Leader Advisors** LHS

#### B. Students with Disabilities

As required by M.G.L. c. 71B, § 3, and amended by Chapter 92 of the Acts of 2010, when the IEP Team determines a student has a disability that affects the development of his/her social skills or the student, because of his/her disability, participates in or is vulnerable to bullying, harassment, or teasing, the Team will consider what should be included in the IEP to develop in the student the skills necessary to avoid or respond properly to bullying, harassment, or teasing.

### IV. Academic and Non-Academic Activities

A. Specific bullying prevention approaches. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- using scripts and role plays to develop skills;
- empowering students to take action by knowing what to do when they witness other students or school staff engaged in acts of bullying or retaliation, including seeking adult assistance;
- helping students and staff understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance;
- emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies;
- enhancing students' and staff skills for engaging in healthy relationships and respectful communications; and
- Engaging students and staff in a safe, supportive school environment that is respectful of diversity and difference.
- Using literature as a basis for positive decision making, self-advocacy, empowering students and staff to help others and reporting observed incidents

B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- Encouraging adults to develop positive relationships with students;
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the Internet safely; and
- supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

### V. Policies and Procedures for Reporting and Responding to Bullying and Retaliation

Bullying of any type has no place in a school setting. The Lynnfield Public Schools will endeavor to maintain a learning and working environment free of bullying, cyber-bullying, and/or retaliation.

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or of damage to his property
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Examples: (if repeated)

- Intimidation, either physical or psychological
- Threats of any kind, stated or implied
- Assaults on students, including those that are verbal, physical, psychological and emotional
- Attacks on student property
- Damaging rumors
- Social isolation.
- Cyber-bullying (as defined in M.G.L. c.71, s.370) - bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:
  - the creation of a web page or blog in which the creator assumes the identity of another person or
  - the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying; and
  - the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Examples

- Sending derogatory, harassing or threatening email messages, instant messages, or text messages
- Creating websites that ridicule, humiliate, or intimidate others
- Posting on websites or disseminating embarrassing or inappropriate pictures or images to others

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

Reporting Procedures:

Staff: Any staff member who witnesses or becomes aware of an act of bullying or retaliation should report it to the Principal, Assistant Principal, or an administrator immediately, or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor.

Students, Parents/Guardians, and Others: If any other person witnesses or becomes aware of an act of bullying or retaliation, it is expected that they will report it to the Principal, Assistant Principal, or an administrator immediately, or to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor. A student or staff member who knowingly provides false or misleading information regarding an act of bullying or retaliation will be subject to disciplinary action.

Anonymous Reporting: Anonymous reports may be made using the Incident Reporting Form available in the main office of each school and online on the district web page. An investigation will be conducted; however, no disciplinary action may be taken against a student or staff member solely on the basis of an anonymous report.

Reporting to Parents/Guardians: The Principal, Assistant Principal, or administrator will notify the parent/guardian of the alleged target and the alleged aggressor of a report as soon as possible. If the alleged target and the alleged aggressor attend different

schools, the Principal or Assistant Principal receiving the report will inform the Principal of the other student's school, who shall notify the student's parents/guardians of the report and procedures.

**Reporting to Local Law Enforcement:** If the Principal, Assistant Principal, or administrator has a reasonable basis to believe that the incident may involve criminal conduct, he or she will notify the appropriate local law enforcement agency. If an incident occurs on school grounds and the aggressor is under the age of 21 and no longer enrolled in a local school district, the Superintendent will notify the appropriate local law enforcement agency.

**Reporting to Administrator of Another School District or School:** If the incident of bullying or retaliation involves students from several schools, the Principal or Assistant Principal receiving the report will contact the Principals at the other students' schools so that they can then take appropriate action.

**Investigation:**

The Principal or Assistant Principal will promptly investigate any report of bullying or retaliation. The following are general phases of an investigation:

1. **Pre-Investigation:** Upon receiving a report of bullying or retaliation, the Principal or Assistant Principal will immediately assess whether the need to protect and support an alleged target or aggressor is necessary. This may become evident before or after interviewing witnesses depending on the individual circumstances.
2. **Written Documentation:** The investigator will take detailed notes from the complainant to determine exactly what happened.
3. **Interviews:** The investigator will take detailed notes from the alleged target, aggressor, and relevant witnesses in an appropriate order. All parties should be reminded of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.
4. **Confidentiality:** The investigator will make every attempt to protect the confidentiality of the complainant and witnesses, while balancing the obligation to investigate and address the incident first and foremost.
5. **Determination:** The investigator will make a final decision based on the perspective of a reasonable person. If an act of bullying or retaliation is substantiated, the investigator will take reasonable steps to prevent any further acts, while taking into consideration the aggressor's needs as well. In other words, "disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior" (Chapter 92, sec. 5). The investigator may take disciplinary action, provide safety measures, set-up further educational needs, restrict from participation in school activities, promote communication going forward, and/or create an Action Plan to assist the target going forward.

**Follow-up:**

Once the investigation is complete, the investigator will promptly notify parents/guardians of both the target and aggressor of the investigatory procedures already taken. The parents/guardians of the target shall be notified at this time of any possible action taken to prevent any further acts of bullying and/or retaliation. The investigator may NOT disclose any specific disciplinary procedures instituted against any other students or staff members, including the aggressor, under the Family Educational Rights and Privacy Act (FERPA) to third parties, including the target's parents/guardians. The district will record and maintain the report of the complaint, and any possible action taken by the investigator.

## VI. **Definitions**

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

**ALT:** Administrative Leadership Team which includes the superintendent, Director Special Services, Director Finance-Special Programs, Principals and Assistant Principals

**Bullying**, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

1. Causes physical or emotional harm to the target or damage to the target's property;
2. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
3. Creates a hostile environment at school for the target;
4. Infringes on the rights of the target at school; or
5. Materially and substantially disrupts the education process or the orderly operation of a school.

