

Cohasset High School

Student-Family Handbook

2020-2021



143 Pond Street
Cohasset, MA 02025
781-383-6100 www.cohassetk12.org

Cohasset Public Schools is an Equal Opportunity Employer. Cohasset Public Schools does not discriminate or tolerate discrimination on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, veteran status, U.S. uniformed military service member status, disability, age or homeless status in programs, activities or employment. Harassment is a form of discrimination and is likewise prohibited. Please see page 9 for detailed information on reporting and investigation of incidents of discrimination or harassment.

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Administrative Greeting

Dear Students and Families,

Welcome to the 2020-2021 school year! We hope that throughout the year you find Cohasset High School to be an environment in which all students are able to grow to be their best selves. Our faculty, administrators, support staff, families, community members, and students all play a vital role in helping students set and achieve their goals, and this handbook, as a compliment to the District Family Handbook, is intended to outline the structures that we think best promote student success.

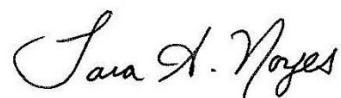
Our primary goal is to provide an intellectually challenging and personally fulfilling experience in a safe and supportive environment. Such an endeavor requires that we provide an appropriately rigorous curriculum but it also requires that we teach the skills that underlie learning, that we provide structures that facilitate communication, problem-solving, and conflict management, and that we model civil discourse and the values that we wish to promote – values like integrity, wellness, mutual and self-respect, and compassion.

It is within this context that we have developed this handbook. We seek to make clear the expectations that we have for each other, to provide vehicles for effectively working together, and to have a basis for which we can hold each other mutually accountable. The nature of our humanity tells us that we will not live up to each standard every time, but the expectation is that we will give our best effort, that we will work together to navigate challenges, and that we will assume positive intentions. Such an expectation hopes to build trust in each other and a build culture in which a handbook is obsolete, because this is just who we are and what we do.

Sincerely,



Brian T. Scott
Principal



Tara Noyes
Assistant Principal

If you need this booklet translated, please contact the main office.

Portuguese/Português

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

Spanish/ Español

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

French/ Français

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

German/ Deutsch

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

Russian/Русско

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

Korean/한국어

너가 번역되는 이 소책자를 필요로 하면, 너의 아이 학교의 본사를 접촉하십시오.

Chinese/汉语

如果您需要这本小册子被翻译, 请与您的儿童的学校大会办公处联系。

Japanese/日本語

翻訳されるこの小冊子を必要とすればあなたの子供の学校の主要なオフィスに連絡しなさい。

Hindi/हिन्दी

Agar Aapko yah puistka ki Anavaaidt AavaSyakta ho tba kRpyaa Apnao baccao ko ivaValaya ka mau#ya kayaa-laya sampk- kiryao .

Polish/Polski

Jeśli potrzebujesz tej broszury przetłumaczone, skontaktuj się z głównego urzędu Twoje dziecko w szkole.

Greek

Αν χρειάζεστε το φυλλάδιο αυτό μεταφράστηκε, παρακαλούμε επικοινωνήστε με την κύρια έδρα του σχολείου του παιδιού σας.

Italian/Italia

Se hai bisogno di questo opuscolo tradotto, si prega di contattare l'ufficio principale del vostro bambino scuola.

Arabic

عاجر، مجرد تي سارك اذه جاتحت تنأ ناب لصتا تسردم كتلفظ نم تيسينر بتكملا

Albanian

Ne qofte se ju do te deshironit dokumentat te perkthyer ne gjuhen shqip. Ju mund ti kerkoni ne zyren qendrore te shkolles du eshte femija juaj.

GUIDING SCHOOL COMMITTEE POLICIES

The following guiding policies can be found in the School Committee Policy binder, located at www.cohassetk12.org.

JA	STUDENT POLICIES AND GOALS
JB	EQUAL EDUCATIONAL OPPORTUNITIES
JBA	STUDENT-TO-STUDENT HARASSMENT
JEB	ENTRANCE AGE
JEBA	POLICY AND PROCEDURE FOR EARLY ENTRANCE TO KINDERGARTEN
JECA	ENROLLMENT OF THE CHILDREN OF SCHOOL DEPARTMENT PERSONNEL
JF	SCHOOL ADMISSIONS
JF-R	RESIDENTIAL REQUIREMENTS FOR SCHOOL MEMBERSHIP
JFABB	ACCEPTANCE OF INTERNATIONAL AND EXCHANGE STUDENTS
JFABD	HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES
JFBB	SCHOOL CHOICE
JFBB-1	SCHOOL CHOICE
JH	STUDENT ABSENCES AND EXCUSES
JHD	EXCLUSION AND EXEMPTIONS FROM SCHOOL ATTENDANCE
JI	STUDENT RIGHTS AND RESPONSIBILITIES
JIB	STUDENT INVOLVEMENT IN DECISION-MAKING
JICA	STUDENT DRESS CODE
JICC	STUDENT CONDUCT ON SCHOOL BUSES
JICE	STUDENT PUBLICATIONS
JICF	GANG ACTIVITY/SECRET SOCIETIES
JICFA	PROHIBITION OF HAZING
JICFA-E	HAZING
JICFB	BULLYING PREVENTION
JICG	TOBACCO USE BY STUDENTS
JICH	ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED
JIE	PREGNANT STUDENTS
JIH	INTERROGATIONS AND SEARCHES
JII	STUDENT COMPLAINTS AND GRIEVANCES
JJ	CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES
JJA	STUDENT ORGANIZATIONS
JJE	STUDENT FUND-RAISING ACTIVITIES
JJF	STUDENT ACTIVITY ACCOUNTS
JJG	CONTESTS FOR STUDENTS
JJIB	INTERSCHOLASTIC ATHLETICS
JK	STUDENT DISCIPLINE
JKA	CORPORAL PUNISHMENT
JKAA	PHYSICAL RESTRAINT REQUIREMENTS
JL	STUDENT WELFARE
JLA	STUDENT INSURANCE PROGRAM

JLC	STUDENT HEALTH SERVICES AND REQUIREMENTS
JLCB	INOCULATIONS OF STUDENTS
JLCC	COMMUNICABLE DISEASES
JLCD	ADMINISTERING MEDICINES TO STUDENTS
JLCEA	THE USE OF AUTOMATED EXTERNAL DEFIBRILLATORS
JP	STUDENT GIFTS AND SOLICITATIONS
JQ	STUDENT FEES, FINES, AND CHARGES
JRA	STUDENT RECORDS
JRA-R	STUDENT RECORDS
JRD	STUDENT PHOTOGRAPH

NOTICE OF EQUAL OPPORTUNITY

The Cohasset Public Schools reaffirms that they do not discriminate on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation in admission to, access to treatment in or employment in its programs or activities. Consistent with M.G.L. Chapter 76, Section 5, the Cohasset School District also affirms the commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age disability or sexual orientation. Any harassment on the basis of sex, race, national origin, religion, age, disability or sexual orientation will not be tolerated and will be punishable to the full extent of the law.

If you should have any questions about the district's policy, please feel free to contact the Director of Student Services. She has been designated to respond to your inquiries and to be the district's Equal Opportunity, Title IX, Section 504, and Americans with Disabilities (ADA) Coordinator. The Director of Student Services can be reached at (781) 383-6104.

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

1. Report the violations to any staff member in the Cohasset Public Schools. He/she will notify the building Principal or grievance coordinator. The building Principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced by the school district investigators in each area, within a reasonable period of time. The building principal will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity, Title IX, Section 504, ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the Principal's decision.
3. The Equal Opportunity, Title IX, Section 504, ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the Principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

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

**Abbreviated Reference to the Legislation and Specific Criteria of Civil Rights Laws, and
School and District Coordinator Information**

Law	Coordinator
Title VI of the Civil Rights Act of 1964 – prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.	Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104
Title IX of the Education Amendments of 1972 – prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.	Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104 Assistant Superintendent: Dr. Leslie Scollins, 781-383-4210
Title I 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 employment.	Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104
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 and activities.	Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104
Section 504 of the Rehabilitation Act of 1993 – prohibits discrimination, exclusion from participation, and denial of benefits based on disability.	District – Ms. Barbara Cerwonka, 781-383-6104 Osgood – Mr. David Vinton 781-383-6117 Deer Hill – Ms. Robyn Costa 781-383-6115 Middle School – Dr. Kathryn Salas 781-383-6100 High School – Ms. Tara Noyes 781-383-6100
Massachusetts General Laws, Ch. 76, S.5 – prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.	Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104
Title I of the Elementary and Secondary Education Act of 1965 – designed to help disadvantaged children meet challenging content and student performance standards.	Assistant Superintendent: Dr. Leslie Scollins, 781-383-4210
603 CMR 4600 – governs the use of physical restraint on students in publicly funded schools.	Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104
McKinley-Vento Act - Homeless	Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104

Cohasset Public School policy, AC, “Nondiscrimination” states, “Individuals who have a complaint or feel they have been discriminated against because of race, color, gender, religion, national origin, sexual orientation and disability, should register their complaint with the Title IX compliance officer.” The above references laws and coordinators indicate whom individuals should contact in the event they feel they have been victims of discrimination.

