
Stoneham High School

2020-2021

Handbook

STONEHAM HIGH SCHOOL

Mission Statement

To foster intellectual curiosity and integrity within all students
To encourage students to take personal responsibility for their learning
To establish a community of informed and engaged world citizens

Core Values

Curiosity. Integrity. Responsibility. Community.

The School Committee and staff of Stoneham Public Schools believe that this mission requires that we:
Foster and hold high expectations for the level of student learning
Maintain a safe, supportive, and inclusive school culture

21st Century Learning Expectations and Rubrics

Learning Expectation #1: Students analyze problems and present solutions to them in diverse and innovative ways.		
3	2	1
Student consistently analyzes problems and presents solutions to them in diverse and innovative ways.	Student frequently analyzes problems and presents solutions to them in diverse and innovative ways.	Student rarely analyzes problems and presents solutions to them in diverse and innovative ways.
Learning Expectation #2: Students demonstrate personal responsibility and respect towards others.		
3	2	1
Student consistently demonstrates personal responsibility and respect towards others.	Students frequently demonstrates personal responsibility and respect towards others.	Student rarely demonstrates personal responsibility and respect towards others.
Learning Expectation #3: Students use appropriate technology and tools to access, evaluate, and effectively apply information.		
3	2	1
Students consistently uses appropriate technology and tools to access, evaluate, and effectively apply information.	Students frequently uses appropriate technology and tools to access, evaluate, and effectively apply information.	Students rarely uses appropriate technology and tools to access, evaluate, and effectively apply information.
Learning Expectation #4: Students think critically and communicate clearly and effectively.		
3	2	1
Student consistently thinks critically and communicates clearly and effectively.	Student frequently thinks critically and communicates clearly and effectively.	Student rarely thinks critically and communicates clearly and effectively.
Learning Expectation #5: Students engage successfully in independent and collaborative work.		
3	2	1
Student consistently engages successfully in independent and collaborative work.	Student consistently engages successfully in independent and collaborative work.	Student consistently engages successfully in independent and collaborative work.

DOCUMENT TRANSLATION

DEAR PARENTS AND GUARDIANS,

SHOULD YOU NEED ASSISTANCE IN TRANSLATING IMPORTANT SCHOOL DOCUMENTS SUCH AS THE STUDENT HANDBOOK AND SPECIAL EDUCATION INDIVIDUAL EDUCATION PLANS, YOU MAY REQUEST THAT A TRANSLATOR BE MADE AVAILABLE TO YOU. IN ADDITION, SUCH MATERIALS MAY BE MADE AVAILABLE TO YOU IN YOUR LANGUAGE OF CHOICE IF YOU NOTIFY US OF THAT NEED IN A TIMELY MANNER. THANK YOU.

PADRES Y GUARDAS QUERIDOS,

SI USTED NECESITA AYUDA EN TRADUCIR DOCUMENTOS IMPORTANTES DE LA ESCUELA TALES COMO EL PLAN INDIVIDUAL DE LA EDUCACION DEL MANUAL DEL ESTUDIANTE Y DE LA EDUCACION ESPECIAL, PUEDEN USTEDES SOLICITAR QUE UN TRADUCTOR ESTE PUESTO A DISPOSICION SUYA. ADEMAS, TALES MATERIALS SE PUEDEN PONER A DISPOSICION SUYA EN SU LENGUAJE DE OPCION SI USTED NOS NOTIFICA DE ESO. DE UNA MANERA OPORTUNA. GRACIAS.

CARJ GENITORI E TUTOR!

SE VOI AVETE BISOGNO D'ASSISTENZA CON LA TRADUZIONE DEL DOCUMENTI IMPORTANTI DELLA SCUOLA, COME IL MANUALE DI SCUOLA E IL PIANO INDIVIDUALE DELLA EDUCAZIONE SPECIALE, POTETE RICHIEDESE CHE UN TRADUTTORE SIA DISPONIBILE A VOI NELLA VISTRA LINGUA SCELTA SE CI INFORMATE IN ANTICIPO DI QUELLA NECESSITA.

CHERS PARENTS ET TUTEURS,

SI VOUS AVEZ BESOIN DE L' ASSISTANCE DANS LA TRADUCTION DES DOCUMENTS SCOLAIRES IMPORTANTS COMME LE MANUEL SCOLAIRE ET LES PLANS D'EDUCATION INDIVIDUELS D'EDUCATION SPECIALE, VOUS POUVEZ DEMANDER QU'UN TRADUCTEUR SOIT DISPONIBLE POUR VOUS. EN PLUS, CE MATERIAL SERA DISPONIBLE POUR VOUS DANS VOTRE LANGUE DE CHOIX SI VOUS NOUS NOTIFIEZ DE CE BESOIN DANS UNE MANIERE OPPORTUNE. MERCI.

STONEHAM HIGH SCHOOL CIVIL RIGHTS AND SAFETY POLICY

It is the policy of Stoneham High School to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender or sexual orientation. Discrimination, sexual and bias motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment or violate the civil rights of any pupil, teacher, administrator or other school personnel. Conduct amounting to hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

The school will act to investigate all complaints, either formal or informal, verbal or written, of sexual or bias related harassment or violations of civil rights and take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Stoneham High School is committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected. The school undertakes to engage in activities and programming such as training of all school personnel, intended to foster respect for diversity, civil rights, and non-violence in school settings. The principal of the high school is available to receive reports and complaints of civil rights violations from students, faculty and staff.

Civil Rights Laws

Title II of the Americans with Disabilities Act of 1990: Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.

Title IX of the Education Amendments of 1972: Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs on the basis of sex. (Coordinator: Ms. Martha Bakken, Administrator of Student Services)

Title VI of the Civil Rights Act of 1964: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.
(Coordinator: Ms. Martha Bakken, Administrator of Student Services)

Section 504 of the Rehabilitation Act of 1973: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability. (Coordinator: Ms. Martha Bakken, Administrator of Student Services)

MGL, Ch. 76, Section 5 of the Massachusetts General Laws, Chapter 76, Section 5: Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.

Stoneham Public Schools' Appointed Coordinators

Title VI, Title IX and Section 504
Ms. Martha Bakken
Administrator of Student Services Stoneham Public Schools
149 Franklin Street
Stoneham, MA 02180
(781) 279-3850
mbakken@stonehamschools.org

THE SCHOOL COUNCIL

On June 19, 1993, the Massachusetts Legislature enacted the Educational Reform Act of 1993. This act provided new directions and initiatives for the public schools of Massachusetts. One of these new initiatives was the creation of a School Council in each public school in the Commonwealth.

On October 14, 1993, the first meeting of the newly created School Council was held. The Council consists of 15 members: 4 parents/guardians, 4 teachers, 4 students, 2 community members, and the Principal. With the exception of the community members, all are elected by their respective constituencies. Four students are selected by the Student Council to represent each graduating class. Four parents/guardians are elected by the PTL at the Back-to-School Evening to represent each graduating class. Four faculty members are selected by the faculty, two every other year. The community members are appointed by the Principal.

To preserve continuity on the Council, members maintain membership as long as they are a part of their group. For example, if a student is selected by the Student Council to represent the sophomore class, that student will also represent the junior and senior classes as long as he/she maintains a position on the Student Council. This fall, there is an opening for a parent/guardian to represent the Class of 2022. As of August, 2018, the Stoneham High School Council membership is as follows:

COUNCIL MEMBERS:

Bryce Bardell, Student 2021
Diana DiTullio, Student 2020
Karen Gagne, Faculty
Ann Hane, Parent 2020
Patrick Healey, Faculty
Michael Luyet, Faculty
Nancy Heard-Costa, Parent 2021
Bryan Lombardi, Principal
TBA, Community Member
TBA. Student 2022
TBA. Parent 2022

The main functions of the School Council are: 1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards. 2. Identifying the educational needs of students attending the school. 3. Reviewing the annual school building budget. 4. Formulating a School Improvement Plan.

SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS

In January 1975, the State Board of Education adopted Regulations Pertaining to Student Records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. The regulations apply to all public elementary and secondary schools. They are designed to insure parent/guardians' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections, the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress.

This information includes name, address, course titles, grades, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system. The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school sponsored extra-curricular activities; and evaluations and comments by teachers, counselors, and other persons; as well as other similar information. The temporary record must be destroyed no later than seven years after the student leaves the school system.

INSPECTION OF RECORD

A parent/guardian or a student who has entered the ninth grade or is at least fourteen years old has the right to inspect all portions of the student record upon request. The record must be made available to the parent/guardian or student no later than two school days after the request, unless the parent/ guardian or student consents to a delay. A student who is eighteen years of age or older may exercise the rights referred to in the regulations, without restriction.

The parent/guardian and student have the right to receive copies of any part of the record, although a reasonable fee will be charged for the cost of duplicating the materials.

Finally, the parent/guardian and student may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them.

CONFIDENTIALITY OF RECORD

With a few exceptions, no individual or organizations but the parent/ guardian, student, and school personnel working directly with the student are allowed to have access to information in the student record without the 5 specific informed written consent of the parent/guardian or student.

AMENDMENT OF RECORD

The parent/guardian and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent/guardian and student have the right to request that information in the record be amended or deleted. The parent/guardian and student have a right to a conference with the school principal to make their objections known.

Within a week after the conference, the principal must render a decision in writing. If the parent/guardian and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

DESTRUCTION OF RECORDS

The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent/guardian and student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

The above is only a summary of some of the more important provisions of the Regulations Pertaining to Student Records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be reviewed at your school office.

HAZING-PENALTIES - CHAPTER 655

The Commonwealth of Massachusetts has established the act of "hazing" as a violation punishable by court action. "Hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which will fully or recklessly endanger the physical or mental health of any student or other person.