**Cyberbullying:** is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyber-bullying.

**FAC:** Faculty Advisory Council

**Hostile environment:** as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**PAC:** Parent Advisory Council

**PTO:** Parent Teacher Organization for each school building

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

**School Staff:** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

**Target:** is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

## VII. Relationship with other Laws

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, religion, ancestry, national origin, sex, socioeconomic status, academic status, gender identity or expression, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, M.G.L. c. 71, §§41 and 42, M.G.L.c 76 § 5, or other applicable laws, or local school or district policies, or collective bargaining agreements, in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

## VIII. Problem Resolution System

Chapter 86 of the Acts of 2014 amended Section 37O of chapter 71 of the General Laws to include (g) (v):

The Plan shall inform parents or guardians of the target about the Department's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. This information will be made available in both hard copy and electronic formats. Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>; emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu), or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

### SEXUAL HARASSMENT (File JBAA)

All persons associated with the Lynnfield Public Schools including, but not necessarily limited to, the committee, the administration, the staff, and the student, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

The Lynnfield School Committee will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit the School Committee's authority to discipline or take remedial action for workplace or school conduct which it deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### Definition of Sexual Harassment:

Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Superintendent will annually appoint a primary sexual harassment grievance officer for the district who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below. Further, the Superintendent will also appoint a second sexual harassment grievance officer, so that, at the desire of the person bringing forward a sexual harassment complaint, a male or a female grievance officer would be available to process the complaint.

The primary Sexual Harassment Grievance Officer is:

Jane Tremblay, 262 Summer Street, Lynnfield, MA  
Lynnfield, MA (781) 334-5830

The secondary Sexual Grievance officer:

Kevin Cyr, Assistant Principal, Lynnfield High School  
275 Essex Street, Lynnfield, MA (781) 334-5820

Confidentiality:

All matters involving sexual harassment complaints will remain confidential to the extent possible, so as not to prejudice the parties or undermine the integrity of the investigation of a complaint.

Procedure:

1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident(s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
  - c. The grievance officer will hold as many meetings with the parties as is necessary to obtain or gather the facts.
  - d. On the basis of the grievance officer's perception of the situation he or she may:
    - 1) Attempt to resolve the matter informally through reconciliation.
    - 2) Report the incident and transfer the record to the superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the School Committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. If it is determined that inappropriate conduct has occurred, the School Committee will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with contact information for government agencies that handle sexual harassment matters

**BUS CONDUCT**

**(File JICC & JICC-R)**

The authority for enforcing School Committee requirements of student conduct on buses will rest with the principal.

To ensure the safety of all students who ride in buses, it may be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

Procedures for Drivers and Parents

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school principal. He/she will report the incident in writing to the parent concerned, with a copy to the superintendent.

2. In case of a repetition by the same student, the principal will suspend the student's transportation privileges with written notice to the parent. A copy of this notice will be sent to the Superintendent.
3. After a second offense and a conference with the appropriate administrator, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.
4. If the offense constitutes a major hazard, no warning need be given and the principal may suspend a student from the bus and notify the parents and the bus driver.

#### Loading and Unloading at Bus Stop

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed at all times by the riders.

#### Required Conduct Aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Instructions and directions of the driver must be followed at all times by the riders.
5. Smoking is prohibited.
6. The following disturbances are prohibited:
  - Pushing or wrestling
  - Annoying other passengers or disturbing their possessions
  - Talking to the driver
  - Throwing objects within the bus or out of windows
  - Climbing over seats
  - Opening or closing windows
  - Leaning out of windows
  - Littering the bus
7. All School rules set forth in this Handbook shall apply on school provided transportation.
8. Parents will be held responsible for any defacing or damaging of the bus.

#### **CAFETERIA / EATING**

It is the responsibility of all students to clean up and keep the cafeteria suitable for those who eat there. Students who exhibit the following behaviors will be disciplined: littering, damage to furniture, cutting into line, failure to remove food trays and debris from tables, causing the cafeteria to be unclean or unsightly, taking food out of cafeteria, throwing food or repeatedly arriving late.

Disciplinary responses for violation of cafeteria policies will include one or more of the following:

1. Assignment to clean up the cafeteria.
2. Detention.
3. Loss of cafeteria eating privileges for a period of time.
4. Repair of damage or restitution.
5. Suspension.

Students are expected to report to the cafeteria and remain there, or on the front patio, for the entire lunch period. Students are to use the lavatories next to the cafeteria during lunch.

#### **CARE OF BUILDING, EQUIPMENT, SUPPLIES, AND TEXTBOOKS**

The Lynnfield community has provided us, through tax dollars, with the building, equipment, supplies, and textbooks that are vital to your education and to the education of those who will follow you through Lynnfield High School.

Any damage or misuse (deliberate or accidental) of these items is inexcusable. If you damage or misuse any of the items provided for your use, a fine or replacement cost will be assessed to you and/or your parents.

#### **CHEATING/PLAGIARISM**

The authenticity and quality of a student's work is critical to the educational process. Thus, cheating or plagiarism is a serious violation of the school's academic code. Cheating or plagiarism in any form on homework, tests, research papers, course projects or any school assignments will not be tolerated. All violations will be reported to the administration and parents.

Cheating:

Cheating embraces any action wherein a person defrauds, deceives, or violates regulations unfairly<sup>1</sup>.

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<sup>1</sup> Random House Dictionary



## Examples<sup>2</sup>:

1. The willful giving or receiving of an unauthorized, dishonest, or immoral advantage in academic work.
2. The above may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, talking, signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, translators, notes, books, electronic communications, data or other information.
3. Attempted cheating.

## Plagiarism:

The wrongful act of using another person's ideas, information, or expressions without acknowledging that person's work (intellectual theft) or passing off someone else's ideas, information, or expressions, including the work of other students, as your own to get a better grade or gain some other advantage (intellectual fraud)<sup>3</sup>.

## Examples:

1. Copying from published sources without adequate documentation.
2. Purchasing and submitting pre-written papers or paying someone to write a paper for you.
3. Letting someone else write a paper for you.
4. Copying and/or submitting any or all of someone else's work as your own. Note that this includes all sections of science lab reports which *must* be written individually regardless of whether students work in groups or with lab partners to collect data.

Students involved in cheating or plagiarism will be subject to one or more of the following:

### For first offense:

1. Loss of credit: zero for the work involved and/or F for such work. The student may be given an opportunity to redo their work or complete an alternative assignment at the administrator's discretion to further student learning. However, the student will still receive a zero and/or F for such work.
2. Extended School.
3. Parental notification.
4. Recommendation for loss of National Honor Society candidacy or membership.

### For second/subsequent offenses:

1. Loss of credit: zero for the work involved.
2. Recommendation for removal from the class.
3. Withdrawal of references.
4. Recommendation for loss of National Honor Society candidacy or membership.
5. Suspension from school.

**Note: Cheating/plagiarism consequences are cumulative throughout a student's career at Lynnfield High School**

## CLASS CUTTING

Cutting class or study hall is a serious offense. Students who cut class/study should expect the following:

1. Two detentions for first offense.
2. Parental notification.
3. Assignment of a failing grade by the teacher for work covered in that class period.
4. Assignment of Extended School for second offense
5. Assignment of suspension for subsequent offenses.