If any individual associated with the Cohasset Public Schools feels discriminated on the basis of race or national origin (Title VI), gender (Title IX) or disability (Section 504), s/he may file a complaint with the appropriate school or district coordinator.

Grievance Decision APPEALS: Dr. Patrick Sullivan, Superintendent, 781-383-6111

CORE VALUES & BELIEFS

CHS is an inclusive, supportive, and safe learning environment committed to excellence and growth. Our community values experiential, collaborative, active learning that is rigorous and relevant, and fosters creative, responsible contributors to a global society.

EXPECTATIONS FOR STUDENT LEARNING

The Cohasset student will communicate effectively.

All students will

- Read and listen critically for information, understanding, and enjoyment.
- Write and speak clearly, factually, persuasively, and critically in Standard English.

The Cohasset student will be a critical and creative thinker and problem solver.

All students will

- Define, analyze, and solve complex problems.
- Distinguish fact from opinion, identify stereotyping, and recognize bias.
- Refine research skills by using a variety of media and by evaluating the quality of the information obtained.
- Make reasoned inferences and construct logical arguments.
- Develop, test, and evaluate possible solutions.
- Present conclusions through written, spoken and artistic means of expression.
- Understand and apply scientific, mathematical and technological concepts.
- Explore the creative process through visual arts, music, drama, or technology.

The Cohasset student will understand the responsibilities of citizenship and community membership.

All students will

- Develop a strong sense of honor and integrity, behave ethically, and act responsibly.
- Demonstrate an understanding of the rights, responsibilities, and roles of individuals, the community, the nation, and the world.
- Demonstrate an understanding and appreciation of the traditions, practices, and perspectives of other cultures.
- Demonstrate respect and tolerance for self, peers, parents, and staff.

The Cohasset student will understand the importance of being healthy and physically active.

All students will

- Make informed and responsible judgments regarding physical, mental, and emotional well-being.
- Develop skills and participate in physical activities for personal growth, fitness, and enjoyment.

GENERAL SCHOOL INFORMATION

Cohasset High School Administration

Brian Scott	Principal	383-6100
Tara Noyes	Assistant Principal	383-6100
Steve Rotondi	Athletic Director	383-6100
Michael Stapleton	Special Education Team Chair	383-6100
Gail Saitow	Main Office Secretary	383-6100
Lisa Tokarz	Secretary to Principal	383-6100

Cohasset High School Guidance

Laura Struzziery	Lead Counselor	383-6102
Kevin McGowan	Guidance Counselor	383-6102
Allison Battista	Guidance Counselor	383-6102
Caitlin Stromberg	Psychologist / Adj. Counselor	383-6102
Leanne McCarthy	Adjustment Counselor	383-6102
Patrice Hoeft	Guidance Secretary	383-6102

High School Term Calendar

2020-2021

End of Quarter 1	November 23 rd
End of Quarter 2	February 5 th
End of Quarter 3	April 16 th
End of Quarter 4	June 23 rd

COHASSET HIGH SCHOOL
Bell Schedules

Regular Schedule

8:15 – 9:35	Period 1
9:35 – 9:145	Break
9:45 – 11:05	Period 2
11:08 – 12:28	Period 3
12:30 – 12:55	Lunch
12:58 – 1:32	Utility
1:35 – 2:55	Period 4

Early Release Schedule

8:15 – 9:15	Period 1
9:10 – 9:18	Break
9:20 – 10:20	Period 2
10:22 – 11:22	Period 3
11:25 – 12:25	Period 4

Two-Hour Delay Schedule

10:15 – 11:15	Period 1
11:19 – 12:19	Period 2
12:23 – 1:23	Period 3
1:26 – 1:51	Lunch
1:55 – 2:55	Period 4

Opening Day Schedule

8:15 – 9:26	Period 1
9:26 – 9:34	Break
9:37 – 10:48	Period 2
10:51 – 12:02	Period 3
12:04 – 1:15	Period 4
1:15 – 1:40	Lunch
1:42 – 2:55	Period 5

Last Day of School Schedule

8:15 – 8:50	Period 1
8:52 – 9:22	Period 2
9:24 – 9:59	Period 3
10:03 – 10:38	Period 4
10:40 – 11:15	Period 5

Visitors

All visitors entering the building are required to sign in using the Lobby Guard system. Parents can drop off materials through the window if possible, and students can be released to parents without requiring parents to enter the building and thus sign in.

Guests

Guests of students are not permitted at Cohasset High School. Students who are planning on enrolling in our school are welcome as long as arrangements are made in advance with the administration.

Communications with the School

It is the school's policy not to interrupt classes to convey personal messages to students, except in the case of emergencies. This includes texting and calling during school hours.

Messages for teachers may be left in the teacher's voicemail or through email. The secretary will forward phone calls directly to teachers only during non-teaching blocks or when classes are not in session. Teachers will return phone calls within a reasonable period of time, usually 24 hours.

We encourage parents to communicate any problems or concerns they may have about their children's education. Teacher conferences, arranged by appointment, are a good vehicle for communications. If a parent or guardian has a concern about a course or practice, we ask the following procedures be followed:

- 1. It is strongly encouraged that students advocate for themselves with a teacher either in person or via email.**
- 2. If student advocacy is ineffective, contact the teacher to discuss the matter or to arrange an appointment.**
- 3. If the problem is not resolved, a meeting may be arranged with the department chairperson.**
- 4. If a resolution is not reached at this point, the assistant principal may be called.**
- 5. If the matter is still not resolved, it may be appealed to the principal.**

Circumventing the above protocol may inhibit communication and delay a resolution. Teaching responsibilities and extra help sessions often occupy teachers before, during, and after school hours. Hence we ask that parents and guardians please understand that, in most instances where discussions with teachers are concerned, appointments are advisable. The administrative team maintains an "open door" policy for "drop in" conversations, but calling ahead of time is still recommended.

Emergency Protocols

In the event of an emergency, Cohasset will respond first with the local police and fire. Should the situation escalate, Cohasset will be supported by the South Shore Regional Emergency Communications Center (comprised of Cohasset, Hingham, Norwell, and Hull) and then the Metropolitan Law Enforcement Council (Metro LEC), a consortium of 42 law enforcement agencies in the metropolitan Boston area.

Emergency Evacuation of the Building

There are times during the school day when it may be necessary to evacuate the building of all personnel. An evacuation may cause fire apparatus and police vehicles to arrive.

During these times students will:

- Leave the classroom quickly but quietly as a group under the supervision of the teacher.
- Follow the posted evacuation route to leave the building by the nearest exit.
- Remain with the teacher/class that they are currently assigned to. Students are not to leave school grounds.

Shelter in Place

Shelter in place is used when it has been determined that it is safer **inside** the building than **outside** the building. These situations could constitute weather emergencies, medical emergencies, violence or criminal activities outside of the building. In the event that the school needs to shelter in place, the order will be announced by the principal or other administrator over the public address system. All exterior doors and windows must be locked. Gym classes or other outside activities should report to the gymnasium by the closest point of entry.

Lockdown

Some situations will require containment of students and staff to a semi-secure space. In the event that the school needs to lock down the building, lockdowns will be announced by the principal or designee over the public address system and s/he will designate another staff member to call 911 and report the situation.

ACADEMIC STANDARDS and PROCEDURES

COURSES OF STUDY AND ACADEMIC REQUIREMENTS

Graduation Requirements, Grades 9-12

A student needs 175 credits to be eligible for a diploma and must complete the equivalent of six major courses (12 terms of study) per year. In addition, all students must meet the following minimum requirements:

- Each student must achieve a passing grade in English each year for four years, and accrue at least thirty (30) credits;
- Each student must achieve a passing grade in four courses of mathematics, accruing at least twenty (20) credits. Of these four courses, one must be Algebra II;
- Each student must achieve a passing grade in four courses of science, accruing at least seventeen and one half (17.5) credits;
- Each student must achieve a passing grade in four courses of social studies, accruing at least twenty (20) credits. Of these four courses, students must pass World History, United States History I and II, or AP U.S. History;
- Each student must achieve a passing grade in the equivalent of three courses in World Language, accruing the equivalent of fifteen (15) credits;
- Each student must achieve a passing grade in the equivalent of three quarters of physical education/wellness and two quarters of health education, accruing at least twelve and one half (12.5) credits;
- Each student must achieve a passing grade in three courses in fine arts, accruing at least seven and one half (7.5) credits.

The Massachusetts Education Reform Law of 1993 (G.L. c.69, § 1D) requires that all students who are seeking to earn a high school diploma must meet the Competency Determination (CD) standard, in addition to meeting all local graduation requirements.

For the classes of 2020 and earlier:

Students must earn a scaled score of at least 240 on the grade 10 MCAS ELA and Mathematics tests or meet the following requirements:

Earn a scaled score between 220 and 238 on these tests or earn a score of Needs Improvement on a competency portfolio, and fulfill the requirements of an Educational Proficiency Plan (EPP). (See section 2 below for more information on the EPP.)

In addition, students must earn a scaled score of at least 220 on one of the high school MCAS Science and Technology/Engineering (STE) tests: Biology, Chemistry, Introductory Physics, or Technology/Engineering, or a score of Needs Improvement on a competency portfolio in one of these STE disciplines. (On July 2, 2012, an exception to the STE graduation requirement expired for students who were originally in the class of 2009 or an earlier class and meet certain criteria.)