AN ACT increasing the penalties for hazing. Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place thereof the following three sections:

Section 17.

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method in initiation into any student organization, whether on public or private property, which willfully or recklessly endanger 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 the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18.

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

Section 19.

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

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

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

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

At Stoneham High School, hazing will be dealt with as a suspendable offense. The minimum suspension is three school days but could range from 4 - 10 days depending on the circumstances of the "hazing."

DATING VIOLENCE INTERVENTION

Levels of Intervention for Dating Violence and Sexual Assault.

Under the Abuse Prevention Act, Massachusetts General Law Chapter 209A, "abuse" is defined as causing or attempting to cause physical harm; placing another in fear of serious physical harm; causing another to engage involuntarily in sexual relations by force, threat or duress.

A crisis team of Stoneham High School staff and counselors has been designated to respond to and investigate all reports of dating violence and/ or sexual assault among students.

The principal heads the team and is responsible for written reports, investigation, appropriate follow-up and designation of members to convene or to assist as needed.

All reports need to be filed with the crisis team leader. Additional reporting and intervention procedures are described below.

Crisis Team

Principal - Crisis Team Leader
Vice Principal
Program Supervisor of Guidance
Guidance Counselor
Police Officer (Domestic Violence)

Level I

Violence which includes verbal or written threats or unwanted touching, reported or random observed incidents involving complaints of unwanted actions which cause discomfort, but which do not involve fear.

- 1) These are to be reported in writing. Students or teachers may choose to report to a guidance counselor or principal or vice-principal. Whatever the course of action, a written report must then be sent to the crisis team leader. This will include discussing the desired resolution with the reporting student and evaluating the attitude of reported aggressor.
- 2) A meeting between the aggressor and the reporting student can only be a part of the resolution if:
 - a) The reporting student desires the meeting and feels safe, or, the reporting student and the aggressor agree to the meeting and an adult is present.
 - b) The aggressor and the reporting student are in a non-dating relationship with each other.
- 3) Discipline or counseling with Guidance or outside referral will be utilized when deemed appropriate.

Level II

Dating violence complaints which include a pattern of harassment, stalking, physical or emotional intimidation and fear for safety on the part of the reporting student. The goal of Level II is to assess how best to approach each student with the hope of de-escalating violence and with an outcome of helping the aggressor deal with and change behavior.

- 1) Written complaints are reported to the appropriate guidance counselor or principal who then makes a written referral to the crisis team. At this level there is a need to establish the physical safety of the victim.
- 2) The crisis team consults other staff who know the student involved in order to develop a plan of intervention which considers information about the students involved. All possible resources are reviewed. Confidentiality is required.
- 3) Cases may be evaluated during the weekly Guidance meeting or the crisis team leader will convene the team within twenty-four hours. Staff will assess factors such as danger and the best route of intervention including possible outside referral. Mediation, or uniting the victim and aggressor should be avoided.
- 4) The crisis team leader will determine at what point to notify parents/ guardians or to make a referral to the police.
- 5) The crisis team leader will make the decision about intervention and/ or discipline. Discipline can include mandating either the aggressor's participation in an outside support group or his or her staying away from the reporting student.

Level III

Dating violence involving physical harm which rises to the level of criminal assault, threats of homicide or suicide, violation of a restraining order, or an act of sexual assault or rape. The goal of Level III is to intervene immediately in a violent situation, interrupt serious threats of harm to self or others, and involve police in appropriate situations.

- 1) These written complaints are reported to the appropriate guidance counselor or principal who then makes a written referral to the crisis team. At this level, there is a need to ensure the physical safety of the victim.
- 2) Crisis team leader contacts police and parent/guardians. Court advocate may be notified.
- 3) Crisis team plans strategies to counsel students, including developing a safety plan for victim within the school environment. Appropriate referrals for support/counseling services will also be made available for the victim, both within the school and community. In addition, appropriate referrals for discipline programs will be made available to the offender.

BULLYING

Bullying," as defined by M,G .L. Chapter 71, section 370:

"Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) _places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyberbullying.

Acts of cyberbullying are prohibited. Cyberbullying is defined as 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.

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

The Stoneham Public Schools are committed to ensuring all students and staff the opportunity to learn and work in a safe building, without the distraction of behavior that compromises one's physical or emotional safety. Educators and parent/guardians across the State of Massachusetts have taken an active lead in creating a zero tolerance for bullying. By defining unacceptable behavior and practices, formally identifying individuals involved, tracking incidents of bullying, and educating staff, students and families about intimidating behaviors and how to address them, we as educators strive to eliminate bullying from our schools.

REPORTING AND RESPONSE

Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents/guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of our witnesses. Reports made by students, parents/guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form.

Reporting by Students, Parents or Guardians, and Others

The school or district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents/ guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age- appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Responding to a report of bullying or retaliation

1) Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, or at lunch; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

2) Obligations to Notify Others

a) Notice to Parents or Guardians- Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents/guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents/guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b) Notice to Another School or District If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR49.00.

c) Notice to Law Enforcement At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

3) Tracking Incident Reporting Forms

a) A log will be kept by the principal or designee of Incident Reporting Forms The log should include the following information: name of target, name of aggressor, year of graduation for both students, and the date the form was received by the principal or designee.

b) All Incident Reporting Forms should be kept by the principal or designee who received them. The forms should be organized in chronological order by the date the form was received.

c) Investigation The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents/guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by

the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/ her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

d) Determinations. The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents/guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents/guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parent/guardians must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent/guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

HARASSMENT

The Stoneham High School Community takes pride in demonstrating acceptance of all individuals both inside and outside the walls of school. The mission towards creating a safe and welcoming environment relies on the collective efforts of the entire student body. Any behavior that strays from this policy will result in immediate disciplinary action.

Stoneham High School has an anti-harassment policy which will not tolerate any discrimination based on gender, race, national origin, gender identity, sexual orientation, physical or mental challenge, or any other group. All students are encouraged to report any form of harassment to school personnel, as it is the staff's top priority to protect all individual students.

Harassments can be defined as:

- 1) Making any threatening remarks to other members of the school community, including threats to the building.
- 2) Taking photographs or making voice recordings of staff members or students without the permission of the individual.
- 3) Creating profiles of staff members and/or students and developing false web sites.
- 4) Anything that makes one feel uncomfortable, regardless of intent.

All offenses listed above can and will result immediately in severe punishment to the point of suspension, referral to the police, counseling and possible expulsion. Stoneham High School administrators take all situations of harassment seriously and will handle each occurrence with individual attention and importance.

PHYSICAL RESTRAINT OF STUDENTS

Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. 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 a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Physical escort shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

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

TIME OUT

Time-out shall mean a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction

from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

Inclusionary time-out: when the student is removed from positive reinforcement or full participation in classroom activities while remaining in the classroom.

Exclusionary time-out: the separation of the student from the rest of the class either through complete visual separation or from actual physical separation.

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

If the student is not "separated from the learning activity" or the classroom, the student will be in "inclusionary time-out" and the requirements that accompany the use of "exclusionary time-out," listed below, do not apply. A student is not "separated from the learning activity" if the student is physically present in the classroom and remains fully aware of the learning activities.

"Inclusionary time-out" does not include walled off "time-out" rooms located within the classroom; use of those is considered to be "exclusionary time-out."

"Exclusionary time-out": the separation of the student from the rest of the class either through complete visual separation or from actual physical separation.

The following requirements apply to the use of "exclusionary time-out":

"Exclusionary time-out" may be used only for the purpose of calming;

During "exclusionary time-out," the student must be continuously observed by a staff member; The space used for "exclusionary time-out" must be clean, safe, sanitary and appropriate for calming; A staff member must be physically present with the student who is in an exclusionary time-out setting;

Students must never be locked in a room;

An "exclusionary time-out" must be terminated as soon as the student has calmed; and an "exclusionary time-out" may not extend beyond thirty (30) minutes without the approval of the Principal. A Principal may grant an extension beyond thirty (30) minutes based only on the individual student's continuing agitation.

MISUSE OF DRUGS AND ALCOHOL

Stoneham High School has been designated as a drug free zone. The school administration, in cooperation with the Stoneham Police Department, stand firm in our belief that all schools should remain drug free. We have been entrusted with the responsibility of providing a safe and drug free environment for all our students.

Students who attend school or school events under the influence of drugs or alcohol or in possession of drugs or alcohol will face serious action, including an immediate conference with parent/guardians, arrangements for appropriate counseling, and suspension from school. Said students will not be allowed to participate in any school events for 90 calendar days, which fall during the academic year, beginning the day of the offense. In the event the 90 days may not be served during the current school year, the student will serve the remainder of days beginning the first day of the next academic year. Students who are involved in athletics will be subject to the MIAA rules noted below. Subsequent alcohol or drug offenses will result in additional counseling, suspension from school and a 90-day exclusion from all school events. When a student brings a problem concerning the misuse of drugs or alcohol to any staff member, it will be kept confidential and help will be provided. Possession of illegal substances in school must result, by law, in referral for action by local police officials; it may result in an expulsion hearing.

Please note that this not only covers in-school and school-related activities and functions, but, according to law, applies while students are on their way to or from school.

MIAA POLICY ON CHEMICAL HEALTH FOR ATHLETES

"During the entire academic year, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. 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. The year begins with the first day of fall practice.

Minimum penalties:

(1) First Violation:

When the principal confirms, following an opportunity for student to be heard, that a violation occurred, the student shall lose eligibility for the following interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal parts of an event will be truncated, i.e. all fractional parts of an event will be dropped when calculating the 25% of the season. 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.