**Note: consequences are cumulative over the course of the student's years at LHS. After the second offense in a student's career, suspensions of increasing length will be assigned.**

## CLASSROOM / CORRIDOR CONDUCT

All students have the right to pursue their educational goals in an atmosphere of respect, tolerance and order both inside and outside the classroom. There is no food or drink with the exception of water allowed in the classroom without administrative approval. Any

<sup>2</sup> Adapted from the George Mason University Honor Code

<sup>3</sup> Frick, T. How to Recognize Plagiarism. 7 Sept. 2005. School of Education, Indiana University. 9 Nov. 2009. <<http://www.indiana.edu/~istd/definition.html>>.

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. New York: MLA of America, 2003.

Plagiarism: It's a Crime. Prod./Dir. Ron Greene. DVD. Educational Video Network, Inc. 2006.

student who is in any way deemed to be disrupting the educational process for the other students in a class will be removed from the class until a parent conference is held. Reinstatement will be made only after the student and his/her parents agree to accept behavioral and performance expectations as delineated by the classroom teacher and the administration. After reinstatement, any subsequent violations of said agreement would result in the student being permanently removed from the class, with resulting loss of credit. Disruptive behavior will not be accepted in the corridors as well. Students deemed to be engaged in disruptive activity in the corridor will be referred to the administration for appropriate disciplinary action.

## **CORPORAL PUNISHMENT**

**(File JKA)**

**The power of the School Committee or of any teacher or other employee or agent of the committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.**

## **POLICY CONCERNING DRUGS AND ALCOHOL**

**(File ADBA also JICH)**

The School Committee prohibits the use, possession, or distribution of illegal drugs, alcoholic beverages and intoxicants, prescription drugs not prescribed for the individual, or drug paraphernalia. This policy includes the above when found on school property, in connection with any school-sponsored activity, on school buses or in cars going to or from any place where students are present at an activity sponsored by the Lynnfield Public Schools. Individuals in violation of this policy will face disciplinary action, and those who violate state drug and alcohol laws will be reported to local police.

Employees of the school district, including bus drivers, will report any student, employee, or visitor to the school who displays evidence of using, possessing, or distributing drugs and/or alcoholic beverages. Reports should be made personally to the principal, assistant principals, or superintendent.

In the event that any school personnel receive a complaint or report concerning an alleged violation by a student of this drug and alcohol policy, the employee shall immediately refer the matter to the building administrator for further inquiry or investigation. School personnel have a duty to comply with this provision.

For procedures for students possessing and/or using a prescription drug in an authorized manner, please refer to Lynnfield Public School Policies JLCD and JLCD-R.

The School Committee instructs the Superintendent to:

1. Provide a K-12 educational program so that students are made aware of the physical and psychological dangers incurred through the improper use of drugs.
2. Cooperate with law enforcement agencies and report to them information that would be considered beneficial in their efforts to eliminate illegal use of drugs and alcohol.
3. Take necessary steps to prevent any person from coming upon the grounds of any school in possession of or under the influence of alcohol or drugs of any kind.
4. Review the policies on drugs and alcohol control periodically to assure that such policies reflect new trends or methods of rehabilitation, decisions of the courts, and the degree of student abuse.

Whenever administrators have information that persons who are not students at the school have sold or transferred drugs to any students or have sold or transferred drugs on the school grounds, administrators shall take steps promptly to notify local police officials. School authorities shall cooperate fully with the police officials in order to apprehend and prosecute such persons.

## **DEFINITIONS, PROCEDURES AND PENALTIES PERTAINING TO THE HIGH SCHOOL**

**Schools** -- any property of the Lynnfield Public Schools or any place where students are present at an activity sponsored by the Lynnfield Public Schools or on buses or in cars going to or from any place where students are present at an activity sponsored by the Lynnfield Public Schools.

**Transfer** -- means distribution, sale, and loan of drugs.

**Administrator** -- principal or assistant principal/ of the school or his/her designee.

**Possession** -- means on the student or under the control of the student, as in the locker or car of the student.

**Hearing** -- Students subject to disciplinary action shall be afforded the due process rights set forth in the Disciplinary Due Process section of this Handbook.

**Staff Member** -- any employee of the Lynnfield Public Schools or approved volunteer in the Lynnfield School Volunteer Program.

**Student** -- any person enrolled in any program of the Lynnfield Public Schools.

**Drug paraphernalia** -- Hypodermic needle or syringe, hookah or any instrument adapted for the induction of controlled substances.

## **PENALTIES**

The penalty for being under the influence of drugs is:

*First offense in the school year.* 5-day suspension or expulsion from school, and counseling if in the judgment of an Intervention team counseling is warranted. Notification of parents/guardians

*Additional offense within the school year.* 10-day suspension or expulsion from school, and counseling for student and parents/guardians  
Notification of parents/guardians

The penalty for possession of or use of drugs is:

*First offense in the school year.* 5-day suspension or expulsion from school, and counseling if in the judgment of the Intervention team counseling is warranted. Notification of parents/guardians, Superintendent, Lynnfield Police Department.

*Additional offense within the school year.* 10-day suspension or expulsion from school, and counseling for student and parents/guardians  
Notification of parents/guardians, Superintendent, Lynnfield Police Department.

The penalty for transfer of drugs is:

*First offense.* 10-day out-of-school suspension or expulsion and counseling for student and parents/guardians. Notification of parents/guardians, Superintendent, Lynnfield Police Department.

*Additional offenses.* Expulsion hearing before Lynnfield School Committee. Notification of parents/guardians, Superintendent, Lynnfield Police Department.

Any student whose vehicle is found to contain drugs or drug paraphernalia or in which drugs are used, in addition to penalties for possession previously stated, will lose his/her parking privilege on school grounds for the remainder of the school year.

During any period of suspension or expulsion, the student is prohibited from coming onto any school property, except for the purpose of keeping appointments for hearing, counseling or treatment. The student and his/her parents or guardian will be given a written notice that the coming onto school property in violation of this policy will be considered a criminal trespass, and the student will be subject to arrest and prosecution in accordance with Section 120 of Chapter 266 of the Massachusetts General Laws.

The building principal or his/her designee may require an observed specimen test certified by a qualified physician, and/or drug and alcohol evaluation done by a certified addictions counselor, depending upon the circumstances and the advice of the school physician, for re-admission following suspension or expulsion for drug use, possession, transfer or for being under the influence of drugs. If it is deemed appropriate by the principal or his/her designee, further testing may be required.