For the classes of 2021 and 2022:

Students must earn the next-generation MCAS equivalent of a scaled score of at least 240 on the grade 10 MCAS ELA and Mathematics tests or meet the following requirements:

Earn the next-generation MCAS equivalent of a scaled score between 220 and 238 on these tests or earn the next-generation MCAS equivalent of a score of Needs Improvement on a competency portfolio, and fulfill the requirements of an Educational Proficiency Plan (EPP). (See section 2 below for more information on the EPP.)

In addition, students must earn a scaled score of at least 220 on one of the high school MCAS Science and Technology/Engineering (STE) tests: Biology, Chemistry, Introductory Physics, or Technology/Engineering, or a score of Needs Improvement on a competency portfolio in one of these STE disciplines.

The next-generation equivalent is an interim passing standard which defines a similar level of achievement on the next-generation tests to the current required standard on the legacy tests: 240 (Proficient), or 220 (Needs Improvement). For more information, refer to Amendments to Regulations on MCAS and Competency Determination, 603 CMR 30.00, for Transition to New Standard.

Policy on Early Graduation

1. Definition: Early graduation means at the end of three and one half years of high school (i.e., at completion of the first semester of grade 12). Those students completing requirements in three and one half years will be entitled to participate in the graduation exercises the following June.
2. The normal sequence for study at Cohasset High School is four years, and the current schedule and graduation requirements make early graduation very difficult.
3. No concentrated effort should be made to encourage anything other than the four year sequence, except in individual cases where the guidance counselor and administration are convinced it would be in the student's best interest.
4. Students who wish to be considered as candidates for early graduation should adhere strictly to the following procedure:
 - a. Prior to May 15th of the junior year, parents/guardians submit a letter making the request and stating the reasons for such a request to the principal.

- b. In the event that approval for early graduation is given, the student and/or parents/guardians should make an appointment with a guidance counselor to finalize a schedule and to formulate post high school plans.

Class Status

Students must accumulate the following minimum credits to maintain class status:

Sophomore	40 credits
Junior	85 credits
Senior	130 credits

Credit Recovery

A student will be allowed to make up course or credit deficiencies in any approved summer school program provided that he/she has achieved a minimum numerical grade of fifty (50) in that course and has met the attendance policy requirement for credit. A student will not be allowed to make up more than two (2) courses through summer school over a four-year period. The principal may approve exceptions to the above stated policies.

ACADEMIC LEVELS

To facilitate the learning process for all students and to provide an environment that leads to academic success, courses are offered at various academic levels. In *College Preparatory (CP)* courses, students apply knowledge and concepts that reflect critical reasoning and communication skills. In *Accelerated (A)* courses, students apply knowledge and concepts that reflect critical reasoning and communication skills and reflect understanding of complex, subtle relationships within more sophisticated material. In *Advanced Placement (AP)* courses, students perform college level work in high school. While Accelerated and College Preparatory courses share the same core curriculum and text resources, assessment and supplementary materials may differ in response to Learning Outcomes. In some cases, courses may combine both College Preparatory and Accelerated levels where students select the level of credit with the subject teacher. The difference between a college preparatory class (such as English 9 College Preparatory) and the accelerated class (English 9 - Accelerated) is not necessarily the amount of work, but the type of work required and the pace of study. **Accelerated courses are not advanced in the same sense that high school Advanced Placement courses are. Rather, accelerated courses are enriched; they offer the same material in greater depth and with a faster pace.**

High standards and expectations exist for students at all levels through the use of instructional approaches that accelerate academic learning. The objective of the leveling system is to maximize each student's potential. Students are encouraged to challenge themselves with the most rigorous program possible by taking courses at multiple levels. In selecting course levels, students are encouraged to clarify decisions by consulting with teachers, guidance counselors, and parents. Teachers provide students with a valuable source of information concerning their level of achievement as observed from daily classroom performance and class assessments. Guidance

counselors help students review graduation requirements and provide careful long-range planning to ensure that the student selects a meaningful educational program. Parents should follow the progress of their children and work closely with school personnel to ensure maximum growth and development of their children in preparation for the years beyond high school.

Course / Level Placement

Teachers recommend required courses at the level that they feel is most appropriate for the student based upon the following factors: prior academic record, present level of achievement, standardized testing results, daily class performance and other pertinent data. Thus, it is possible for a student to be scheduled at different levels in different courses, depending on his or her strengths and weaknesses in the particular subject area.

Sometimes parents / students choose to reject placement recommendations and request placement in a more demanding level. There are risks in doing so. Specifically:

- A student who does poorly in a more advanced class weakens his/her record. Sometimes, difficulties in one course generate difficulties in others as well.
- To keep up with the class, the student may require more individual help than the teacher can reasonably be expected to provide. The demands of an advanced curriculum do not allow teachers to accommodate to the pace of a student who is misplaced.
- We cannot assure that a student who has difficulty in one level class will be able to move back to an alternate level. Classes are tightly scheduled and it may not be possible to find a place in the new class after the course has begun. The student may be required to remain in the requested section despite diminished achievement.
- When a transfer is possible, it may be necessary to reschedule other classes to accommodate the shift. This general disruption can cause problems in other courses where the student may be doing well.

Course Selection and the Level Waiver Process

Starting in March, students, guidance counselors, parents/guardians, and teachers give considerable thought to developing each student's academic program for the next school year. During the course selection process, students and parents/guardians should review the course descriptions found in the Program of Studies and prioritize course selections. Teachers will provide level recommendations for required courses and students will select their remaining courses electronically in small groups with guidance counselors.

Once courses have been requested, all selections will be reviewed to ensure proper sequence, appropriate rigor, and appropriate leveling. If a subject teacher feels that a student is not properly leveled, the student and/or parent/guardian will be contacted by the department head and/or subject

level teacher, who will meet to review the placement. If the student and parent/guardian wish to reject the placement recommendation, the student may file a waiver through the guidance counselor, which must be approved by an administrator.

Finalized course requests will be sent home for parental/guardian approval. Approved course requests will then be prioritized for scheduling. It is our goal that all students will be sent home in June with a final schedule. Students who have received credit for passing a *major* course will not be awarded additional credit for repeating the same course.

Course Availability

The administration strives to schedule all courses requested by each student. However, conflicts among student choices and limited enrollment in some courses dictate that every student request cannot be fulfilled; therefore, each student must be prepared to select appropriate alternative courses during the course selection process.

While all Cohasset High School courses are included in the Program of Studies, some may not run in any given semester or school year due to insufficient enrollment or staff availability. When a course is undersubscribed, it may not be scheduled (this will require students to select an alternate course) – *or* – the course may be scheduled, and the academic levels combined within a given class period (this will require students to select their level of credit).

Schedule Changes

Since the entire program is designed each spring in accord with student requests, and with the advice of counselors and parents, no request for a change will be honored unless extraordinary circumstances exist. Requests for these changes will only be granted after appropriate school personnel have carefully considered and approved the reasons for the proposed changes and only if space and resources are available.

Requests for change such as disliking a course, underestimating the course expectations, selecting or deselecting a specific teacher, wishing to take an easier course, not realizing what the course would be like, or wanting to be in class with friends are inappropriate reasons for a schedule change and will generally not be honored.

If a student chooses to drop a course after the mid-term progress report date of the first quarter of the course, they will receive a notation of W/P (withdraw/pass) or W/F (withdraw/fail) on the transcript.

TEXTBOOKS

All students are expected to cover their textbooks and to replace the book covers if they become worn during the school year. If a textbook is misused, students may be required to replace the text. If a textbook is lost, the student to whom it was given must pay for a replacement.

HOMEWORK POLICY

Part of our mission is to encourage lifelong learning: study beyond the school day should therefore be a significant part of the education of our students. Homework supplements classroom instruction, fosters independent learning, and provides students with practice in skill development beyond the regular class period. Students are expected to prepare for all classes. Accordingly, students should make careful choices about commitments beyond the school day. Academic responsibilities must be a priority, and a student must be able to balance academics with other parts of his/her life.

GRADING

It is the philosophy of the Cohasset professional staff that students respond more positively to the opportunity for success than to the threat of failure. Therefore it seeks to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance and reports achievement using letter grades.

The primary purpose of grading is to report to students and their parents/guardians the extent to which the student has mastered the content and skills of a course as defined by course objectives and Learning Outcomes. The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform students and their parents/guardians of progress, and to provide a basis for improvement in student performance.

Students receive course expectations and objectives at the beginning of each course. The teacher explains to students the course objectives, her/his expectations of students' performances and responsibilities, and the evaluation system that will be used to measure mastery of those objectives. The teacher will make clear to students and parents/guardians as necessary, the basis upon which the grades are earned.

EXAM POLICY

Teachers may administer final exams in their courses as they deem appropriate. The grade weight will be determined by each department.

HONOR ROLL REQUIREMENTS

High Honors

The student must receive no grade lower than an A- in all subjects and must be enrolled in a minimum of three (3) weighted (major) courses.

First Honors

The student must receive no grade lower than a B in all subjects and must be enrolled in a minimum of 3 weighted (major) courses.

Second Honors

The student must receive no grade lower than a B- in all subjects and must be enrolled in a minimum of 3 weighted (major) courses.