(2) Second and Subsequent Violations:

When the principal confirms, following an opportunity for the student to be heard, that a second

or subsequent violation occurred, student shall lose eligibility of the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal parts of an event will be truncated, i.e. all fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations, the student on 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 period of 40% of events. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year (e.g. if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of participation, which may affect the eligibility status of the student during the next academic year)."

ATHLETIC CONCUSSION POLICY

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 extracurricular athletic activities 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 public middle and high schools, however configured, serving grades six through high school graduation. 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: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parent/guardians.

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 shall maintain or cause to be maintained 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) Verifications of completion of annual training and receipt of materials;
- 2) DPH Pre-participation forms and receipt of materials;
- 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 of omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parent/guardians, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. 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 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, this policy will discuss the importance of education for our athletes, coaches and parent/guardians and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this policy 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.

Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and out-door), ultimate Frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

SCHOOL ATTENDANCE

Students are officially absent for a given day only if a parent/guardian calls in to the Absence Line, 781-279-3810, the morning of the absence. Only those students will be on the official absence list.

Stoneham High School will not honor absence notes in lieu of personal contact by telephone.

If a parent/guardian wishes to dismiss a student during the school day and the student has not submitted a note to the office at the beginning of the school day, a parent/guardian must come to the school office to dismiss the student.

Unless prior permission is received from the office, an absent student is not eligible to participate in extra-curricular activities or athletics.

Students who are dismissed from school due to illness are also not eligible to participate in extra-curriculars and athletics on that day.

Dismissal notes require a telephone number where a parent/guardian may be reached to verify the dismissal.

COMPULSORY ATTENDANCE

A) Generally

In accordance with state law and regulations of the State Board of Education, persons between the ages of six (6) and sixteen (16) must attend school unless the person has been excused from attendance for reasons permitted by state law or regulations.

B) Exemptions

Students may be excused from attendance at the public schools for medical, religious, or other reasons:

1. Medical Reasons

A statement from a physician, preferably the family physician, is required annually for medical exemptions from school.

2. Religious Reasons

A statement from an official of the student's place of worship is required annually for exemption from school for religious reasons.

3. Other Reasons

A statement from a parent/guardian of a child who is being otherwise instructed in a manner approved in advance by the Superintendent or the School Committee.

CLASS ATTENDANCE POLICY

A Stoneham High School student who misses a class without reasonable excuse during a given marking quarter will be subject to "class cut" discipline. If a student is 20 minutes tardy to any class, unexcused, such tardiness will be registered as one-half an absence. A student who is absent from class frequently (5) times during a marking quarter must attend a conference with his or her parent/guardian present. Every attempt will be made to improve the situation, including close cooperation among the student, parent/guardian, teachers and administration. Students with three (5) or more absences in a class in a given quarter will be given a status of "incomplete" for the quarter until the classroom teacher has had enough time to properly assess the student's understanding of course material. Due dates for missed work will be agreed upon by the student and office administrator. If the student fails to demonstrate adequate understanding or complete make up assignments and assessments by the agreed upon due date, the "no grade" status will become a failure. If, however, the student demonstrates improved attendance, a solid understanding of the course content, and completes make up work by the agreed upon due dates, the "no grade" status will change to the earned letter grade. Exceptions to this policy will be three: a letter from a medical doctor medicating chronic or prolonged illness; a school-sponsored experience which requires the student to miss two or more consecutive classes; and a family emergency or other circumstance to be judged valid by the principal or vice principal.

This policy will apply to transfer students from their first full day onward. The decision to fail a student in compliance with this policy may be appealed by a student or a parent/guardian to a standing Faculty Review Committee of two teachers, one counselor, one nurse, and one administrator, whose judgment will be final, on the high school level (appeal to Superintendent and School Committee is always open.) Any exception to the policy is made only by the Attendance Review Committee. Teachers do not accept medical notes from students but refer students to the vice-principal.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

In order to be eligible for extra-curricular activities, students must pass six courses each quarter or thirty (30) credits at the end of the academic year. To run for student council or class offices in the spring for the following year, a student must be currently eligible. Once elected, a student must be eligible for the fall, based on year end grades. Please check specific information listed under the eligibility requirements for athletes on page 27. Eligibility for daily participation extracurricular and athletics: 9:30AM for full and half days of school and 9:00AM for a full day

HOSPITALIZATION

A parent/guardian of a student who is unable to attend school for medical reasons, should request a Physician's Statement for Home or Hospitalization Education Form from the principal. A doctor's note

stating that the student is well enough to return to school is required after a stay in the hospital or similar facility. A re-entry meeting with a guidance counselor and administrator will also be necessary.

MAKE-UP AFTER AN ABSENCE

A pupil who has been absent is required to make up the work he/she has missed. Pupils may be required to stay after school for such make-up. All work must be made up within a reasonable time as designated by the teacher.

DISMISSAL FROM SCHOOL

No student is allowed to leave the school without office permission. A student may be dismissed from school if, prior to the beginning of school, he/she presents to the office a written request for dismissal from a parent/ guardian or guardian. These dismissals will be verified through a telephone call home. All dismissal notes must have a telephone number on them. Students who are dismissed with forged notes or false telephone calls will be assigned five nights' detention. In cases where dismissals become excessive, a parent/guardian conference will be held. If a parent/guardian wishes to dismiss a student during the school day and the student has not submitted a note to the office at the beginning of the school day, a parent/guardian must come to the school office to dismiss the student.

TARDINESS TO SCHOOL

Students who are not in period 1 or 7 by 8:50AM are considered tardy and must report to the tardy desk where they will be issued an admittance slip to class. Any student who is tardy and does not report to the tardy desk or office may be suspended from school. Any period 1 or 7 tardiness after 8:40AM is considered a half absence in that class.

First Offense: warning issued

Second Offense: fifteen (15) minute detention issued

Third Offense: thirty (30) minute detention issued; and parent/guardian notification

Fourth Offense: a meeting with the student, parent/guardian and administrator

Fifth or subsequent offense: a Saturday detention

The principal or assistant principal will supervise Saturday detentions.

CLASS CUTS

A student who cuts class will: have an absence in the class; earn three (3) detentions; and will lose ten (10) points on his/her quarter average. A parent/ guardian will be notified. Any student who cuts a class a second time during the academic year will: earn an absence in the class; earn a "no grade" for the current quarter; earn three (3) detentions and may be suspended for one day. Students who leave the school building during a class cut may be subject to additional discipline as outlined in this handbook.

TRUANCY FROM SCHOOL

Any student who is absent from school without parent/guardian permission is considered truant. Four detentions will be assigned for truancy, and class work may not be made up.

In the event a student is flagrantly tardy to school on four (4) or more occasions, time missed without parent/guardian permission will be considered truancy.

EARLY RELEASE DAYS

On early release days, students will attend school until noon. Generally, athletic practices will be at the regular times on early release days.

SCHOOL IDENTIFICATION BADGES

ID badges are expected to be on each student's person and able to be presented upon request by

staff or personnel.

STUDENTS OF THE MONTH

Each month every department at the high school selects a student who has done outstanding work during the previous month. Student pictures are displayed in the main lobby.

ADMINISTRATIVE PROCEDURES REGARDING STUDENT CONDUCT

DETENTION

The detention period for those pupils whom the office finds it necessary to detain after school will be from 2:55 to 3:35. Homework is permitted.

Failure to report to an assigned office detention may result in suspension from school. It is acceptable to meet with a teacher during office detention provided arrangements are made and confirmed with the appropriate vice-principal prior to the assigned detention.

SUSPENSION

When a student is suspended from school or dismissed for disciplinary reasons, he/she loses all school privileges. During the period of the suspension, he/she is barred from participation in all school-sponsored functions, including athletic contests and social affairs. He/she may not re-enter the school or be present on school grounds until he/she has been readmitted to school by the office after parents/guardian conference.

Before a student is temporarily suspended from public school for ten days or less, the student has the constitutional right to receive:

1. Oral or written notice of the charges against him/her
2. An explanation of the evidence against him/her
3. Students are provided an opportunity to make up all work and assessments that are given during the time of a suspension.

SEARCH POLICY

Any search of the building and grounds of Stoneham High School will be a joint operation by school officials and police officers. Warrant and probable cause requirements of the Fourth Amendment and the Massachusetts Declaration of Rights that generally apply to police-initiated searches do not apply to searches conducted by school personnel (even when assisted by the police). School authorities only need reasonable grounds for suspecting that a search will reveal evidence of a violation of law or school rules. Canine units would only be used on request of the School Department.

STUDENT LOCKERS

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Such locker searches may be in conjunction with canine searches of the building that would be done in cooperation with the Stoneham Police Department. If a canine search or any locker search results in drugs or alcohol being confiscated, the student to whom the locker is assigned will be brought to the office to explain the presence of such contraband. Rules concerning the possession of contraband would be enforced by the school administration. All contraband would be turned over to the Stoneham Police for possible legal action.

STUDENT CARS

In order to park on school property, students must consent in advance to automobile searches. Canine search units, as requested by the School Department, or a school administrator would conduct

such searches.

PERSONAL SEARCHES

School administrators may search students and student possessions, including, but not limited to backpacks and pocketbooks, if possession of contraband is suspected. Such searches may be made during the school day or at any school sponsored functions.

SMOKING/USE OF TOBACCO OR ZERO NICOTINE DELIVERY PRODUCTS

Smoking is not allowed at Stoneham High School. Any person found smoking in the high school building or on school grounds will be subject to the following:

1. First offense.....one day suspension
2. Second offense.....three-day suspension
3. Subsequent offenses.....five-day suspension
- other sanctions as warranted

In all of the above cases, parents/guardian will be notified. Students may participate in a vaping diversionary program in lieu of detention or suspension.