A student who violates this policy forfeits the right to participate in any extra-curricular activities for 3 weeks for the first violation in a school year, for a quarter for the second violation in a school year, for a semester for the third violation in a school year, for the rest of the year for more than three violations in a school year, or a full school year after the period of suspension or expulsion to be determined by the principal in consultation with the activity director/coordinator. The policy for athletes is outlined in the Rules and Regulations for athletes in the Athletic Policy.

A student who is alleged to be under the influence shall be taken immediately to the nurse's office or the nurse will be summoned to the classroom to determine his/her condition and the building administrator will be notified immediately. Administration may request that a student take a breathalyzer to determine if he/she is under the influence of alcohol. Refusal to take the test will be interpreted as a positive result and the corresponding discipline will be administered. Every attempt will be made to notify parents/guardians of the student's condition and to request them to remove the student from school for the rest of the day. The student may be considered suspended until a hearing is held the next day.

A student who is suspected of being in possession of drugs or drug paraphernalia shall be referred immediately to an administrator who will determine possession. If yes, he/she will immediately notify the parents/guardians, the Superintendent and the Lynnfield Police Department. When a student is suspected of having transferred drugs or drug paraphernalia in school, the student will be referred immediately to an administrator. The administrator will investigate and, if he/she finds that the student did transfer drugs or drug paraphernalia, he/she will immediately notify the student's parents/guardians, the Superintendent and the Lynnfield Police Department. If it is the student's first offense, the Lynnfield Police Department may recommend placing the student in the District Attorney's Diversion Program.

Whenever a staff member has reasonable grounds to believe that a student is involved in the transfer, use or possession of drugs or is under the influence of drugs, he/she must report the facts and circumstances to an administrator. Specifically, marked behavior changes are grounds for action by a staff member. Except where the situation seems to require urgent action or there appears to be a medical emergency, the parents or guardian shall have the primary obligation for arranging appropriate medical attention for the student. School personnel shall notify the principal if such medical attention seems to be indicated.

If the situation seems to require urgent action or there appears to be a medical emergency, the administrator or his designee shall, simultaneously with reasonable efforts to contact the student's parents or guardian, refer the student to the school physician or the school nurse or to a private physician or to a clinic or hospital, as the situation warrants. In extreme cases, such as when a student's continued presence in the school constitutes an immediate threat or injury to the well-being of members of the school community, to property, or to self, or to the orderly functioning of the school, prompt suspension and/or appropriate referral may

be required before there is an opportunity to conduct a hearing.

A hearing involving the student, parents/guardians and one or more administrators will be held in accordance with the Disciplinary Due Process procedures to consider the student's actions and to assign consequences. **Upon approval of the principal, students may receive an attendance waiver for the purposes of reinstating credit upon completion of an approved drug, alcohol, tobacco, or counseling program.**

In closing, the burden of payment is on the students' parents for any necessary medical treatment, required counseling, and testing and/or drug and alcohol evaluation.

### **FIELD STUDY** **(File IJOA)**

The Lynnfield School Committee encourages field study as an integral part of the educational process. A field study is like any other school day except that students are learning in a place away from the school grounds. Field studies are planned by teachers to be educationally significant and appropriate to the maturity level of the students.

Students must have a written permission slip signed by the parent in order to participate in a field study. Expenses are usually the responsibility of the student and parents. When possible, the PTO subsidizes field studies and/or funding from grants is sought.

We frequently ask parents to assist as chaperones. Field study organizations often set the adult : child ratio and we are not always able to accommodate requests from all parents to be chaperones. Students are under the direct supervision of the teachers. Students are expected to demonstrate safe, appropriate and courteous behavior.

For any school related field studies which requires that students be away overnight, out of school for two or more consecutive school days, or where the per student "out-of-pocket" costs exceeds \$150.00, the plan must have the approval of the superintendent

and the School Committee. Requests for approval must be placed before the School Committee not less than 30 days prior to the date said study is scheduled to commence. The School Committee may approve studies on a continuing basis (i.e. approval extending from year to year.)

### **High School Rules Pertaining to Field Studies**

When students go on field study they must follow all school rules and any rules that have been established for that particular trip. Poor behavior or attitude on a field study will result in one or more of the following disciplinary measures:

1. Student assigned detention.
2. Parent being called to pick up the student.
3. Student removed from the group to remain with teacher on bus.
4. Not being allowed to participate in future field studies.
5. Suspension.

### **FORGERY**

Students who falsify notes or signatures are subject to disciplinary consequences up to and including suspension. Parents will be notified.

### **GANG ACTIVITY/SECRET SOCIETIES** **(File JICF)**

The School Committee is committed to keeping its schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The principal or his/her designee shall maintain supervision of school premises to deter intimidation of students stemming from any possible influence of gangs or gang-related activity.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

### **Symbols**

Gang symbols are inherently disruptive to the educational process. Therefore, the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute which denotes membership in gangs is prohibited. Further, any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials is prohibited. This policy shall be enforced by the principal or his/her designee as the need for it arises

at individual school sites or during any school-sponsored activity. A student may be suspended or expelled for failure to comply with the provisions of this policy.

#### Prevention Education

Because students may become involved in gangs without understanding the consequences of such membership, early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

#### SECRET SOCIETIES

Fraternities, sororities and/or secret societies shall not receive district or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

#### HAZING

##### (File JICFA, JICFA-E)

In complying with M.G.L. Chapter 269, Sections 17, 18, and 19, the School Committee requires that the Lynnfield High School and Lynnfield Middle School:

1. Issue to every group or organization under its authority or operating on or in conjunction with the school and to every member, plebe, pledgee or applicant for membership in such group or organization a copy of Chapter 269, Sections 17, 18, and 19.
2. Gather the signatures of an officer of each group or organization and each individual receiving a copy of Chapter 269, Sections 17, 18, and 19 acknowledging receipt of the copy.

Rules and Regulations that comply with legislation on hazing are as follows:

##### A. Athletic Rules and Regulations

Athletes are not to organize, take part or be involved in any way with initiation or hazing of fellow athletes. Athletes will not only be suspended from that team but are subject to punishment by arrest, imprisonment and/or fines for hazing as provided in Chapter 269, Sections 17, 18, and 19.

##### B. General Rules and Regulations

Students who are members or applicants for membership in any school sponsored group or organization are not to organize or take part or be involved in any way with initiation or hazing of fellow students. Students will not only be suspended from that activity but are subject to punishment by arrest, imprisonment and/or fines for hazing as provided in Chapter 269, Sections 17, 18, and 19.

#### CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by 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 other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

#### CH. 269, S.18. DUTY TO REPORT HAZING

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

#### CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such

group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing.