CLASS RANK AND GRADE POINT AVERAGES

The GPA is among the most important factors in the college admissions process because it reflects the quality of a student's academic work at Cohasset High School. Class rank and grade point average are computed at the end of each year from grade nine through grade twelve cumulatively. Cohasset does not report class rank to colleges; however, the GPA is reported.

Class rank and grade point average are computed through the recognition of course and academic level difficulty. Unleveled courses are not factored into computing class rank or grade point average.

Weight Scale

Academic Level	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
AP	5.00	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	0.0
Accelerated	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.0
CP	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	.67	0.0

EXAMPLE: A grade of "B" in an Advanced Placement course would receive a weight of 4.00, while a grade of "B" in a College Prep academic subject would receive a weight of 3.00.

CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN

In order to receive recognition as a valedictorian or a salutatorian, a graduating student must satisfy the following criteria:

- The student must attend Cohasset High School as a full-time student for a minimum of two full years.
- If a student completes some of his or her program outside of school – at a college or university, for example, at least two academic courses in the student’s schedule must be taken on site at the high school.
- Only courses taken within the regular program at Cohasset High School and assigned a level of difficulty will be counted for the G.P.A. Independent study courses, on-line courses that are not offered through the school (such as VHS), summer school courses (other than those taken through a Cohasset High School program), and courses taken through a college or university will not be counted.
- Transfer students may have credit from other schools approved toward graduation from Cohasset High School, but such courses will not be computed in the G.P.A.
- The rankings of the valedictorian and the salutatorian will be determined after the end of the third quarter of senior year and will be based upon the computation of the G.P.A. at that time.

PARENTAL NOTIFICATION AND INVOLVEMENT

Every city, town, regional school district or vocational school district implementing or maintaining curriculum which primarily involves human sexual education or human sexuality issues shall adopt a policy ensuring parental/guardian notification. Such policy shall afford parents or guardians the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption.

ESCALATION OF ACADEMIC CONCERNS

In cases where a parent is dissatisfied with an academic matter and wishes to further clarify a teacher’s policy or decision, the following chain of command should be respected: faculty member, department head, building assistant principal, principal.

NATIONAL HONOR SOCIETY

Founded in 1921, the National Honor Society (NHS) is sponsored and governed by the National Association of Secondary School Principals. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Membership is opened to all qualified juniors and seniors who meet the criteria for character, leadership, service and scholarship; this determination is made by a faculty council appointed by the Principal. Students may not apply for membership. Through NHS chapter service activities, members maintain and extend those qualities that won them selection. Membership is both an honor and a commitment. Members are required to abide by the NHS Constitution and By-laws and Cohasset High School policies. Members who resign or are dismissed are never again eligible for membership or its benefits.

National Honor Society Criteria and Selection Process

In order to be selected into the National Honor Society, a student must meet specific nationally and locally established criteria. Students become eligible for selection in their junior year by achieving a minimum Grade Point Average of 3.8000, and they must have been a student at CHS for at least one semester. Transfer students need to provide documentation of their NHS status before acceptance into the Joseph Osgood Chapter of NHS. Once students are determined to be academically eligible, they will be evaluated by a faculty council consisting of five teachers selected by the Principal. The faculty council reviews student selection materials and school records to determine if the student has achieved the required standards in the categories of service, character and leadership.

Service: A student who demonstrates service volunteers, gladly participates and works well with others. This student volunteers in outside activities, excluding school programs for which he/she receives credit. The student must provide completed service activities forms to verify that he/she has performed service on his/her own time. Students must complete a minimum of 40 hours of community service in order to apply. It is expected that students have diverse volunteer experiences. For this reason, no more than 30 hours in any one activity will be counted toward the total number of 40 hours.

Leadership: A student who demonstrates leadership is a positive influence in the community and a role model in the classroom. The faculty council will consider results of a teacher survey, completed leadership confirmation forms, and the contents of a selection process essay.

Character: A student who demonstrates character complies with all school regulations willingly, accepts criticism, upholds principles of morality and ethics, is honest, reliable, punctual and respectful. The faculty council may consider a student's conduct and effort grades, teachers' written documentation of the student's actions, and the contents of a selection process essay. A documented incident in any of the following areas may make a student ineligible for NHS selection: cheating, plagiarism, multiple discipline referrals, suspension, substance abuse, harassment, hazing, bullying, civil rights violations, felony/misdemeanor, obscene language, Saturday Schools, detentions and suspensions.

Responsibilities of Members

Current members of the NHS will be reviewed after each quarter to ensure that they have maintained the required 3.8000 GPA for membership. If a student's GPA has fallen below 3.8000, that student will receive a warning letter and have one quarter to return his/her GPA to 3.8000. Members must also complete a minimum of 25 hours of community service per year and participate in the chapter's chosen service activities.

Membership in National Honor society is a privilege, not a right. Students are expected to maintain the standards of the Society year round. A student's actions in and out of school can be used for or against their membership status.

This policy will be posted in the Student Handbook, and on the school's website.

GUIDANCE SERVICES

The guidance services at Cohasset High School are organized to help students lead lives that are intellectually, emotionally, and socially full and rich. The purpose of our guidance work is to help students with educational, vocational, and personal problems, to assist students in understanding themselves, to help in the relief of tensions and anxieties, and to remove, so far as we can, obstacles to learning.

Students should feel free to come to the guidance office any time during the school day. Students wishing to report to the guidance office may obtain a pass from their teacher, or if they wish, they may make an appointment before school with the guidance secretary.

Student Records

According to Student Record Regulations in the Code of Massachusetts Regulations, student records are divided into two parts: the transcript and the temporary record. The transcript contains the student's name, address, course titles, grades, credits, and grade level completed. The school keeps the transcript for at least sixty years after the student leaves the school. The temporary record may consist of standardized test scores, class rank, school-sponsored extracurricular activities, evaluations and comments by school personnel, and disciplinary information. The temporary record is destroyed within five years after the student leaves the school system. Among other rights accorded to parents and eligible students are the rights to inspect student records upon request, to receive copies of these records, and to meet with the principal or the principal's designee to discuss the contents of the student record.

1. Upon receiving verification that the student may be transferring out of the district, the Cohasset Public Schools may provide access to the student's record to any public school into which the student seeks or intends to enroll. Cohasset Public Schools shall give notice to the student and his or her parents or legal guardian that the request for records has been made by the other school district.

2. It is also a requirement of the Cohasset Public Schools that incoming students provide a complete copy of their student record from their prior school (M.G.L. Chapter 71, Section 37L). Students may not be admitted to the Cohasset Public Schools until the necessary documentation (health records, proof of residency, up-to-date immunizations, and discipline records required under M.G.L. Chapter 71, Section 37H, etc.) have been provided.

3. Access to student records is provided to parents, guardians, non-custodial parents, etc. as outlined in Massachusetts General Law, Chapter 71, Section 34H: “An educational agency or institution shall give full rights under the Act to **either parent, unless** the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.” Procedures may be obtained from the Principal.

Release of Student Information

All secondary schools that receive federal funds under this law, including Cohasset High School, must provide military recruiters and any institution of higher learning access to the name, address, and telephone listings of all secondary school students. However, parents and/or students may request that this information not be released, and if such a request is made, the school will not provide it.

In addition to military recruiters, other third parties may request that the school provide “directory” that includes information on our students. According to MGL 603 CMR 23.07 (4)(a) such “directory” information may include, but is not limited to name, address, telephone, activities, sports, degrees and honors, etc.

Unless the parent or the student notifies the principal on or before October 1 of the current school year that he/she does not wish to have your student’s information released, this information may be released without further notice or consent. Please be advised that the parent or student has the right to refuse release of this information at any time, but that until the request is made in writing, the information may be released.

Working Papers

According to State and Federal Law, any student under the age of 18 years who is gainfully employed must obtain working papers from his/her local school department. At Cohasset High School these papers may be obtained in the Guidance Office.

Home Tutoring

Upon receipt of a physician’s written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the guidance department shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her education program, as long as such services

do no interfere with the medical needs of the student. The Principal shall coordinate such services with the Administrator of Special Education for eligible students. Such education services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

HEALTH SERVICES

Pregnancy Policy

State and federal laws protect students against unlawful discrimination and harassment on the basis of race, color, sex, religion, national origin, sexual orientation, and disability. The Cohasset Public Schools support the statutes that consider discrimination against pregnant students as a form of sex discrimination based upon gender. In addition, the Cohasset Schools support locally planned and implemented programs designed to educate students and protect them from harassment, and promote continued learning in a nondiscriminatory manner.

Health Clinic

Cohasset High School has the professional services of a registered nurse and a doctor. The health room facilities are available to students throughout the school day for adult and student first aid, emergency care, health assessment, immunization compliance, medication administration, mandated screenings, and referrals. There is no nurse available after school hours. The physician is on site at scheduled times throughout the school year; otherwise the doctor is available to the school as needed.

The health office provides state mandated screenings for high school students. Parents are permitted to opt out of all or part of the screening for their child by notifying the school nurse at the start of the school year.

The screening schedule is as follows:

Grade 9:	Scoliosis Screening, SBIRT Screening
Grade 10:	Vision Screening, Hearing Screening, Height and Weight, Body Mass Index (BMI)

Parents will be contacted by the school nurse if their student fails the screenings and is in need of further follow-up. BMI results are kept in the student's school health record and may be accessed by the parents by contacting the school nurse.