SCHOOL DANCES AND EVENTS

All proms/dances conducted at the high school are private in nature. Semi- formal and formal dances (proms) require that students purchase tickets in advance. Unless otherwise specified, dress which is acceptable for school wear is also acceptable for school dances and events. Both proms are formal dances. It is not required that students be in couples to attend the proms. Individual tickets are sold. For the Senior Prom, seniors are dismissed at 12:00 and other students attending the prom may be dismissed at 1:00. For the Junior Prom, students are dismissed at 1:00 and other students attending the prom may be dismissed at 1:00. The Sophomore/Freshman Semi-formal Dance is for grade nine and ten students of Stoneham High School. There are no dismissals for the Sophomore/Freshman Semi-formal Dance. Once students arrive at a dance/prom, they are not allowed to leave until one hour before the dance/prom ends. A student must be enrolled in high school or under the age of 21 to attend school dances. Middle school students may not attend high school dances. Faculty advisors are present at school events. Breathalyzers will be utilized to all students entering and exiting dances/ proms. Failure to comply with a breathalyzer will result in the student not being allowed to access/exit the dance/prom. Furthermore, parents/guardians will be notified. If a student screens positive for alcohol, parents/guardians will be notified and the student will be subject to discipline in accordance with the SHS student handbook.

DRESS

Stoneham High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

CELLULAR TELEPHONES

Cellular telephones are not allowed to be used in the classroom, unless a teacher has been given specific permission for their use by the principal. A cellular telephone may be used during the student's lunchtime in the cafeteria or during passing time throughout the school day. Students who use cellular phones during instructional time will be required to bring the phone to an office administrator. The punishment for a first offense is detention. The punishment for subsequent offences is to leave the cell

phone with an office administrator until a parent/guardian is available to retrieve the phone. Repeated inappropriate use of a cell phone may result in suspension.

CHEATING AND PLAGIARISM

Cheating refers to the giving or receiving of information on anything evaluated as the student's own work. Teachers have been instructed in such cases to send the student to the office and to record a "0" grade for that item of work, without opportunity for make-up. The office will write a letter to parents/guardian informing them of the incident. In addition to cheating that may occur during a given class period, a student who copies another's work and turns it in as his/her own is also cheating. This use of another's words is called plagiarism. The common definition of plagiarism is handing in a paper that is copied from another without acknowledgment (quotation marks or footnotes). Merely changing a few words from a source does not mean that the thoughts and ideas are not copied. Stealing or possessing examinations, grade books, or other classroom material that are not intended for student use will result in a suspension. A student will be suspended for three days if found with such material. A student found to have an examination in his/ her possession will also receive a "0" on that examination.

CARE OF SCHOOL PROPERTY

The citizens of Stoneham have provided us with a modernized building, attractive classrooms, and up-to-the-minute equipment. As intelligent individuals, we should take full advantage of these opportunities.

It is also our responsibility to help keep the grounds clean and free from papers and waste materials. Let us show our appreciation by keeping our school as clean and neat as possible. When property is damaged, be it willful or unintended, students will be assessed the replacement or repair cost of the damage.

Students are personally responsible for books loaned to them. Book covers should be used to preserve books. Students are required to pay for books which they have lost or damaged. Students will be charged the full replacement cost of any book that is within five years of purchase. For books over five years old, the charge will be 1/2 the replacement cost. The charge for damaged books that must be rebound is standard and set by the contracted company. This charge is approximately \$16.00 for a hardbound book.

FOOD AND BEVERAGES

Food and beverages are to be confined to the cafeteria. Students are not allowed to bring open containers of coffee, tonic, juice, etc., into school in the morning. The cafeteria is open before school for breakfast. Food is not to be purchased between classes. The cafeteria is open before school for breakfast. Lunch is served and occurs in the cafeteria.

At teacher's discretion students are allowed small snacks and beverages appropriate for school setting. It is the expectation that students are responsible with any trash or accidents.

USE OF CARS

Students who drive to school must park their cars in the parking lot adjacent to the tennis courts.

Cars, motorcycles, and all vehicles should be kept locked at all times. Students may not enter cars or other vehicles during the school day without permission from the office. The student parking lot is on the tennis court side of the building. Student parking spots are designated by yellow space markings. Cars parked outside of regular spaces may be ticketed and towed. Faculty spaces include the parking immediately in front of the building and the first row of spaces directly adjacent to the auditorium side of the building.

All pupils who park vehicles in the parking lot must register these vehicles (cars, motorcycles, scooters, etc.) with the office and receive a parking sticker which is to be placed on the left rear window.

The speed limit for driving on the school grounds is 15 miles per hour. This limit must be observed in entering and leaving the parking area. Any infractions of safety regulations published by the school and/or the Registry of Motor Vehicles will be dealt with in a most severe manner.

Violations will be referred to the police with a recommendation for suspension of driving privileges. The school may also suspend driving and parking privileges on school grounds. Cars parked on school grounds are subject to searches.

OFFENSES PUNISHABLE BY SUSPENSION

Students may be suspended for serious infractions of school regulations. A short-term suspension may range from one (1) to ten (10) school days, depending upon the severity of the infraction, the number of previous offenses and the amount of disruption caused by the act. When a student is suspended, he or she is not able to participate in any school-sponsored event or organization. Parents/guardians will be notified in writing when an investigation of offense with a disciplinary consequence of suspension has begun and the reasons for that investigation. In addition, they will be notified in writing of the length of the suspension and the hearing date. Parents/ guardians will be provided the opportunity to participate in the hearing. Students are provided an opportunity to make up all work and assessments that are given during the time of a suspension. There is no appeal to the Superintendent for a short-term suspension. A long-term suspension of more than ten (10) consecutive school days may be appealed to the Superintendent. When appropriate, and at the discretion of school administrators, restorative justice practices may be exercised in lieu of suspension.

1) Smoking, the use of chewing tobacco, electronic cigarettes, vapor delivering products, vapor liquid, nicotine delivery products or zero nicotine delivery products, on school grounds, second offense-suspension for three (3) days. First offense is punishable by a one-day suspension.

2) Fighting or excessive use of force with another student or any person in the school building or on school grounds. (minimum of 3 days) Fighting at an athletic event includes an additional penalty of being prohibited from attending any further athletic events as a spectator for the remainder of the year.

3) Cutting a class is punished through detention. However, upon a second or subsequent offense, the student will receive detention and be suspended for a minimum of one day.

4) Students are not to leave school without permission from the office:

1st offense: 3 nights detention

2nd offense: 1-day suspension

3rd offense: minimum 2 days suspension

5) Disrespect shown toward other students, faculty members (in or out of school), or other employees. This regulation includes the use of racial epithets or slurs. (minimum of 1 day)

6) Disruption of learning environment. (minimum of 1 day)

7) Use or possession of alcohol or drugs on school property, or at school evening functions. (minimum of 5 days) It is noted that students are considered to possess the contents of their lockers. Re-admittance to school requires the proof of an appointment with an approved drug counselor. Educational Reform policy may also be implemented.

8) Possession of drug paraphernalia. (minimum 3 days)

9) Failure to report to detention after one warning. (minimum of 1 day)

10) Failure to report to the office. (minimum of 1 day)

11) Possession or use of fireworks or other illegal items. (minimum of 3 days) The Stoneham Police will be notified:

12) Threat and/or vandalism. (minimum of 3 days)

13) Violation of a person's civil rights. (minimum of 3 days)

14) Possession of school keys, examinations, rank books, or materials that are not intended for student use. (minimum of 3 days)

15) "Hazing" is a suspendable offense at Stoneham High School. (minimum of 3 days)

16) The use or possession of "look-alike" weapons, e.g. plastic guns, knives, etc. (minimum 3 days)

17) Throwing food in the cafeteria. (minimum of 1 day)

18) Being removed from an athletic event for disruptive behavior may lead to suspension (1-day minimum) and does lead to being barred from attending any further athletic contests for one year as a spectator.

19) Obstructive behavior: Failure to cooperate, refusal to respond and/or interference with the efforts by school officials to inquire about or investigate any violation of school regulations shall receive a penalty equal to the alleged violation of up to ten days of suspension and possible expulsion.

20) Threatening remarks: Any remark that threatens other members of the school community or the building itself will be dealt with severely. Suspension, referral to the police¹ counseling, and possible expulsion will be considered. (minimum 3 days)

21) Students are prohibited from creating profiles of staff members and/or developing false web sites representative of the school. (minimum of 3 days)

22) Students are not allowed to take photographs or make voice or video recordings of staff members or students without the permission of the individual (minimum. of 1 day). Students. who alter a photographic, video, or voice recording or use a recording in a malicious manner or for a purpose for which the recording was not intended will be suspended for a longer period of time. (minimum of 4 days)

23) Students are not allowed to pass out leaflets if they are obscene, illegal, or likely to cause a disturbance in the school (minimum 1 day) suspension.

24) Suspicion of drug use including, but not limited to, odor and residue of prohibited substances. (minimum 1 day)

25) A Stoneham High School student, whether at or away from school, who: engages in behavior that jeopardizes the safety or poses a threat to the well-being of any members of the Stoneham High School Student Body, Faculty, or Staff; or engages in behavior harmful to the reputation of Stoneham High School, is liable to disciplinary action. This action may include suspension or expulsion.

26) Possession of a weapon in school, on school property or at school event. (minimum 9 days)

27) Using social media to draw negative or damaging attention to a student or staff member (minimum 1 day).