The Board of Regents and in the case of secondary schools, 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 a report.

### **INSUBORDINATION**

Insubordination (disrespect, defiance, arrogance, and insolence, disobeying a request of a person in authority) is a serious matter.

Therefore, the consequences are severe:

First Offense: Extended School and parent conference.

Second Offense: One or two day suspension and parent conference.

Third and each additional offense: Three to five day suspension and a parent conference.

**Note: consequences are cumulative over the course of the student's years at LHS. After the second offense in a student's career, suspensions of increasing length will be assigned.**

### **LEAVING SCHOOL BUILDING OR CAMPUS / RESTRICTED AREAS**

Students who leave the school building or campus and/or are found to be in a restricted area without authorization may be placed on suspension, Extended School, and/or a loss of parking privileges. Repeat chronic offenders may be referred to the Lynnfield Police Department or local court. The following areas are considered restricted during the school day: student and teacher parking lots and any unsupervised area either within the school or on school grounds.

### **LOITERING**

Students are not to remain in the building or on campus after school hours unless there is a specific reason to do so. Students who do remain after school must be under the direct supervision of faculty or staff member.

### **PARKING / TRAFFIC RULES**

**All students must apply for a parking sticker by filling out a registration form by the end of the first week of school. Students, who obtain a driver's license during the school year, may apply at that time. Registration forms can be downloaded from the high school web page or students may pick these up in the main office.**

**Students who are permitted to park their cars on school property are granted a privilege. The student parking privilege may be temporarily or permanently revoked by an administrator for violation of the school discipline code or attendance policy.**

Students are not to park in the faculty parking lot. All student vehicles and the parking lots are off limits during school hours without administrative permission.

1. Automobiles are not to be parked in driveways or anywhere that will impede the movement of emergency vehicles and school buses. Students must park in the lined areas of the lot.
2. The one-way direction of the school driveway is to be observed at all times. School buses have the right of way over all other vehicles. Lynnfield High School is not responsible for damages to or theft from vehicles. Students are cautioned not to leave valuables in their vehicles. Parked vehicles should be left with the windows closed and the doors locked at all times while parked.
3. Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, tobacco, stolen property, or other contraband is present in the vehicle. If found, the owner of the vehicle will face disciplinary and/or legal consequences.
4. The safe operation of motor vehicles is required at all times. Vehicles must not travel in excess of 10 mph while in the parking lot. Seat belts are required for all drivers and passengers.
5. Loitering in the parking lot is prohibited. Students should lock their vehicles and leave the parking lot immediately upon arriving to school. Students need permission from an administrator to be in the school parking lot during the school day. Students in the parking lot without such permission will face disciplinary action.
6. The Smoking/Smoke-Less Tobacco Policy prohibits the possession and/or use of tobacco related products on campus. Students may not possess tobacco products or smoke at ANY time while on the school campus. Doing so will result in disciplinary action and possible revocation of parking privileges.

### **FIGHTING/PHYSICAL INTIMIDATION**

Fighting will not be tolerated or condoned in the building or on school grounds. We consider the excuse, "defending oneself," unacceptable, since a fight starts well before the first physical contact is made. Many times the preliminary actions involve verbal comments. A person who considers himself as one who needs to "defend himself" should see a teacher/an administrator/an adult first.

Throwing punches in retaliation on oneself. Students fighting, regardless of who initiates the altercation, will be subjected to suspension from school for an extended period of time.

## **RELATIONSHIPS BETWEEN SCHOOL AUTHORITIES AND CIVIL AUTHORITY**

The Lynnfield Public Schools, the Lynnfield Police Department and the Essex County District Attorney's Office have signed a Memorandum of Understanding. The memorandum states an agreement to –coordinate their response to violent, delinquent, or criminal acts by students and to alcohol and other drug use, which occur on school premises or at school-sponsored or school-related events. To ensure a safe educational environment, this collaborative effort between school administration and law enforcement supports 'zero tolerance' for drugs, alcohol, weapons and violence. Non-students involved in such acts on school premises or at school events are to be reported as students are." The entire text of the memorandum can be found in the Principal's office.

Except if there is an extreme emergency where the public safety is in danger any questioning of students by the police will be done in the presence of parent/guardians (if student is under 18) and/or an administrator. The student may have an advocate present. The administrator shall cooperate with any reasonable police activities including but not limited to the execution of an arrest warrant or probable cause to arrest or execution of a search warrant or probable cause to search.

In instances where the parents/guardians do not cooperate with the school's administration, a "CRA" (Child Requiring Assistance) petition may be filed in the Essex County Juvenile Court, alleging that the child lacks proper attention or that the parent/guardian is unwilling, unable or unavailable to provide appropriate care, attention or discipline or that the child's behavior violates the lawful and reasonable regulations of the school.

## **SCHOOL EVENTS OFF CAMPUS**

School sponsored functions and events that are conducted off campus are subject to the rules and regulations that are in effect during the school day. In addition, the sponsoring group and or the administration may put forth rules and regulations that are specific to such events. Failure to comply with the established rules during a school event off campus will result in one or more of the following actions:

1. Student will be asked to leave the activity.
2. Parents will be called to remove the student.
3. Suspension or Extended School will be assigned.
4. Student will be denied the privilege to attend future events.
5. Police will be notified.

## **SEARCHES AND INTERROGATIONS**

### **(File JIH)**

#### Searches by Staff:

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own property and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights and is consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

#### Interrogations by Police:

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

## **SENIOR PRIVILEGE PROGRAM**

Initially, all students who are officially enrolled as 12<sup>th</sup> graders are granted this privilege. Seniors with a first period **directed** study who are on this list can arrive to school no later than 8:52 a.m. Seniors with a last period study who are on this list can leave no earlier than 1:26 p.m. Upon arriving or leaving school, students must sign in/out at the main office. Students who fail to sign in/out risk losing their senior privileges. Any senior who arrives to school after the 7:50 a.m. bell must remain at school,

regardless of his/her schedule. Any senior who returns prior to 2:26 P.M., must report directly to the cafeteria. Failure to do so will likely result in a loss of senior privileges. Please note this program only applies to directed studies. If a teacher is absent with or without a substitute teacher, students must report to their scheduled class.

Students who successfully pass all of their courses will remain on the list at the end of the current term. Those that work diligently to improve their grades and pass all of their courses at the end of the next quarter will be added to the list, as long as their behavior and attendance have been appropriate. Those changes will not be made until report cards are issued.