Along with the state mandated screenings, students entering grades seven and ten are also required to have a current physical examination on file in the health office. If you are unable to provide this documentation, please contact the school nurse.

High school sports physicals are provided three times a year by the school physician. Physicals are held after school in the health office prior to the start of the fall, winter, and spring sports seasons.

All medication given during the school day is to be dispensed through the health office by the school nurse. All medication must be brought to the health office by a parent/guardian. Prescription medication must be in the pharmacy container with the pharmacy label intact. Over-the-counter medication must be in the manufacturer's container and labeled with the student's name. Proper documentation must be completed prior to the medication being administered.

Students are only allowed to carry their EpiPen and/or Rescue Inhaler during school hours provided that proper documentation is in the health office. Students are not allowed to carry any other prescription or over-the-counter medication with them during the school day or transport medication to or from school.

The *Cohasset Confidential Health Form* is to be completed annually by the student's parent/guardian and brought to the health office. Completion of the form provides the health office with updated health information on the student. A copy of the form will be sent home at the start of each year and is available on the school website.

Any injury occurring during school hours or at any school-sponsored function must be reported to the school nurse. Prompt attention will ensure adequate medical treatment and reduce the chance of further complications. For a student to become eligible for an insurance claim, the injury must be recorded.

HIV/AIDS Policy

Epidemiologic studies show that HIV/AIDS is transmitted via sexual contact or blood-to-blood contact. Research indicates that it is not transmitted through casual contact such as that found in a school setting. State and federal laws dealing with discrimination based on handicap prohibit exclusion of students with HIV/AIDS from school unless their attendance would present an immediate danger to themselves or others.

Federal and state laws also protect the confidentiality of students with HIV/AIDS. These laws prohibit school personnel from requiring that students or their parents inform the school that a student has HIV/AIDS. Furthermore, if a parent or student chooses to inform school personnel, school personnel are prohibited from disseminating this information without the consent of the student or his/her parents.

Based on research indicating that HIV/AIDS is unlikely to be transmitted in a school setting and based on legal requirements regarding student confidentiality, the following policy statement has been approved by the School Committee:

1. A parent/guardian is not required to inform school personnel if the student has HIV/AIDS. However the parent/guardian is urged to inform school personnel regarding the infection. If informed, school personnel may be able to better attend to the needs of the child by informing the parent of the occurrence of a contagious disease (e.g., influenza, measles, etc.) within the school population to which the HIV/AIDS infected student might be particularly susceptible and by administering medications if needed.

2. If a parent or student chooses to inform school personnel regarding the student's HIV/AIDS infection, the staff member receiving the information may not inform other school personnel without the specific, informed, written consent of the parent or guardian. If the student has independently sought HIV testing and informs school personnel of his/her HIV/AIDS status, the school staff member may not inform others without the student's specific, informed written consent.
3. A student will not be excluded from school merely on the basis of his/her HIV/AIDS status. However, students with HIV/AIDS are not exempt from the Board's policy of excluding from school all students who bleed in an uncontrollable fashion.

Head Injury/Concussion Management Procedures and Protocols

1. The School Nurse will collect documentation of physical examination prior to a student's participation in extracurricular athletic activities on an annual basis, consistent with 105 CMR 200.100(B)(3): Physical Examination of School Children, and information for students participating in multiple sports seasons that documentation of one physical examination each year is sufficient.
2. The Athletic Director and School Nurse will establish the Procedure for the school to obtain and ensure review, prior to each sports season, of current information regarding an athlete's history of head injuries and concussions using either the Department Pre-participation Head Injury/Concussion Reporting Form For Extracurricular Activities (herein after "Pre-participation Form"), or school-based equivalent.
3. The Athletic Director and School Nurse will establish the Procedure for medical or nursing review of all Pre-participation Forms indicating a history of head injury. Procedure for sharing information concerning an athlete's history of head injury and concussion, recuperation, reentry plan, and authorization to return to play and academic activities on a need to know basis consistent with requirements of 105 CMR 201.000 and applicable federal and state law including but not limited to the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99.
4. The School Nurse administers all Baseline and Post-Concussion IMPACT testing to all student athletes. Student-athletes will given a baseline test once every two years.
5. Coaches will be responsible for reporting head injuries or suspected concussions sustained during extracurricular athletic activities to the School Nurse, Athletic Trainer, and the licensed athletic trainer or EMT in charge of the event at opposing school if applicable.

6. The School Nurse and Athletic Trainer will be responsible for the procedure for identifying head injuries or suspected concussions sustained during extracurricular and referring the student for medical evaluation.
7. After a head injury/concussion has occurred, Students must have a completed Commonwealth of Massachusetts Post Sports-Related Head Injury Medical Clearance and Authorization Form” completed before they can begin their ”return to play “program.
8. ImPact Post-Concussion Testing will also be made available for “return to play” decisions made by a student’s physician in the Cohasset High School Athletic Program.
9. The Athletic Trainer and School Nurse will work together and be responsible for the reporting of all concussions to the student’s parents, physician, coach, teachers, and school administration. The School Nurse and Athletic Trainer will work together to inform all the above mentioned parties of “return to play” decisions made by physicians and to develop and implement gradual reentry post-concussion plans and protocol for school and extracurricular activities.
10. Students and parents must complete the school “Commonwealth of Massachusetts Pre-Participation Head Injury/Concussion Reporting Form” and the “CHS Permission to Participate and Emergency Medical Form” section which is part of the Cohasset Athletics On-line Registration form before the first date of participation.
11. Student-athletes and parents will be informed about the ImPACT Concussion Management Program at the preseason sports informational meetings. ImPACT Baseline Testing has been mandatory in Athletic at Cohasset High School since 2008.
12. The NFHSLearn.com Concussion Course and/or the CDC Heads-Up Concussion Training will be offered to all students and parents. Students and parents will be given a sign off sheet confirming they completed the course and/or are attending a head injury education session at a preseason sports information program.
13. Additional handouts from the CDC (Heads-Up Concussion) will be available to students and parents at the preseason sports information program and the CHS athletic page of the school’s website.
14. Appropriate information and resources will be posted on the CHS athletic page of the school website for athletes, coaches, faculty, and parents. There will also be a

- procedure in place to provide effective communication to students and parents with limited English proficiency.
15. The Athletic Director will implement a procedure for outreach to parents who do not return completed forms required for students to participate in extracurricular sports and for how to handle situations where a student verifies completion of the annual training requirement but a parent has not.
 16. All Athletic Department Staff will be required annually to complete the NFHSLearn.com Concussion Course and/or CDC Head's Up Concussion Training Course.
 17. Instructions will be given to coaches, licensed athletic trainers, trainers and volunteers:
 - (a) To teach form, techniques and skills and promote protective equipment use to minimize sports-related head injury, and
 - (b) To prohibit athletes from engaging in any unreasonably dangerous athletic technique which endangers the health or safety of an athlete, such as using a helmet or any other sports equipment as a weapon.
 18. The CHS Faculty will be trained and given information re: school protocol, policy, and information regarding the school's concussion management program. The school nurse will communicate to the staff procedures, protocols, and academic accommodations once a student has suffered a head injury/concussion.
 19. The School Nurse and the Athletic Director will be responsible for the implementation of these policies and protocols and will complete the Year End Reporting Form for Schools which is required for all public schools and other schools subject to the rules of the MIAA with extracurricular sports grades 6-12 and should be submitted to the Department of Public Health annually by August 30.
 20. Per the regulations schools or school districts shall provide MDPH with an affirmation on school or school district letterhead that it has developed policies in accordance with 105 CMR 201.000 and it shall provide an updated affirmation by September 30, 2015 upon review and revision of its policies.

ATTENDANCE PROCEDURES

ABSENCE PROCEDURES

Short-Term Absences

The procedure explained below will be followed after any absence from school:

- A student is requested to bring in a written note of explanation, signed by a parent/guardian, stating the date(s) and reason for the absence. The note is to be submitted to the Main Office on the day of return to school.
- Parents/guardians are reminded that Aspen lists the number of absences, and they should review and contact the school to discuss any discrepancies. For the purposes of school attendance records, a student must arrive at school before 11:35 to be considered “present.” A student who begins the school day at 8:15 a.m. must remain in school at least until 11:35 a.m. in order to be considered “present.” Refer to MGL Chapter 72, section 8: “A pupil who is not present during at least half of a session shall be marked and counted as absent for that session.”

Long-Term Absences

The administration recognizes that there are circumstances when a student may have reason for an extended absence from school. If a student is absent due to prolonged illness, the parent/guardian can make arrangements for home study or tutoring through the Guidance Office. A signed doctor’s note must be presented to the Main Office if a student returns to school after an illness of five (5) or more consecutive days. Extenuating circumstances should be discussed with the principal or a designee.

Family Vacations

Cohasset High School considers that its first responsibility to students is to provide them with an education and that attendance in class is the responsibility of the student. In that regard, the school discourages absences due to family vacations. If an absence from class is due to a family vacation, students are responsible for making arrangements with teachers for make-up work. Students and parents/guardians should consult the policy on make-up work and understand that the student should be prepared to make up work upon his/her return to school.