These are some of the reasons why students may be suspended. It should be stated, however, that there may be other reasons. Students may be suspended for up to 10 consecutive school days for multiple infractions of the same rule or for a more serious breach of the rules. In general, it should be remembered that whatever is a violation of the law outside of school is also a violation of school regulations.

If a student is suspended for a non-drug or alcohol offense for a period not to exceed three days, that suspension will be served on school days and non-participation in school activities will not be a consequence during the December, February, and April vacations. Parents/guardians may appeal disciplinary decisions to the school principal.

DISCIPLINE FOR SPECIAL NEEDS STUDENTS

All students are expected to meet the requirements for behavior as set forth in this handbook.

INDIVIDUAL EDUCATION PLAN (IEP)

The following additional requirements apply to the discipline of Special Needs students:

The Stoneham Public Schools carefully monitors and documents all student suspensions. The district has a procedure to record the number and duration of suspensions from any part of the student's program, including suspensions from special transportation prescribed by the IEP. The following procedures are followed when a student receiving special education services is suspended:

1) Students receiving special education services and their parent/guardians receive advanced written notice regarding the School's Code of Conduct in the Student Handbook.

2) Within the Student Handbook, procedural safeguards are included and explained.

3) When a student on an IEP has committed a disciplinary offense, the school principal or his or her designee notifies the Student Services Office immediately (before any disciplinary action is issued)

and consults on discipline and special education regulations. After the consultation the school personnel completes the "Stoneham Public Schools Special Education Discipline Notification."

4) When it appears that the number of suspensions from this disciplinary offense will approach six to eight days or it appears that a pattern has developed regarding suspensions:

a) The Principal and Student Service Director review the legal and procedural requirements, as well as potential procedure for manifestation determination.

b) The Special Education Program Supervisor may reconvene the IEP Team to determine if an amendment to the IEP is necessary.

5) A copy of the letter of suspension is provided to the Student Services Office that provides a copy to the Special Education Program Supervisor.

6) Both the school and the Office of Student Services monitor the number of total days of suspension for each student during the year.

7) When a student in special education may potentially be suspended for more than 10 days, Stoneham follows the procedures outlined below.

The Student Services Office informs the Principal of the result of the Manifestation Determination in writing using the Stoneham Manifestation Determination form.

MANIFESTATION DETERMINATION Suspensions beyond 10 days

The suspension of a student on an IEP for longer than 10 consecutive days or a series of suspensions that are shorter than 10 days, but constitute a pattern are considered to represent a change in placement. Prior to a change in placement of a student with disabilities and within 10 days, a team consisting of essential members of the IEP Team (including parent/guardians and/or student) and other staff as appropriate, must convene to hold a Manifestation Determination. The Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information from the parent/ guardians to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP. If the behavior was the direct result of the district's failure to implement the IEP the LEA must take immediate steps to remedy those deficiencies.

As part of the Manifestation Determination specific questions are asked and answered by the IEP Team members (e.g. Does the student understand their impact and consequences of his/her behavior? Can the student control his/her behavior? Is the current placement appropriate?). At the end of the discussion a manifestation decision is made by the Team and the Stoneham Manifestation form is completed.

Behavior that is NOT a Manifestation

If the IEP Team determines that the behavior is NOT a manifestation of the student's disability, the student can be suspended or expelled consistent with Stoneham's policies and practices for suspending any student. However, the district must provide 1) services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and 2) as appropriate provide functional behavior intervention services and modifications, to address the behavior so that it does not reoccur.

Behavior that IS a Manifestation

If the IEP Team determines that the behavior IS a manifestation of the student's disability, then the district will take the following steps with parents/ guardian consent: 1) Revise the IEP if deemed appropriate; 2) Change the student's placement if deemed appropriate by the IEP team; 3) Conduct an FBA and develop/revise the Behavior Intervention Plan (BIP) if it has not already done so; 4) Unless the student has been placed in an Interim Alternative Educational Setting (see below) the student returns to the original placement unless the district and parents/guardians agree otherwise or a hearing officer orders

a new placement. The student does NOT serve more than the 10 days of suspension

WRITTEN NOTICE

Not later than the date of the decision to take disciplinary action, the school district notifies the parent/guardians of that decision and provides them with the written notice of procedural safeguards. If the parent/guardian chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent/guardian and the school district agree otherwise.

INTERIM ALTERNATIVE EDUCATIONAL SETTING (IAES)

Regardless of the results of the Manifestation Determination, the district may decide to place the student in an interim alternative educational setting determined by the Team for a period of up to 45 days: 1) on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or 2) on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. The placement of a student in an interim alternative education setting enables the student to have access to the general curriculum, to continue to receive special education support as outlined on the student's IEP, and to provide support services to address the problematic behavior.

STUDENTS WITH 504 PLANS

Section 504 of the Rehabilitation Act of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subject to discrimination under any program or activity receiving federal financial assistance because of his/ her disability. 29 U.S.C. s.794 and its implementing regulations, 34 C.F.R. 104 et. seq. School personnel may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination.

EDUCATIONAL REFORM DISCIPLINE POLICY

These regulations were approved in 1993 and thus enacted for every public school in the Commonwealth of Massachusetts.

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 education 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, 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 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.

e) Students who are suspended or expelled for a period of more than ten (10) days will receive educational services.

f) When a student is expelled under the Provision of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil's expulsion.

FELONY COMPLAINT OR CONVICTION OF STUDENT

(MGL, Chp.71, S. 37H1/2, S.37H3/4).

1. Upon issuance of a criminal complaint charging a student with a felony or upon issuance of a felony delinquency complaint, the principal may suspend such student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

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 may expel said student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In both sections 1 and 2, a student and parent/guardians have the right of appeal to the Superintendent of Schools. Educational services will be provided to students suspended beyond ten (10) days.

NO TRESPASSING NOTIFICATIONS

Any person, including any former student, who has been sent a no trespassing notification is not allowed to attend any Stoneham High School function regardless of where the function is held.

NON-STUDENT STATUS

Stoneham High School reserves the right to restrict non-students from any and all school functions regardless of where such functions are held

DROP-OUT STUDENTS

In accordance with M.G.L. Chapter 76 Section 18:

A Stoneham High School Student who has not graduated from high school shall not be considered to have permanently left public school unless an administrator has sent notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent/guardian of that student in both the primary language of the parent/guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent/guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent/guardian and no extension shall be for longer than 14 days. The superintendent, or a designee, may proceed with any such interview without a parent/guardian if the superintendent, or a designee, makes a good faith effort to include the parent/guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements. Students receiving Special Education Services will receive additional information regarding their rights to access services until graduation from high school or until the age of 22.

2019-2020 Schedule

PERIOD	1	2	3	4	5	6	7	8
		C	B		B		B	
2	B		C	E	C	C		C
10:41-11:11	FIRST LUNCH							
	D		D	D		D	D	
11:54-12:24	SECOND LUNCH							
4	FLEX	E	E	FLEX	E	FLEX	FLEX	E
5	F	FLEX/CP	F		F	E	F	F

Period 1: 8:15-9:24

Period 2: 9:28-10:37

1st lunch 10:41-11:11

Period 3: 10:41-12:24

2nd lunch 11:54-12:24

Period 4: 12:28-1:37

Period 5: 1:41-2:50

SCHOLARSHIP REPORTS

Report cards are issued four times a year. An intermediate warning card is issued at the mid-quarter point to indicate that the student is doing unsatisfactory work. Report cards should be carefully examined by parent/guardians. It is the official record of the pupil's academic standing in school.

The marks found on the scholarship report may be interpreted as follows:

Final Grade		Quality Points
A+	97-100	4.4
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.4
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.4
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.4
D	63-66	1.0
D-	60-62	0.7
F	below 60	0
W		0
P		Not used for rank in class

In addition to the above, college level subjects will be weighted:

A.P. level Grades are weighted 1.1

HON level Grades are weighted 1.0

ACP level Grades are weighted 0.5

CP level Grades are weighted 0.2

UNL Grades are unweighted

D- is passing and carries diploma credit, but is an indication that the pupil should not take advanced work in that subject.

EXAMINATIONS

Midyear and final examinations will be given in all subjects.

HONOR ROLL

An honor roll is published at the end of each quarter, which includes the names of those pupils who excel in scholarship.

To attain high honors, a student must have at least five "A's" and no grade lower than a "B-" in all subjects.

To attain honors, a student must have at least a "B-" in all subjects.

GRADUATE RESIDENCY REQUIREMENT

In order to qualify for a Stoneham High School diploma, a student must be in residence at Stoneham High School for the semester immediately preceding graduation.

GRADUATING WITH HONORS

Students who graduate with a grade point average of 3.6 or above at the completion of the 7th semester will be considered to have graduated with honors and receive a gold tassel with their cap and

gown. Grade point averages are rounded to the nearest hundredth.

VARSITY SCHOLAR

Students who maintain a GPA of 3.75 each year and have no grade lower than a "B-" earn a varsity scholar award.

SENIOR EXAM POLICY

Any senior who has three (3) or fewer absences during quarter four and a yearly average of 80% or higher in any individual class, may be excused from taking the final exam in that individual course.

NATIONAL HONOR SOCIETY

The Stoneham High School Chapter of the National Honor Society is open to members of the junior and senior classes. A cumulative grade point average of 4.1 is required for a student to be considered for admission. Students who qualify academically, will be notified of their eligibility after first term grades are issued. Eligible students who wish to be considered further must submit a completed application to the Faculty Advisory Board. The candidates will then be evaluated according to the Honor Society's four criteria: scholarship, service, leadership and character. A majority vote of the Advisory Board is necessary for admission. Once admitted, a member must maintain the high standards which gained him/her membership or face the possibility of dismissal from the society.