Students are not guaranteed to remain on the privilege list the entire term. Students who are on the list, but have problems with attendance and/or behavior may lose their privilege at any time during the term. The administration has the right to remove a student at their discretion including, but not limited to the specific rules listed below:

- Any student who is absent more than 4 times during the term.
- Any student who is dismissed more than 4 times during the term.
- Any student who is tardy more than 4 times.
- Any student with disciplinary issues (at the discretion of the administration).
- Any student who fails to follow proper parking procedures.

## **SMOKING ON SCHOOL PREMISES**

**(File JICG)**

Lynnfield Public Schools is committed to having a smoke and tobacco-free environment for all members of the school community. It is the policy of the Lynnfield Public Schools to prohibit the use of any tobacco and smoking related products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Tobacco products include cigarettes, e-cigarettes, vapes and all vaping paraphernalia, cigars, chewing tobacco, snuff, or any other form of tobacco. This will include the time during the 24-hour day for all school-related activities. This policy will extend to all school-sponsored activities off-campus, as well. Signs shall be posted in all school buildings informing the general public of the district policy and requirements of state law.

First Offense: A student determined to be in violation of this policy by using, possessing, or distributing tobacco products shall be for the first offense subject to:

1. (5) five day suspension.
2. Complete a tobacco/vaping education class and/or assignment approved by the administration.
3. Referral to school health official
4. Referral to School Resource Officer

Second Offense: A student determined to be in violation of this policy by using, possessing, or distributing tobacco products for the second and subsequent offenses shall be subject to:

1. (10) ten day suspension.
2. Referral to school health official
3. Referral to School Resource Officer

## **STUDENT CONDUCT**

**(File JIC)**

Students are required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct. Any of the following actions may subject a student to suspension or expulsion by the principal under the terms of M.G.L. 71:37H and 71:37H1/2. Principals' decisions in these areas are subject to appeal to the Superintendent but not to the School Committee:

1. Being found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance,
2. Assaulting a principal, assistant principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related events including athletic games,
3. Being charged with or convicted of a felony or an adjudication or admission in court of guilt with respect to such a felony or felony delinquency.

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

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property;



- stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person unless, in the judgment of the teacher/administration, the student's response is limited to protecting himself/herself from physical injury and is not, in any way, retaliatory.
  4. Using or copying the academic work of another and presenting it as his/her own without proper attribution.
  5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions, but not necessarily limited to those listed above, will be printed in student handbooks or other publications and made available to students and parents for review and signature at the beginning of each school year.

## **STUDENT DISCIPLINE**

### **(File JK)**

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules, not inconsistent with the law or in conflict with District policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with a fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies.

The School Committee recognizes that administrators and staff will make disciplinary decisions based on their own observations and the observations of witnesses to incidents. The School Committee will defer judgment to the administration and staff unless conclusive evidence is provided to the contrary.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

## **DISCIPLINE METHODS PERTAINING TO THE HIGH SCHOOL.**

### **DETENTION**

**Teacher Detention:** Teachers may assign detention as a form of discipline. Failure to report to a teacher-assigned detention will result in rescheduling of the time with the teacher and an additional detention assigned by the office.

**Office Detention:** Office detention will be supervised and assigned by the Assistant Principal or his/her designee. Office detention will be scheduled before school or after school, to be determined by the Assistant Principal, for 25 minutes.

### **Failure to attend office detention will result in Extended School.**

**Extended School:** Detention will be held one afternoon or evening per week. If held in the afternoon, Extended School Detention will run from 2:30 p.m.-5:30 p.m. If held in the evening, Extended School will run from 6:00 p.m. - 9:00 p.m. The detention may consist of either or both of two parts: (1) study hall where students will work on their regular class work that they must bring with them. A student who does not bring materials will be dismissed from Extended School and assigned suspension; (2) Work/clean-up detail which will consist of various indoor and outdoor tasks, at the discretion of the Extended School monitor. Failure to comply with expectations will result in loss of the Extended School and the assignment of suspension.

**Failure to attend Extended School will result in a one-day suspension and a re-scheduling of the assigned Extended School. It is mandatory that students notify coaches, extra-curricular advisors, and/or employers when necessary of this first priority and obligation.**

## **INTERNAL SUSPENSION**

Students assigned to in-school suspension will be removed from the regular classroom setting. In all cases, parents will be notified and a conference may be held. If a student does not report to school for the assigned internal suspension date, this date will be rescheduled for the first day that the student returns to school. At the start of the day upon his/her arrival to school, students will report directly to the main

office. Students will be assigned to a room under the supervision of the in-school suspension teacher and will be required to complete classroom assignments. While students are assigned to in school suspension, they may not take part in any after school, co-curricular, or extracurricular activities. These include but are not limited to athletics, music/drama performances, dances, etc...

- ✓ Students must arrive on time to the main office before the start of first period to meet and report to the In-School Suspension teacher.
- ✓ Students are to arrive prepared with all academic work. It is the students' responsibility to check Edline in advance for any assignments. Teachers will provide any additional student work as circumstances allow.
- ✓ Students are to remain seated and quiet at all times.
- ✓ Students are expected to complete all assigned class work during this time and work on any additional assignments.
- ✓ Students are not allowed to leave the room except at designated times or with the permission of the in-school suspension teacher. Students will be escorted to use the bathroom facilities.
- ✓ Students must get special permission from an administrator to work in a lab, special class, or attend an assembly.
- ✓ There will be no food and drink in this room except water and during assigned lunchtime.
- ✓ Students have the option to bring or purchase a lunch. If purchasing a lunch, students are required to wait until the in-school suspension teacher is ready to escort the student to the cafeteria. This process must be completed in a timely manner without any communication with other students.
- ✓ Cell phones are not permitted and will be collected by the In-School Suspension teacher at the start of the assigned suspension. Personal computing devices and/or other electronics may only be permitted during designated times at the discretion of the In-School Suspension teacher.
- ✓ FAILURE to follow all of the above rules may lead to further punishment, loss of privileges, or out of school suspensions. In most cases the student will be sent home when excessive misbehavior occurs.

## **SUSPENSIONS**

A student is only suspended from school after a serious violation and/or accumulation of violations of school rules has occurred.

Suspended students have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school.

Students suspended out of school are not allowed to be in school, on the school grounds, or attend any school activity for the duration of their suspension. To be on school grounds during an out-of-school suspension could result in trespass charges being brought against the student in the appropriate court.

Students may be required to complete a community service program during the suspension period. Following the suspension the student must return with a parent for a readmit conference with the school administration. Students suspended in school are not allowed on school grounds after school day hours and/or participate in any extracurricular activities until the suspension period has concluded.