Make-up Work

Students with absences will be allowed make-up time according to the following procedures:

- Make-up for absences will be determined by the teacher after consultation with the student.
- Normally, students will have two (2) days to make up work upon return from a short term absence due to illness (considered less than 5 days).

- Make-up for extended absences of six (6) consecutive days or more will be determined by the assistant principal after consultation with the student and teachers.
- If absence from class is due to tardiness or dismissal, work in all classes is still due on that day.
- Students who cut (skip) class or who are asked to leave class due to disciplinary reasons may not be granted an opportunity to make up missed classwork or assessments.

DISMISSAL PROCEDURES

Illness

The following procedures will be followed for dismissals due to illness:

- Students who are ill may not leave school without the authorization of the nurse or an administrator.
- If a student becomes ill while in school, he/she must obtain permission from a staff member and receive a pass to report to the nurse. If a student fails to present a pass to the nurse, a class cut will be charged to the student.
- The nurse will then make a determination if the illness requires a dismissal from school, at which point the parent/guardian will be notified.
- In order to receive an excused absence from class(es) due to illness, students must have been dismissed by the nurse.
- If the illness does not appear to be serious enough to warrant dismissal, the nurse may keep the student under observation for a period of time in order to determine if the student should return to class or be sent home.
- Students must check out in the main office before leaving the building. Students may not dismiss themselves or drive themselves without parent and administrator approval.
- Students who have been dismissed due to illness will not be allowed to participate in co-curricular activities that day unless they receive permission from the principal or designee.

Other Dismissals

Dismissals will be granted for an emergency or for those important matters that cannot be taken care of after school hours. If a student wishes to be dismissed for a reason other than illness, he/she must follow the procedures outlined below.

Failure to follow these rules will result in an unauthorized departure from school being assigned.

- **The student must bring a written request from a parent/guardian to the main office before school on the day of the requested dismissal.** The request must specify the name, date, time to be excused, and the destination/reason for the dismissal, along with a phone number where a parent/guardian can be reached. The main office will issue a pass to be released from class.

- The student must sign out in the main office before leaving the building.
- A student dismissed from school before 11:35 will be considered absent due to dismissal. Participation in co-curricular activities that day will be at the discretion of the principal or designee.
- Students who are 18 years of age may *only* dismiss themselves with the permission of an administrator. They must still sign out through the main office.

TARDINESS to SCHOOL

All students entering the building after 8:15 a.m. must immediately report to the main office and receive a pass for admittance to class. A student failing to report to the main office will be assigned a consequence for “unauthorized entrance into school.” In addition, the student may be assigned a class cut if 30 minutes a period is missed. A student arriving tardy to school will be held responsible by the teacher to make up missed work, possibly after school.

Any student arriving to school after 9:00 a.m. must have a note or phone call from a parent/guardian indicating their awareness of the tardiness. If a note or phone call is not submitted, the student may be subject to disciplinary action.

Tardiness to school may be excused under the following circumstances:

- After a doctor’s appointment that is documented with an appointment card or a note from the doctor’s office;
- Observance of a religious holiday;
- Bereavement.

TARDINESS to SCHOOL: Consequences

Unless excused (see above), excessive incidents of tardiness will result in escalating consequences:

- **Tardy 5 times** An after-school detention on the same day (30 minutes) or early morning detention on the following day (7:40-8:10 a.m.) for each incident; at the discretion of an administrator, students may be restricted from participating in co-curricular activities including sports, clubs, or drama practice until the assigned detention is served.
- **Tardy 10 times** A utility detention for each incident, social probation, or privileges revoked.
- **Tardy 15 times** Attendance hearing with the assistant principal or principal.

Tardies DO NOT reset at the change of a marking period.

LOSS of CREDIT

Students must be in class for at least 60 minutes of a class period in order to get credit for the class. If a student misses more than 60 minutes of the class, such absence may count toward loss of credit.

With regard to the days counting toward loss of credit, exceptions for religious commitments, doctors' appointments, mandated court appearances, etc. will be honored.

A student who attains **more than**

- **Four (4)** absences in a quarter course may receive **no credit** for that course.
- **Eight (8)** absences in a semester course may receive **no credit** for that course.
- **Twelve (12)** absences in a three-quarter course may receive **no credit** for that course.
- **Sixteen (16)** absences in a yearlong course may receive **no credit** for that course.

The legitimacy of such absences will be determined by the school administration. Requests for an exemption from this policy must be submitted in writing, by the student's parent/guardian, to the principal.

Absences due to the following will count in computing the total that may lead to loss of credit:

- Personal illness w/ no doctor's verification;
- Illness in the student's immediate family;
- Class cuts;
- *Absences approved in advance (i.e., appointments that cannot be scheduled for other than during school hours, college visitations, or family trips).*

Absences due to the following will NOT count in computing the total that may lead to loss of credit:

- Personal illness verified by doctor's note;
- Recognized religious holidays;
- Death in the immediate family;
- Verified court summons;
- School activities such as Peer Counseling, National Honor Society meetings, Student Council meetings, field trips, etc.

BEHAVIORAL STANDARDS AND PROCEDURES

DISCIPLINE PHILOSOPHY

The word "discipline" has its origins in the Greek and Latin words for teaching or instruction. Our core curriculum is designed to teach both the content and skills needed to help students succeed in the world. Some of these skills are related to behavior. The ability to proactively teach and manage appropriate student behavior is expected because it contributes to establishing a safe and orderly environment that promotes student learning. Behaviors that do not meet the high standards expected of the Cohasset community should be addressed fairly and consistently to all students as part of the learning process.

GENERAL RULES and REGULATIONS

Assemblies

There will be opportunities to attend a variety of assemblies throughout the school year. These assemblies will be of an informational and cultural nature, and students are expected to receive these programs in a most courteous manner. Prior to an assembly, students will report to regularly assigned class. After attendance has been taken, students will proceed in an orderly fashion to the assembly area. There students will sit with their class under the supervision of the teacher.

Student Parking

A student parking area has been provided in the front of the school. Students are required to: maintain a maximum speed of ten miles per hour while on school grounds, obey all posted traffic signs, and park in the assigned area. Student parking is only allowed for those cars registered with the school and within acceptable capacity. Upon exceeding (or anticipating exceeding) capacity, parking may be allowed to students in order of descending grade level, beginning with 12th grade students.

In the fall of every year, instructions for registering a vehicle(s) are provided. Student parking is a privilege that can be revoked at any time for: failure to follow safe driving practices, discourteous behavior in the designated parking area, parking in faculty spaces, and/or excessive tardiness to school. Any unregistered vehicle or vehicle parked in the fire zone may be towed at the owner's expense. During the school day, students may return to their cars only with the permission of the administration.

Cafeteria

The cafeteria is intended to be a pleasant place where students may eat lunch in a relaxed atmosphere. Students may bring their own lunch or purchase a school lunch. In order for the service to be as efficient as possible, student cooperation is necessary. Students are expected to follow the guidelines listed below:

1. Neatness and cleanliness are everyone's responsibility. Nothing should be left on the tables at the conclusion of lunch. Areas surrounding the tables should be left reasonably clean.
2. Students may not take food or drink from the cafeteria, except for water, with the exception of the following approved areas: the senior cafeteria, the lower courtyard (when approved) and the lower lobby. Students visiting teachers or counselors, or students going to the Learning Commons must consume all food before leaving the classroom unless otherwise approved by an administrator.
3. Students must go to the cafeteria only during their assigned lunch or during break time.
4. All students will remain in the cafeteria unless otherwise directed by the school administration.
5. Students are not permitted to have food delivered from restaurants or anyone other than parents without permission from the administration.

6. Good behavior is expected at all times.
7. Students will observe any protocol established to accommodate students with food allergies (e.g. “peanut-free” tables, “peanut-free” locker areas).
8. Absolutely no throwing of food, trash, or any other object will be tolerated.

Learning Commons

The Learning Commons is flexible learning space designed for use by teachers and students who may engage various spaces for group or individual work. Students are allowed to use the space during utility period, and will also use the space as members of classes. Students enrolled in courses of independent study or online learning may use the Learning Commons during that assigned period, unless otherwise directed by a staff member.

Our Library Media Specialist is available to assist students with developing the following skills:

- Becoming effective users of information,
- Making optimal use of resources,
- Expanding problem-solving and thinking skills,
- Providing access to a broad scope of information and ideas,
- Enhancing literacy and the enjoyment of reading.

In regards to Learning Commons materials, the checkout period is two weeks. Reserved materials can be checked out overnight at the end of the school day, to be returned before school the following day. Reference materials do not circulate, and therefore, must be used in the Learning Commons.

Lockers

The school district has the responsibility to create a climate within the school that assures the safety and welfare of all persons. Lockers belong to the school district but may be used by the students upon request. Therefore, the school insists that lockers be properly cared for and not used for storage of illegal items. Students will be charged for any damage done to their lockers, including marker graffiti. Disciplinary action will be taken against those who damage lockers. Students are responsible for the contents of any locker assigned to them. To help ensure safety, security, and cleanliness, a student should

1. Not share his/her locker.
2. Keep his/her locker locked and not give the combination to anyone else.
3. Always make sure the locker door is completely shut when not in use.
4. Not leave money or expensive valuables in the locker.
5. Keep the locker neat and clean.