REASONS FOR DISMISSAL

1) Members who fall below the academic standard which was the basis for their selection (4.1) shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In a case of a flagrant violation of a school rule or civic law, a member will be dismissed without warning. Behaviors which would result in immediate dismissal include but are not limited to the following: an office-documented case of cheating in class on a test or quiz; an office-documented case of the submission of a term paper or other major assignment that is not the work of the person submitting it; assault and battery against any staff member; a second suspension from school in any school year; an office- documented sale or use of drugs or alcohol during the school day or at a school event; or conviction or admission of guilt for a crime committed within or outside the school community which has been determined, by the Faculty Advisory Board, to be a serious infringement upon the rights, the safety, or the property of others.

2) The Faculty Advisory Board shall determine when an individual has exceeded a reasonable number of warnings.

3) In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Advisory Board.

4) A member who has been dismissed may appeal the decision of the Faculty Advisory Board under the same rules for disciplinary appeals in the school system.

NATIONAL HONOR SOCIETY

Officers

DIANNE NEWCOMB President
LEAH SOHL Vice-President
DIANNA DITUILLIO Secretary
AVIAH LEVINE Treasurer

THE GUIDANCE DEPARTMENT

The purpose of the Guidance Department is to assist students in their personal, educational, social and career development. Each student is assigned to one of the guidance counselors who will follow his/her career through graduation.

No one person can be 'all things to all people', so you have four other counselors with whom you might prefer to talk about personal issues. You need only to ask. The Guidance Department subscribes to the 'open door' policy, but appointments are recommended whenever possible.

The primary functions and services offered by the Guidance Department include:

- a) Individual and group counseling
- b) Dissemination of educational and career information
- c) Interest and career assessment and evaluation
- d) Orientation
- e) Special services
- f) Programming
- g) Cumulative record system
- h) Referral
- i) Follow-up
- j) School placement

SCHEDULING REQUIREMENTS

All Stoneham High School students must be scheduled for 30 periods per week. No student may earn more than 40 credits per year toward graduation.

PROGRAM CHANGES

A great deal of time and effort is devoted each winter by students and guidance counselors in the selection of the best possible program for the coming year for each student. Students are given ample opportunity in the spring to request changes in their future program.

Once the new school year has begun in September, changes can only be made in the following situations:

1) Students who meet a prerequisite by passing a summer school course may request the course they are then qualified to take.

2) Changes in the level of any subject can be made if the change is deemed by the student, staff, and parent/guardians to be in the best interest of the student.

3) No other changes in programs will be allowed except in very unusual circumstances. These must have the prior approval of the Change Committee which consists of the Principal, the Vice-principals, and the Supervisor of Guidance.

4) Any subject dropped after the course has been in session four weeks will be recorded as a "W"(withdrawal) for the final grade in that subject, and the "W" will count as a zero in computing grade point average. September 21, 2019 is the deadline.

TESTING PROGRAM

The Guidance Department provides a range of tests that are available on a voluntary basis. The program is designed to meet the needs of the individual student. Some of the tests available to students are:

- 1) College Board Testing Program
- 2) American College Testing Program
- 3) Career Assessment Inventory

If any student has a question regarding these tests or if she is interested in any of these tests, a guidance counselor should be consulted.

Students may take either the SAT Reasoning or up to three SAT H's on any test date except for the March test when SAT II's are not given. The December, January, and May tests are not administered at Stoneham High School.

SAT Test Dates	Registration Deadline	Late Registration Deadline
August 24, 2019 October 5, 2019 November 2, 2019 December 7, 2019 March 14, 2020 May 2, 2020 June 6, 2020	July 26, 2019 September 6, 2019 October 3, 2019 November 8, 2019 February 14, 2020 April 3, 2020 May 8, 2020	August 13, 2019 September 17, 2019 October 15, 2019 November 19, 2019 February 25, 2020 April 14, 2020 May 19, 2020

**Preliminary SAT/
National Merit Scholarship Qualifying Test
(PSAT/NMSQT)**
Test Date - Saturday, October 19, 2019

Guidance Counselor Assignments

All Grades

Mrs. Vaughan A-C
Ms. Dillon D-H
Mrs. Ronayne I-O
Mrs. Polizzotto P-Z

2019- 2020 COLLEGE ADMISSIONS CALENDAR

SUMMER, 2019

- Contact colleges for information
- Visit college campuses
- Make a list of possible college choices
- Consult with parent/guardian

SEPTEMBER, 2019

- Visit colleges and college fairs

- Notify guidance if you intend to apply to military academies
- Meet with college representatives in high school Guidance office
- Early decision candidates should meet with guidance counselor

OCTOBER, 2019

Attend college admissions sessions offered by the

- Guidance Department in regular English classes
- Make an appointment to see your guidance counselor
- Meet with college representatives in Guidance office
- Submit Early Decision applications
- Last week of October - deadline for information to congressmen for military academies and SAT II.
- Begin to hand in completed applications to Guidance office (will be sent out as soon as first quarter grades are received).
- Attend Senior/Parent/Guardian College Night (Date TBA)

NOVEMBER, 2019

- Make appointment with counselor
- Finalize list of schools to which you will apply
- Check to see if CSS Profile is required.

DECEMBER, 2019

Applications with a January 1st deadline should be in Guidance by the first week of December

- TBA - Financial Aid night held at Stoneham High School
- Pick up Financial Aid Form (FAFSA) in Guidance

JANUARY, 2020

- January 1 - deadline for most competitive colleges
- January 15 - application deadline for competitive colleges
- Complete and mail the Financial Aid Form

FEBRUARY 2020

- February 1/15 -Application deadlines, check college application materials

MARCH,2020

- Local Stoneham Scholarship forms are distributed to interested seniors

APRIL,2020

- April 15 - students hear from colleges
- Notify Guidance of college decisions

MAY,2020

- May 1 - Candidates reply date - let colleges know which one you plan to attend

COLLEGES MUST RECEIVE NOTIFICATION BY MAY 1

SAT Test Dates	Registration Deadline	Late Registration Deadline
August 24, 2019 October 5, 2019 November 2, 2019 December 7, 2019 March 14, 2020 May 2, 2020 June 6, 2020	July 26, 2019 September 6, 2019 October 3, 2019 November 8, 2019 February 14, 2020 April 3, 2020 May 8, 2020	August 13, 2019 September 17, 2019 October 15, 2019 November 19, 2019 February 25, 2020 April 14, 2020 May 19, 2020



STONEHAM PUBLIC SCHOOLS

2019-2020 School Calendar and Hours

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

IMPORTANT DATES:

Aug. 22: New Teacher Orientation
 Aug. 26: Teachers' Return
 Aug. 28: Schools Open
 Aug. 30-Sept. 2: Labor Day Weekend
 September 30: Rosh Hashanah
 October 9: Yom Kippur
 October 14: Columbus Day
 November 11: Veterans Day
 November 27(1/2 Day)-29: Thanksgiving
 December 23-Jan. 3: Holiday Vacation
 December 25: Christmas Day

January 1: New Year's Day
 January 20: Martin Luther King Day
 February 17: President's Day
 February 17-21: February Vacation
 April 10: Good Friday
 April 20: Patriots' Day
 April 20-24: April Vacation
 May 25: Memorial Day
 June 5: High School Graduation
 June 12: 100th Day, June 19: 185th Day

No School SC Meetings

EARLY RELEASE DAYS:

October 11: Systemwide - Prof. Development
 October 31: Systemwide - Prof. Development
 November 27: Systemwide - Thanksgiving
 December 4, 7-12: Conferences
 December 11 and 12: PK-4 - Conferences
 January 17: Systemwide - Prof. Development
 February 14: Systemwide - Prof. Development
 March 11 and 12: PK-4 - Conferences
 April 10: Systemwide - Good Friday
 June: Last Day of School

SCHOOL HOURS:

Elementary
 8:30 A.M.-2:45 P.M.

Central Middle School
 7:58 A.M.-2:45 P.M.

High School
 8:15 A.M.-3:50 P.M.

Early Release: Elem: 12:00
 HS: 12:15 CMS: 11:45

ATHLETICS *Mr. David Pignone, Director of Physical Education and Athletics*

Stoneham is a member of the Massachusetts Interscholastic Athletic Association and the Middlesex League. For the 2019-2020 school year, there is a \$300.00 Athletic Activity Fee per athlete per season. Listed on the next page are the sports offered at Stoneham High School. There are opportunities for all students in the athletic program. Teams are provided at the Freshman, Junior Varsity and Varsity levels. For evening football, soccer, and field hockey games, no containers may be brought into the stadium. This includes water and coffee containers. There are specific sanctions for disrupting athletic events. These sanctions include being prohibited from attending athletic events for one year.

ELIGIBILITY FOR ATHLETICS

A student must pass six subjects to be eligible to participate in sports at Stoneham High School. Please read below for further clarification.

November: This report card determines eligibility until the next report is issued (approximately November 10 - February 1).

February: Second quarter grades (not semester grades) determine eligibility until next report card is issued (approximately February 1-April 12).

April: Determines eligibility until next report card (June 30).

June 30: Final grades and credits (not fourth quarter grades) determine fall eligibility (August to November). A student must pass a total of six major subjects for the year (30 credits of major subjects) to be eligible for the fall quarter. For all subsequent seasons, students must pass six subjects. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parent/guardian of all students. Incomplete grades may not be counted toward eligibility. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility. A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has previously been pursued and failed.

Students who serve a captain of a team and are disciplined for offenses that are deemed to be detrimental to leading a team respectfully or compromising school's expectations with drug usage or possession will no longer have the privilege of serving as captain of the team.