Athletes and their parents should familiarize themselves with the rules and regulations put forth by the Lynnfield Public School's Athletic Department. In most cases, a student suspended from school, or getting into academic or disciplinary difficulty, suffers further penalties as prescribed by the rules of athletics.

## **DISCIPLINARY PROCEDURES:**

### ***Definitions***

**Expulsion:** the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

**Long-Term Suspension:** the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Short-term Suspension** means the removal of a student from the school premises and regular classroom activities for ten consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Written Notice:** Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

**Principal:** The primary administrator of the school or the Principal's designee for disciplinary purposes.

**Due Process:**

**Out-of-School Suspension:** In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right

to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short-term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

**Principal's Hearing:**

**Short-Term Suspension:** At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

**Long-Term Suspension:** At a hearing to consider a student's suspension in excess of ten (10) consecutive days for violations of a school rule not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be afforded the following rights:

the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;

the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not

the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;

the right to cross-examine witnesses presented by the school district;

the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request.

At a hearing to consider a student's suspension in excess of ten (10) consecutive days or expulsion for violations involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be afforded the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense, and the opportunity to present evidence and witnesses at said hearing before the principal.

**Principal's Decision:**

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

**Appeals - Exclusions:**

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

**Academic Progress:**

Any student who is serving a short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or

her removal from the classroom or school. Any student who is expelled from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c.76, §21.

## **DUE PROCESS: PROCEDURES FOR SUSPENSION FOR CONDUCT OTHER THAN STATUTORY OFFENSES**

### **A. In-School Suspension For Less Than 10 Cumulative Days During A School Year**

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

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

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

### **B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)**

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

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

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

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

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

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

### **C. Procedures For Long-Term Suspension**

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

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

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

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

3. **Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

- a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
- b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

### **D. Exception For Emergency Removal:**

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

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

Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;

Provide written notice to the student and parent as provided in Section B or C above, as applicable;

Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.

Render a decision orally on the same day as the hearing, and in writing no later than the following school day in accordance with the decision requirements detailed in Section C or D, as applicable.

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

### **Appeal To The Superintendent:**

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

The following apply:

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

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

The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.

The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension decision as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

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

### **Discipline of Students with Disabilities**

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern has developed for suspensions exceeding 10 cumulative days. These procedures include the responsibilities of the team and the responsibilities of the district.

a. A suspension of longer than 10 consecutive school days or a series of short term suspensions that exceed 10 school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.

b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.

c. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11<sup>th</sup>) day of disciplinary exclusion in the school year.

d. If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.

e. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if:

- The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
- The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;
- The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
- The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury. In such a case, the school may remove the student to an interim alternative setting for 45 days only: 1) with parental consent or 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

f. The parent shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

### **Laws Pertaining to Student Conduct**

#### M.G.L. c. 71, § 37H – Drugs, Dangerous Weapons and Assaults on Staff

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

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

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

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

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

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal.

The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

#### M.G.L. c. 71, §37H1/2 - Felony Complaints and Felony Convictions:

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

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect.

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

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

an education service plan, under section 21 of chapter 76.

#### M.G.L. c.71, §37H3/4: Suspension or Expulsion

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

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

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

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

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of



the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall

hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

#### M.G.L. c.76, §21: Opportunity for Academic Progress

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

#### M.G.L. c.71, §37L: Notification to School Personnel of Reporting Requirements

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148. 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 children and families, 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 children and families, 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.

#### **EXPULSION OF STUDENTS (File JKE & JKE-E)**

A student will be subject to expulsion for the misconduct described in M.G.L. c. 71, Sections 37, 37H, and 37H1/2. Conduct violation of those sections will be treated in accordance with the procedures described in those sections.

In addition, the Administration reserves the right to request that the School Committee expel a student for appropriate reasons. Such reasons would include (1) a particularly egregious violation of school building rules or (2) multiple suspendable offenses.

When the Administration has determined that a student should be expelled for misconduct (other than the types of misconduct described in M.G.L. c. 71, Sections 37, 37H, and 37H1/2) the Administration will ask the School Committee to convene a hearing to consider the student's expulsion.

Prior to the hearing, the student and his/her parents shall be provided with written notice of the charges against him/her. The student will have the right to be represented at the hearing by a lawyer or advocate (at the student's expense.) The student will be provided adequate time to prepare for the hearing and shall be provided access to documented evidence before the hearing. At the hearing the student or his/her representatives shall be accorded the right to question witnesses. Following the hearing, the School Committee shall provide the student with a prompt, written decision including specific grounds for the decision.

Re-admission following an expulsion requires the School Committee's approval.

**DANGEROUS WEAPONS, DRUGS AND ASSAULTS ON STAFF**

**M.G.L. C. 71, Sec. 37 and 37H, Weapons, Drug: and Assaults on Staff (Ed. Reform Act of 1993)**

The standards of discipline for offenses dealing with weapons, drugs, and assaults on members of school staff are found in Section 37H of Chapter 71 of the Massachusetts General Laws. That section provides, in relevant part, as follows:

(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/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her 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 the 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.

**FELONY COMPLAINT OR CONVICTION OF STUDENT; SUSPENSION; EXPULSION; RIGHT TO APPEAL**

**M.G.L. C. 71, Sec. 37H1/2**

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 student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this 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 this request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of this 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 the student.

### **DISCIPLINING STUDENTS WITH SPECIAL NEEDS**

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

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

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

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 school days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 school days upon determination that the current placement is substantially likely to result in injury to the student or others. When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals. Similar procedures apply to students with plans under Section 504 of the Rehabilitation Act of 1973.

Additional information regarding the procedural protections for special education students can be obtained from the Director of Special Services. The Director of Special Services can also provide information on disciplinary procedural protections available to students who have identified disabilities and who are not eligible for services under the IDEA.

### **VANDALISM (File JICAA)**

Vandalism in the Lynnfield Public Schools will not be tolerated. Consequently, the School Committee will support various programs aimed at reducing the amount of vandalism.

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

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

Parents and students will be made aware of the legal implications involved. Restitution will be sought for all or part of any damages.

### **PHILOSOPHY OF ATHLETICS**

The philosophy of interscholastic athletics in the Lynnfield Schools is an extension, in many respects, of the general philosophy of education in the system. The athletic programs are designed to aid in the development of the complete person.

There are many lessons that can be learned and attitudes that can be instilled through involvement in a program of competitive athletics. Attitudes and personal characteristics such as self-control, self-discipline, self-confidence, loyalty, courage, and respect can be instilled in the proper environment of athletics.