School Sponsored Field Trips

Teachers who are planning a field trip will give other faculty members two weeks’ notice of the impending trip, followed by a list of all students going on the trip distributed to each faculty member. If a teacher believes that a student on the field trip is in academic trouble in his/her class,

that teacher may veto the student's participation in that trip. When that happens, the field trip's teacher will prepare an alternative assignment for the student, and the student will work on that assignment in the library. No field trips will be allowed during the last two weeks of each quarter.

Students who participate in a school-sponsored field trip must have completed an indemnification form. Some field trips may require that this form be notarized. In these cases, teachers will inform students that the form must be notarized.

Dances, Social Events, and School Activities

Students who attend any school dance, social event, or school activity will be required to observe the rules of behavior that are in effect during the school day. In order to participate in such activities, students must be in good behavioral standing as determined by the administration. In order to attend any dance, social event, or other school activity, students must be present in school for the full day unless otherwise determined by the administration.

Cohasset High School dances and social activities are planned for members of our school; attendance by non-school members is by invitation only. When guests are permitted, a student is allowed one guest at a dance or social, and approval must be given in advance by the administration.

Students must remain for the entire dance unless previous arrangements have been made with the administration. Students will not be permitted to enter the dance or activity thirty minutes after it has started.

Each student entering a school-sponsored dance may be required to submit to a breathalyzer test. A full copy of the Breathalyzer Protocol that is currently in effect can be found in this Handbook.

When possible, and at the discretion of the administration, a police officer will be present at school dances to assist the administration in the event of any law enforcement issues that may arise. A student whom the administration has determined to have violated the school's alcohol and controlled substances policies will be sent home with a parent or turned over to the police for protective custody or arrest. School consequences may be applied subsequently.

Corporal Punishment

Corporal punishment in public schools is illegal in Massachusetts. School staff may not hit, spank or physically punish students. School staff members may, however, use reasonable force if necessary to protect students, other persons or themselves from an assault by a student.

ESCALATION

Cohasset employs a system of progressive discipline through which consequences for violating school rules are determined based on the severity of the infraction and the number of offenses the student has incurred. The goal of all interventions is to change the student's. Instances of significant or repeated conduct violations will result in more intensive or severe consequences.

Discipline issues should generally be handled by the party that was closest to the infraction. In most cases, this will be a faculty member, but, depending on the circumstances surrounding the infraction or the severity of the infraction, could escalate to the department head or building administrator. In cases where a parent is dissatisfied with a consequence assigned and wishes to further clarify or appeal the decision, the following chain of command should be respected: faculty member, department head, building assistant principal, principal.

The following list is meant to serve as general guidelines for the levels of severity and the possible consequences. Each case must be considered individually and in context. Consequences will be determined by the faculty member or administrator in charge.

Level 1 Offenses

Primary prevention occurs in the classroom setting and in most cases interventions should be handled at the discretion of the teacher, often beginning with a verbal correction. In some situations, a student may be required to report to the teacher for a private detention.

Types of Level 1 Offenses	Possible Consequences
<ul style="list-style-type: none"> • Classroom disruptions • Failure to return (test, progress report, form, etc.) • Eating, drinking or chewing gum. • Tardiness to class • Using inappropriate language • Littering • Careless hurtful remarks towards another student or adult • Cell phone policy violation • Abuse of a pass • Class cut • Other forms of disobedience or disrespect 	<ul style="list-style-type: none"> • Verbal or non-verbal correction • Private conference with the student • Written or verbal apologies • Teacher assigned detention • Email or phone call home • Parent conference

Level 2 Offenses

Students who continue to exhibit behavioral difficulties may need more intensive, targeted interventions.

Types of Level 2 Offenses	Possible Consequences
<ul style="list-style-type: none"> • Failure to respond to teacher’s corrective strategies, including failure to report to teacher or office detention. • Excessive tardiness to class* • Cutting class • Smoking/tobacco • Cell phone violation • Verbal or written teasing • Dress code violations • Parking violations • Destruction of property • Forgery • Internet policy violation • Lying / academic integrity / plagiarism (cheating) • Being in unauthorized areas without permission / trespassing • Bus violations • Disrespectful behavior towards faculty or staff • Disruptive or inappropriate acts as deemed serious by the administration. • Gambling • Throwing objects / snowballs • Driving infraction • Cutting school 	<ul style="list-style-type: none"> • Student/teacher conference • Office, lunch, or utility detention(s) • Guidance/counseling referral • Verbal or written reflection • Written or verbal apologies • Parent conference • Behavioral contract • Adult mentor assigned • Community service • Loss of privilege (including bus) • Social Probation • MIAA Penalties • Counseling • Removal from class (should be followed up with a parent phone call or email that day) • Saturday detention • Internal or external suspension

Level 3 Offenses

Level 3 behaviors are the most severe in nature. In some cases, level 3 behaviors will be reported to the police, in accordance with the Memorandum of Understanding. Allocating appropriate resources to the student is determined largely by the administration in consultation with guidance and/or the school psychologist and social worker.

Types of Level 3 – Major Offenses	Possible Consequences
<ul style="list-style-type: none"> • Any failure to respond to Level 2 interventions or repeated violation of school rules. • Assault on a staff member (MGL) • Felony charge or conviction (MGL) • Harassment on grounds of race, color, religion, nationality, sex, sexual orientation, age, ancestry or disability (MGL) • Possession or use of a weapon (MGL) • Sexual harassment (MGL) • Bullying • Inappropriate use of social media • Truancy or excessive tardiness • Off campus without permission after school starts • Physical attacks/fighting • Stealing • The use or possession of alcohol in school or at any school-related event. • The use and/or possession of look-alike designer drugs or drug paraphernalia in school or at any school-related event or other violation of the chemical health policy. • The use and/or possession of vaping devices (such as Juul). • Vandalism • Insubordination • Physical threats or actions reasonably deemed as intimidation • Verbal or physical harassment • Unwanted touching • Abusive language or actions towards staff or students • Verbal or written taunts • Encouraging peer aggression (including athletic or co-curricular 	<ul style="list-style-type: none"> • Remove from class (requires a call home from the teacher that night) • Behavior improvement plan / disciplinary contract • Student or adult mentors • Social Probation • MIAA Penalties • Consultation with the student’s doctor / Psychiatric evaluation / Rehabilitation • Parent-teacher-administrator meeting • Saturday school detention • Internal Suspension • External Suspension • Exclusion • Expulsion • Referral to police or fire department • Restitution

Types of Level 3 – Major Offenses	Possible Consequences
competitions) or inciting others to disregard school rules. <ul style="list-style-type: none"> • Cafeteria or other public disturbance • Failure to serve detention • Refusal of warranted search 	

ADMINISTRATIVE RESPONSES

Please note that student due process rights can be found in the District Family Handbook.

The administrative team has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The team shall first consider ways to re-engage the student offender in the learning process, and shall avoid using expulsion until other remedies and consequences have been employed. A variety of administrative responses are available depending on the nature of the infraction and the accompanying circumstances. The following consequences require particular clarification.

Detention

Detention can be given as a teacher detention or an office, lunch, or utility detention. The length of a teacher detention is at the discretion of the teacher within reason and not to exceed 90 minutes. Most office detentions are 30 minutes in length and may be served before or after school depending on the circumstances of the infraction.

Community Service

Detention, at times, may be replaced with community service activities that are appropriate.

Social Probation

Students may be prohibited from attending non-academic activities or field trips, including activities that occur outside of the school day, including athletic events, dances, community-building events and performances.

Saturday School Detention

Saturday School Detention is designed to be an alternative to external suspension. A 90-minute assignment (8:00 a.m. - 9:30 a.m.) or a three-hour assignment (8:00 a.m. - 11:00 a.m.) on a Saturday may be assigned in lieu of external suspension. When a student is assigned to Saturday School, he/she must arrive at school before 8:00 a.m. to be admitted; no students will be admitted after 8:00 a.m. During this time students must perform academic work: homework, projects, long range assignments, assigned reading or high quality recreational reading. Reading magazines unrelated to school work, listening to music, napping, etc. are not allowed. **If a student fails to attend an assigned Saturday School or arrives too late to gain admittance, then the student will be**

assigned two Saturday School detentions. Any further violation may lead to external suspension.

Suspension

A suspension is a short term or long term removal from regular classroom activities. Short term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less. Short term suspensions may be appealed to the principal.

Long term suspension means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year. Long term suspensions may be appealed to the superintendent.

A suspended student is restricted from entering the school buildings, or coming onto school grounds; and a suspended student may not participate in any school sponsored activities or functions during the suspension period.

The Principal or his/her designee has the sole responsibility for determining who is suspended. The suspended student may not be permitted to return to school until a parental conference has been held.

In-school suspension

At the discretion of the administrative team, an in-school suspension may also be imposed for violation of the student code of conduct. In-school suspension means the student is removed from regular classroom and extracurricular activities, but not from the school premises, for no more than 10 consecutive school days.