ATTENDANCE

Students who participate in extra-curricular activities, including athletics, are expected to attend all classes in order to participate in contests, practices, meetings or social events after school.

HOME SCHOOLING

The Stoneham School Committee supports the participation of students who have an approved home-schooling plan on file in the Superintendent's office and meet the eligibility requirements established by the MIAA, the Middlesex League, and Stoneham High School.

2019-2020 SHS Coach Staffing

Fall Sports

Cross-Country, <i>Girls</i>	Dave Corbett
Cross-Country, <i>Boys</i>	Jerry Bailey
Fall Cheerleading	Katie Lepore
Field Hockey	Kate Morin
Football	Robert Almeida
Golf	Tom O'Grady
Soccer, <i>Boys</i>	Jeff Kirkland
Soccer, <i>Girls</i>	Sharon Chapman
Swimming	Alex Penacchio
Volleyball	Paul Hardy

Winter Sports

Basketball, <i>Boys</i>	Jim Bakeman
Basketball, <i>Girls</i>	Lynley Paratore
Gymnastics	Annemarie MacNeil
Ice Hockey, <i>Boys</i>	Paul Sacco
Ice Hockey, <i>Girls</i>	Colleen Martin
Indoor Track, <i>Boys</i>	Chris Yancey
Indoor Track, <i>Girls</i>	Jerry Bailey



Spring Sports

Baseball	Kevin Yianacopoulos
Lacrosse, <i>Boys</i>	Matt Dabeningo
Lacrosse, <i>Girls</i>	Kate Morin
Softball	Scott Giordano
Track, <i>Boys</i>	Dave Corbett
Track, <i>Girls</i>	Jerry Bailey
Tennis, <i>Boys</i>	Jim Carino
Tennis, <i>Girls</i>	Sara Swett-Zizzo

FOR SPORTS INFORMATION CALL 781-279-3806
 for schedules of individual teams go to
www.stonehamschools.org
 click for the high school page, then choose athletics.

MISCELLANEOUS INFORMATION

FIRE DRILLS

A fire drill is a serious exercise. In order to secure a quick and safe exit from the building it is of utmost importance that pupils file without conversation and proceed as fast as is consistent with safety to all.

Fire drill directions are posted at the front of each room and should be followed implicitly. Teachers are required to accompany and supervise their pupils from their classrooms.

LOCKERS

Ample locker space is provided for every student. The lockers are the property of the Town of Stoneham. Misuse or damage caused to the lockers can and will result in loss of locker privileges.

Each student is responsible for his own possessions. All lockers (including gym lockers) must be locked at all times. Students are urged not to share lockers or their combinations with other students. Administrators have the right to search lockers. Money should not be left in lockers and students are urged not to carry large amounts of money on their persons. Money may, upon request, be left in the office safe.

CAFETERIA

The high school cafeteria provides both breakfast and lunch at a reasonable cost. The cafeteria is open from 7:30 - 10:15 for breakfast. Juniors and seniors have periods assigned in the cafeteria. Underclassmen may go to the cafeteria prior to the beginning of school. Of course, students may bring their own lunches as well. Students must eat their lunch in the cafeteria. Lunches or snacks are not to be eaten in other areas of the building.

As in other schools, students may apply for the free and reduced lunch program. Students who were in the program in 2018-2019 will continue to be in the program until the new applications are processed.

Students may use the grassed area outside the cafeteria for breakfast and lunch. However, games utilizing frisbees, footballs, soccer balls, tennis balls, and whiffle balls are not permitted.

HEALTH

Students should feel free to see the school nurse when they have any problems pertaining to health. A student who wishes to see the nurse should secure a pass from his/her teacher and present it to the nurse. If, for some reason, the nurse is not in her office, the student should report to the main office so that the nurse may be located and notified.

According to law, each pupil must have a physical at least every three years, either by his own doctor or by the school doctor. No attempt is made to diagnose or treat a pupil by the school doctor or the school nurse, as this is the responsibility of the family physician and dentist.

The nurse's office also has information about the new State plan for health insurance for under-insured families.

All students have a vision, hearing, body mass index and postural screening once during the time the student is enrolled in high school. Only when students have failed a test will the results be reported to the parents/guardians. Information is sent to parents/guardians about each test in case they wish that a student not be screened.

All pupils participating in competitive sports must be examined during the current school year. In case of injury, a pupil must have a release from his doctor before returning to active sports. To diagnose or treat a pupil by the school doctor or the school nurse, as this is the responsibility of the family physician and dentist.

NO SCHOOL/DELAYED OPENING ANNOUNCEMENTS

'No school' announcements are made by all of the major radio and T.V. stations and by a Connect Ed. message. If there is a 'no school' announcement, generally all school events are cancelled and there are no athletic practices. However, the high school is open by 9:00AM except where the weather is extreme. Some days, school is cancelled because of poor driving conditions in the morning which have cleared up by late morning. Teams might practice if the weather is clear and the parking lots have been cleared. In such cases, coaches will contact team members.

A 'delayed' opening means that the time that students are expected in school will be delayed from the normal 8:15AM. Such delays will normally be 120 minutes. If there is a delay, periods may be shortened or eliminated. Dismissal will be as usual at 2:50PM.

VOTER REGISTRATION

For students who reach the age of 18, voter registration is available in the office. Students are encouraged to register to vote.

THE LIBRARY

The library is a vibrant academic setting where students are encouraged to research, read, select books and study. There is a collection of 11,000 volumes consisting of course-related materials and books for pleasure reading. The library is open before school, during FIT periods and after school. Desktop computers, laptops and Wi-Fi are available for students use. The librarian teaches library skills to all freshman and these skills are reinforced with students grades 10, 11 and 12. Research databases and the library online catalog can be accessed through the library web page.

PARENTS/GUARDIAN SUPPORT GROUPS

Stoneham High School has numerous parent/guardian support organizations. If you are willing to help out, please contact the representative listed.

STONEHAM PTL	Mr. Bryan Lombardi
STONEHAM BOOSTER CLUB	Mrs. Kathy Hudson
LIBRARY VOLUNTEERS	Mrs. Alison Connelly

CLUBS AND ACTIVITIES

Stoneham High School offers a variety of clubs and activities which are listed below. Please check the daily announcements for further information.

Art Club	Gay/Straight Alliance
Computer Club	Model U.N.
Drama Club	National Honor Society Newspaper
Foreign Language Club	Student Council Yearbook
French Club	

TECHNOLOGY ACCEPTABLE USE POLICY

The Stoneham Public School system provides technology, internet and network access to students, parent/guardians and staff to support educational excellence and enhance our curriculum. Use of school computers and online access is a privilege provided to students and staff.

Information sent and received using the Stoneham Public Schools network, and all hardware/software provided or installed by the Stoneham Public Schools, is considered the property of the Stoneham Public Schools and is subject to review at the discretion of school administration. A user is deemed to access and use the school department network through any electronic activity conducted on the system using any device (whether or not such device is school-provided) regardless of the user's physical location.

Users have no right to privacy while using the network. The school department monitors users' online activities and reserves the right to access, review, copy, store or delete electronic communications or files. This includes any items stored on school-provided devices, such as files, e-mails, cookies and internet history. The school department reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The school department will fully cooperate with local, state (including DESE), or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the department's network.

In the event that a review shows improper use, appropriate action will be taken with the individual(s) in accordance with school disciplinary policy, copyright law and/or federal and state law. Improper use includes but is not limited to:

- * Causing damage to computer technology equipment.
 - * Altering computers or network equipment configurations
 - * Loading personal non-school purchased software onto a computer
 - * Hacking into other's folders or work files on a password protected server
 - * Using printer material for non-school business
 - * Use of computers and internet unrelated to intended educational use
 - * Downloading files for personal use, unrelated to proper educational use
 - * Use of school technology for personal gain or commercial use
 - * Use of computers for spam, advertising or political use
 - * Non-educational chat room or instant messaging use
 - * Use of an online computer to transmit, receive or display pornography, racially offensive, or harassing messages; profanity; sexually explicit material; or threatening, defamatory, or other improper, socially unacceptable files
 - * Downloading or transmitting materials in violation of State, Federal and Copyright law
- In accordance with the Children's Internet Protection Act (CIPA), the department blocks or filters content over the network that the department considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The department may also block or filter other content deemed to be inappropriate, lacking educational or work-related content, or pose a threat to the network. The department may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful or business purposes.

Users shall not use any website application or methods to bypass this filtering of the network.

The department will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. Students should not reveal personal information about themselves or other students and should promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable. Parent/guardians should also monitor their children's use of the internet when the school network is accessed from home or a non-school location.

Periodically, the Stoneham Public Schools will make determinations of whether new uses of

technology remain consistent with this acceptable use practice.

The district shall educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in client rooms and about cyber bullying awareness and response.

Adopted: March 9, 2006

Revised: July 2012

Revised: August 29, 2013

STUDENT GOVERNMENT

Class Elections

A student who wishes to run for class office must file nomination papers and make a brief speech to classmates. Elected class and Student Council officers must continue to be members of their class. Should an elected officer fall below the minimum number of credits required to maintain grade status, that officer must relinquish the office. The office will be filled by vote of the Student Council. Voting is conducted by the Student Council. The officers for the Class of 2023 will be elected at the end of September

Senior Class - 2020

Mr. James Carino, Advisor

President..... Jackie Lynch
Vice President Matt O'Brien
Secretary Anna Nicoletti
Treasurer Michael Driscoll
Social Chairpersons Giuseppe Azzarello & Catherine
Seibold

Junior Class - 2021

Ms. Briana Nims Henderson, Advisor

President..... James Valeriani
Vice President Tajvir Singh
Secretary Katie Oro
Treasurer Marijane McAllister
Social Chairperson . Mary-Rose O'Melia & Aly Simpson

Sophomore Class - 2022

Mr. Dean Serino, Advisor

President..... Damien Driscoll
Vice President Stella de Paula
Secretary Keith Sereda
Treasurer Gabe Pouliot
Social Chairperson ... Beliz Baluglu & Samantha Luongo

Freshman Class - 2023

Mrs. Jennifer Christopher, Advisor

Student Council

The Student Council is composed of its officers, seven representatives from each class, and the class presidents. Regular meetings are held twice each month. Among its responsibilities are the annual Carnival Ball, assembly programs, scholarship awards, class elections, and other activities which enlist the support of the whole school. It also works closely with the school administration in considering projects and problems of interest to the student body. The Student Council members for the Class of 2023 will be elected at the end of September.