Although winning and excelling are stressed to enhance the possibilities of learning, winning should never be given priority over a

genuine concern of the overall welfare of the individual. Instead, emphasis is placed on the use of one hundred (100%) of every athlete's ability one hundred (100%) of the time. As a result if everything else is equal, there are usually more wins than losses, and of prime importance, the student athlete grows in ways that should result in making him or her a happier and healthier adult.

Every course and activity in high school is open to all students regardless of race, color, sex, religion or national origin.

## **SPORTS PROGRAMS**

Sports are an integral part of the co-curricular activities at Lynnfield High School. Student involvement in athletics is a privilege that can be a valuable and rewarding experience. Students have the opportunity to participate in athletics during all three seasons. Many sports are conducted at three levels of competition: Varsity, Junior Varsity and freshman. Freshman may play at any level, sophomores and juniors may play on the Junior Varsity and Varsity levels. Seniors may play only on the Varsity level. During the season a player may be moved to a higher or lower team.

Sports offered at Lynnfield High School are:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cheerleading	Basketball*	Baseball
Cross-country	Cheerleading	Lacrosse*
Field Hockey	Gymnastics	Softball
Football	Hockey*	Tennis*
Golf	Indoor Track*	Track and Field*
Soccer*	Wrestling	
Volleyball	Swimming	

(\*Separate teams for boys and girls)

## **PARTICIPATION AND TRYOUTS**

An unlimited participation policy will be used whenever possible. There are factors, however, which necessitate the size of the squad to be limited in order to maintain a high level of safety, coaching, playing time and practice time. The following will be considered reasons to limit the size of the squad:

1. Nature of the sport (e.g.) golf and tennis;
2. Available time and facility (e.g.) most indoor sports;
3. An exceptionally large number of students trying out for a sport.
4. Safety factors.

## **ELIGIBILITY RULES/MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION RULES (MIAA)**

Members of Lynnfield High School Athletic teams will comply with the "Rules and Regulations Governing Athletics" established by the Massachusetts Interscholastic Athletic Association. A copy of these rules and regulations is available from the Principal or Athletic Director.

### **ELIGIBILITY**

To participate in any extracurricular and/or co-curricular activity, a student must have passed a minimum of four major courses during the quarter preceding the start of the activity. To be eligible for the fall season, students are required to have passed and received full credit for the previous academic year the equivalent of four major courses.

### **Lynnfield Public Schools Athletic Concussion Policy Grades 6 – 12**

Lynnfield Public Schools provides for the implementation of M.G.L.105 CMR 201.000, *Head Injuries and Concussions in Extracurricular Athletic Activities*. The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in school sponsored extracurricular athletic activity<sup>1</sup> including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all Lynnfield Middle and High School students in grades 6-12. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website and the Lynnfield Public Schools: coaches; certified athletic trainer; school or team physician; school nurses; athletic directors; students who participate in an extracurricular activity; their parents and volunteers.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent or his designee shall maintain complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Certificates of completion of annual head injury safety training program and receipt of materials;

2. DPH Pre-participation forms and receipt of information;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

(1) Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach or athletic director including, but not limited to skiing and snowboarding, baseball, basketball, cheerleading, cross country track, field hockey, football, golf, gymnastics, ice hockey, lacrosse, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), volleyball, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected. Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, the policy will discuss the importance of education for our athletes, coaches and parents and other persons required by law. This protocol will be reviewed annually with all staff to insure the procedures to be followed to manage sports related concussions. This protocol will also be reviewed on a yearly basis by the athletic department and nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

#### **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) RULE**

1. Graduate from high school.
2. Successfully complete a core curriculum of at least 14 academic courses including at least three years in English, two in mathematics, two in social science, two in natural or physical science (including at least one laboratory class, if offered by the high school) and two additional courses in English, mathematics or natural or physical science.
3. Detailed information regarding minimum GPA, SAT and ACT scores for **Division I and Division II eligibility can be obtained in the guidance office.**

#### **INSURANCE FOR ATHLETES**

1. All sports may be covered by parents purchasing the school insurance available shortly after the opening of school in September.  
\*\*The above coverage is in force only when it does not duplicate other personal insurance coverage.
2. All student-athletes are covered by a supplemental policy paid for by the school department. This policy is on file at the business office. It is available as a supplement to personal insurance and/or school insurance described above.

#### **LYNNFIELD HIGH SCHOOL RULES AND REGULATIONS FOR ATHLETES**

\*\*Please note that the MIAA rules represent a minimum standard upon which schools can develop more stringent requirements. Therefore, LHS rules supersede the MIAA minimum standard in some cases.\*\*

1. The school physician or family physician shall examine candidates for athletic teams annually. No person will receive equipment or participate in practice or games until he/she has passed the physical exam, paid the activity fee and has returned an athletic permission slip signed by a parent or guardian and a physical examination slip signed by a doctor.
2. An athlete may not participate in a practice or contest on a day when he/she has been dismissed from school due to illness.
3. An athlete is responsible for the return of all equipment and uniforms issued. Payment will be required for all missing or damaged equipment.
4. An athlete may not be issued athletic equipment or be allowed to participate in any sport if he/she currently owes any outstanding obligations.
5. No awards will be presented to any athlete who owes equipment to the school. No awards will be won by any athlete who has

- been suspended from athletics for the remainder of the season.
6. No member of an athletic team will be given permission to use the whirlpool bath unless a physician, trainer or coach has prescribed the therapy. Also, anyone using the whirlpool must have a coach or coach's designee present.
  7. Any injury should be reported immediately to the coach.
  8. No spiked shoes including "multipurpose shoes" are to be worn in the locker rooms, gyms, or corridors.
  9. No athlete will be allowed to wear articles of athletic clothing issued from other high schools, or clothing that conveys drug or alcohol messages.
  10. All classroom responsibilities and disciplinary obligations take precedence over athletic practices and games.
  11. As soon as practice is over athletes are expected to leave the building. Athletes are not to remain in the corridors after practice without appropriate supervision.
  12. MIAA, Chemical Health, Rule 62.1

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

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

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

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

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

**Minimum PENALTIES:**

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

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

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

<b>1<sup>st</sup> Offense - 25%</b>	
<b># of Events / Season</b>	<b># of Events /</b>
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5
<b>2<sup>nd</sup> Offense - 60%</b>	

# of Events / Season	# of Events /
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
<b>2<sup>nd</sup> Offense w/Dependency Program - 40% if in the program throughout the penalty period.</b>	
# of Events / Season	# of Events /
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

### **GOOD CITIZEN RULE**

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

(MIAA Student Handbook, 2011)

**Policies in this handbook are superseded by the Policies in the Lynnfield Public Schools/School Committee on-line policy book.**