Class of 2020

President

Sophia Perillo

Vice-President

Diana DiTullio

Secretaries

Maya Cunningham

Treasurers

Khushi Ghai

Senior Members

Amy Ryan

Nick Freitas

Mike Nasr

Alex Moreira

Max Davis

Marie Hardiman

Kayla Plusquellic

Emily Daly

Class of 2021

Caitlyn Heneghan

John Pagliarano

Josh Davis

Grace Connell

Travis Lopinsky

Elise McAllister

Olivia West

Lexi Crowley

Kelsey Discipio

Olivia Rizzo

Erin Brown

Felia Burgos

Class of 2022

Valerie Duhamel

Amelia Borto

Olivia Alleyne

Kara Quinlan

Sean Riley

Tshilobo Kadima

Keira Haughey



Advisors: Mr. Jason Eppskrier and Ms. Jennifer Farabaugh

DIGITAL RECORDING NIDEOTAPING/PHOTOGRAPHY POLICY

Introduction

Stoneham Public Schools Spartan EDTV (Channel 8 Comcast, Channel 13 RCN, Channel 35 Verizon) are the school district's educational access channels. EDTV online at www.stonehamschools.org is Stoneham Public Schools online streaming video resource. They are used as teaching and learning tools, as well as a means of informing the entire Stoneham community and beyond, of school events.

Policy

All recording, videotaping and photographing, including digital photography, by any means, including but not limited to, cell phone, involving students will be related to classroom and/or extracurricular activities and other instructional support services. No video recording or photographing, including digital photography, will be used for commercial purposes and no student will be included without the written consent of the parent/ guardian. Parents/guardians will be required to sign a release form on an annual basis. Exceptions to this policy are large public events, such as athletic events, Carnival Ball, graduation, etc.

All routine classroom video recording and photographing, including digital photography, of student activities produced by students or school personnel may not occur, or be reproduced, or made available outside of the school for any purpose without express prior authorization of the building principal. Parent/guardians will be notified in advance whenever non-routine projects involving video recording and photographing, including digital photography, of students is planned.

STONEHAM PUBLIC SCHOOLS PARENT/GUARDIAN RELEASE FORM

(Student Name) _____

PRIOR TO ALLOWING YOUR CHILD TO BE RECORDED, VIDEO- TAPED OR PHOTOGRAPHED IN ANY PUBLIC SCHOOL ACTIVI- TIES, THIS FORM MUST BE ACKNOWLEDGED AND RETURNED.

I give my permission for my child to be included in school related recording, videotaping and photographing, including digital photography, of school activities. All recording/videotaping/photography will be related to classroom and/or extracurricular programs, activities and other school functions. Video programs may be edited and broadcast to the community on cable television on Stoneham's Educational Access Channels 8, 13, 35 or on EDTV online at www.stonehamschools.org.

I understand that all videotaping and/or photographing, including digital photography, done by the school system will be utilized for educational enrichment, or community information purposes, and will not be commercially aired or distributed. I understand that no confidential, registry, or student records information about my child will be released in recorded, video or photographic form.

It is also understood teachers and other school personnel may edit and prepare video productions using school and/or personal video and computer equipment, at school and at home.

___ I acknowledge that I have read this Recording/Videotape/ Photography Authorization document and agree to its terms.

___ I acknowledge that I have read this Recording/Videotape/Photography Authorization document and do not agree to allow my student to be recorded, videotaped or photographed.

PROTECTIONS FOR CHILDREN NOT DETERMINED ELIGIBLE FOR SPECIAL EDUCATION AND RELATED SERVICES.

34 CFR Section 300.534

(a) General. A child who has not been determined to be eligible for special education and related services under this part and who has engaged in behavior that violated a code of student conduct, may assert any of the protections provided for in this part if the public agency had knowledge (as determined in accordance with paragraph (b) of this section) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

(b) Basis of knowledge. A public agency must be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred—

(1) The parent of the child expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;

(2) The parent of the child requested an evaluation of the child pursuant to §§300.300 through 300.311; or

(3) The teacher of the child, or other personnel of the LEA, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education of the agency or to other supervisory personnel of the agency.

(c) Exception. A public agency would not be deemed to have knowledge under paragraph (b) of this section if—

(1) The parent of the child—

(i) Has not allowed an evaluation of the child pursuant to §§300.300 through 300.311; or

(ii) Has refused services under this part; or

(2) The child has been evaluated in accordance with §§300.300 through 300.311 and determined to not be a child with a disability under this part.

(d) Conditions that apply if no basis of knowledge.

(1) If a public agency does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors consistent with paragraph (d)(2) of this section.

(2)

(i) If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under §300.530, the evaluation must be conducted in an expedited manner.

(ii) Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

(iii) If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of §§300.530 through 300.536 and section 612(a)(1)(A) of the Act.

INVESTIGATION AND COMPLAINT RESOLUTION

Stoneham Public Schools School Committee Policy 8-9

The Stoneham Public Schools will promptly review every complaint, take necessary action to eliminate the conduct and work to ensure the safety of the complainant and any/all witnesses.

The Stoneham Public Schools shall promptly initiate an investigation into allegations of sexual and discriminatory harassment including sexual assault and misconduct while observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. During the investigation and prior to a final determination, the Title IX Coordinator and/or appropriate administrator will take appropriate interim measures to protect the complainant. During an investigation the complainant and accused may present witnesses and other evidence. Victims of sexual/discriminatory harassment, and /or sexual assault will not be required to mediate allegations of harassment with their alleged perpetrators without appropriate involvement by the District, and further, any mediation process can be terminated by the victim at any time. Both the complainant and the accused individuals shall be notified by the School District of the outcome of any investigation.

The Title IX Coordinator in consultation with the School's Complaint Manager/and or Superintendent will coordinate the investigation. Typical steps in an investigation include separate interviews with those involved, putting statements from each party in writing, identifying and questioning witnesses, and other appropriate actions. The District will conduct the investigation with as much confidentiality and privacy for the parties as possible without compromising the thoroughness of the investigation. The District will caution all participants in the investigation to limit discussions to those staff directly involved in the investigation and to treat the matter as confidential as practicable. Individuals are expected to cooperate fully in any investigation. Failure to do so may result in disciplinary action up to and including termination/expulsion.

The District will endeavor to complete the investigation within thirty (30) school days of receiving the complaint, unless the nature of the investigation or exigent circumstances dictate otherwise, in which case the investigation will be completed as promptly as practicable. Also, if the respondent is subject to a collective bargaining agreement that sets forth a specific time line for notice and/or investigation of a complaint, such time line will be followed. During Title IX investigations, the District will use the preponderance of the evidence standard in determining whether or not District Policies have been violated in relation to sexual violence, and discriminatory and sexual harassment complaints.

Upon completion of the investigation, the Compliance Officer will issue a written report to the Superintendent. The Superintendent will issue a decision within ten (10) school days of receiving the Compliance Officer's report. If the complainant or the accused is not satisfied with the Superintendent's decision, an appeal may be filed with the Superintendent by either the complainant and/or the accused or by their guardian(s) within five (5) calendar days of receiving the decision. Within thirty (30) days of receiving the record, the Superintendent will render a final decision in writing.

If the District determines that the Policy Prohibiting Discriminatory Harassment, Sexual Harassment and Misconduct has been violated, the District will take appropriate action promptly to stop the offending conduct and ensure that it is not repeated. Depending on the severity of the incident(s), such corrective action may include counseling, training, a verbal or written warning, suspension, or termination/expulsion. Following substantiated instances of discriminatory and sexual harassment, including sexual misconduct and violence, the District will take reasonable steps to address the effects of the conduct including but not limited to supporting victims' access to the District's programs, services and activities.

In certain cases, harassment of a student, and in particular, sexual harassment of a student, may constitute child abuse under Massachusetts laws. Verbal sexual harassment of any child by anyone, including school district employees/volunteers, is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse. Such abuse must be reported immediately to the Department of Social Services in accordance with the requirements of M.G.L. c 19, s. 51A. A matter reported under this section shall be screened to determine whether an investigation is pursuant to the Child Abuse and Neglect Policy, the Sexual Harassment Policy, or both. The Stoneham Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

VII. PENALTIES Persons who engage in discriminatory, sexual harassment, sexual misconduct and assault including retaliation may be subject to suspension, termination/expulsion or other sanctions, subject to applicable school system policies and procedures, as well as applicable contractual requirements.

An individual determined to have violated the District's policies related to discriminatory/sexual harassment, and/or sexual misconduct may be subject to the following sanctions or a combination thereof:

All Students

- a. Mediation involving a third party; remedial training
- b. Reprimand either verbal or written
- c. Suspension in-house or out of school
- d. Expulsion

All Staff

- a. Mediation involving a third party; remedial training
- b. Reprimand either verbal or written
- c. Suspension with or without pay
- d. Dismissal