For an in-school suspension, the principal or designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal or designee shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

Out of School Suspension

For those infractions considered most serious, the consequence may be out of school suspension. When an administrator determines that student behavior is flagrantly and purposefully disruptive to the school assembly, has substantially disrupted the school day, or that the student's presence is impacting others' ability to learn, that student may be removed from the school setting. The Principal or his/her designee shall send written notice of the intent to suspend and invite the parents/caregivers to bring the student to a formal suspension hearing. At that meeting, the Principal will explain the nature of the infraction and allow the student to share his/her description of the event(s). After considering all of the information presented, the Principal or his/her designee will decide on the length of the suspension or choose to impose a different consequence. The Principal shall deliver such decision on the day of the hearing by certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Principal and the parent/caregiver.

Any student suspended from school shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school.

Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

A re-entry meeting will be held prior to the student's return.

SPECIFIC INFRACTIONS

Cheating and Plagiarism

The "Expectations for Student Learning at Cohasset High School" state that "The Cohasset student will develop a strong sense of honor and integrity, behave ethically, and act responsibly." Implicit in this statement is the fact that trust is an important component in the educational process. Cheating violates this trust. Consequently, the work that a student hands in must be his/her own. For instance, students are expected to complete assignments individually unless otherwise directed by the teacher. Furthermore, the unauthorized provision of information to another individual, whether in a testing situation, homework assignment, etc., also constitutes a violation. In this case, the person who provides the information will be considered just as guilty as the person who uses it. The dishonest use of technology resources also falls under this policy.

For example, downloading material from the Internet and submitting it as the student's own work, using translation websites, downloading essays or parts of essays, book summaries, or inserting plagiarized material in a research project: all of these constitute serious breaches of the academic code of ethics.

It is the teachers' responsibility to present and reinforce what students should do to avoid plagiarism. Cohasset High School will follow the guidelines set by the Modern Language Association as presented in the MLA Handbook for Writers of Research Papers, which states that a student has plagiarized if he/she:

- has taken notes that did not distinguish summary and paraphrase from quotation and then presented wording from the notes as if it were the student's own;
- copied text while browsing the Web and pasted it into a paper without quotation marks or without citing the source;
- has presented facts without saying where they came from;
- has repeated or paraphrased someone's wording without proper acknowledgment;
- has paraphrased someone's argument or presented someone's line of thought without proper acknowledgment;
- has bought or otherwise acquired a research paper and handed in part or all of it as his/her own.

In each instance the teacher will contact the parent/guardian, explain the situation and submit a discipline referral form to the Main Office. Penalty: first penalties will be determined by the teacher in consultation with the department chair. Penalties may include receiving a "0" for the work with no option to make up the work. Subsequent penalties will be handled by the department chair in consultation with building administration.

A student may make an appeal according to school policy.

Attendance

Please refer to "Student Attendance" regarding penalties for attendance.

Dress Code

The factors that guide our clothing restrictions are health, safety, consideration of the standards of others, and protection of school property. Because of these limitations it is expected that clothes will be neat, clean, appropriate, and modest. Clothing, including hats, must not interfere with the educational process or the safety of the student or other students, and any inscription on any hat or other piece of clothing must be acceptable and inoffensive. Students may not wear clothing that displays profanity, sexually or racially offensive words, expressions, or images, or that could be perceived as promoting violence. Clothing that promotes or advertises products that are illegal for minors (i.e., alcohol, tobacco, or drugs) is prohibited on school property. Anyone wearing such clothing will be asked to change before being allowed to return to class. Individual teachers may

request that hats be removed in the classroom. Hoods and/or sunglasses should not be worn in the school building. Shoes containing “wheels” are not allowed in school.

Classroom Violations: Tardiness to Class

If a student arrives late for a class without a pass or justification for tardiness, he/she is subject to the following procedure for unexcused tardiness:

1. For the **first (1st)**, **second (2nd)**, and **third (3rd)** incidents of unexcused tardiness, the student will report to the teacher after school. On the **fourth (4th)** and subsequent incidents of unexcused tardiness, students will be referred to the assistant principal for further disciplinary action, which may include office detention, utility detention, or external suspension.
2. If a student fails to report to the teacher after school, the teacher will reassign the student to two after-school detentions. Failure to serve either of these detentions will result in the student being referred to the assistant principal for Saturday School detention.
3. For subsequent failures to serve detention, the student will be referred to the assistant principal for further disciplinary action.

Teachers are not to send students in pursuit of a pass (exception: first block of the day). If students arrive late to class without a pass, they may be assigned teacher detention. The student may present an excused tardy pass to the teacher by the next school day or class day. Teachers are to notify the parent(s)/guardian(s) and the assistant principal if they find a problem with tardiness developing with a student.

Classroom Violations: Classroom Disruptions

Most classroom disruptions are considered level 1 offenses and will be handled by the teacher. Depending on the circumstances, the teacher may inform the parent or guardian, but such notification is neither expected nor required except in cases of repeated misbehavior.

Classroom Violations: Removal from Class

Removal of a student from the learning environment is among the most serious consequences and is generally reserved for when a student’s behavior has become so problematic that the student poses a safety threat, or that the student’s continued presence substantially affects other students’ learning. In most cases, removal from class is a final strategy after other strategies have failed. In all cases in which a student has been removed from class, the teacher must attempt to contact the parent or guardian within 24 hours.

Classroom Violations: Unexcused Absence from Class (class cuts)

Any student who deliberately fails to attend a scheduled class in its entirety, without permission, will be disciplined as described below. Students who cut class and also leave school grounds will be disciplined in accordance with the rules governing “Unauthorized Departure from School Grounds.”

When students are not where they are supposed to be, the burden of proof is on them to prove that they did not leave school grounds. **All class cuts will result in no credit and possibly no make-up for the work missed.** A student who cuts class will be disciplined as follows:

- 1st Cut - the student is to be assigned a teacher detention.
- 2nd Cut - the student is to be referred to the assistant principal and will be assigned utility detention.
- 3rd Cut - the student will be placed on social probation.
- For any subsequent cut, an attendance hearing will be held.

Alcohol, Tobacco, and Controlled Substances

In order to safeguard the individual and general welfare and safety of all students, the Cohasset School District has established the following guidelines for disciplinary action with regard to due process and student's rights in dealing with drug, alcohol, or other matters involving student impairment.

Students shall not use or consume, possess, buy/sell, or give away any product containing tobacco, alcohol, steroid, any other controlled substance, drug paraphernalia, or look-a-like on any school premises or while attending or before a school-sponsored activity.

Referrals should be made by all school personnel (teachers, secretaries, custodians, etc.) to a building administrator who may consult other administrators, the school nurse and/or Superintendent of Schools. The following procedures should be followed:

Please refer to the School Committee policy manual, Section J- Students, for the full text of this policy. The manual can be accessed by clicking here:

<https://www.cohassetk12.org/cms/lib/MA01907530/Centricity/Domain/554/Section%20J%20-%20Update%20and%20reposted%20on%203.8.19.pdf>

Suspicion of being under the influence of alcohol, a controlled substance, designer drug or related paraphernalia including vaporizers and electronic smoking devices/juuling

If a member of the staff suspects that a student is under the influence of alcohol, a controlled substance, designer or “look alike” drugs, using drug paraphernalia, or other substances, which, in

the opinion of the administrator, are intended to be used harmfully and/or in ways that are not in accordance with their intended use, the following steps will be taken:

- The opinion of a second person – school principal, assistant principal, teacher, and/or a school nurse – will be sought.
- The parent/guardian will be contacted to take the student home.
- The School Resource Officer will be notified.

Possession of alcohol, a controlled substance, designer drug or related paraphernalia including vaporizers and electronic smoking devices/juuling

If a member of the staff suspects that a student is in the possession of alcohol, a controlled substance, designer or “look alike” drugs, drug paraphernalia, or other substances, which, in the opinion of the administrator, are intended to be used harmfully and/or in ways that are not in accordance with their intended use, the following steps will be taken:

- The opinion of a second person - school principal, assistant principal, teacher, and/or school nurse - will be sought;
- The parent/guardian will be called to take student home;
- A minimum five (5) day suspension; and expulsion hearing, in accordance with Massachusetts General Laws Chapter 71, Section 37H, may be assigned;
- The student will be immediately suspended from all school programs;
- A letter will be sent to the parent(s)/guardian(s) - copy placed in student's temporary file;
- When deemed appropriate, possible referral to a rehabilitation program may be made;
- Notification will be sent to the local police department;
- The student may be assigned expulsion, reinstatement, or further suspension, consistent with Massachusetts General Laws Chapter 71, Section 37H.

Under the influence and/or use of alcohol, a controlled substance, designer drug or related paraphernalia including vaporizers and electronic smoking devices/juuling

If a member of the staff suspects that a student is in the under the influence of alcohol, a controlled substance, designer or “look alike” drugs, using drug paraphernalia, or other substances, which, in the opinion of the administrator, are intended to be used harmfully and/or in ways that are not in accordance with their intended use, the following steps will be taken

- The opinion of a second person - school principal, assistant principal, teacher, and/or school nurse - will be sought;
- The parent/guardian will be called to take the student home;

- Minimum five (5) day suspension, and expulsion hearing, in accordance with Massachusetts General Laws Chapter 71, Section 37H , may be assigned;
- The student will be immediately suspended from all school programs;
- A letter will be sent to the parent(s)/guardian(s) - copy placed in student's temporary file;
- When deemed appropriate, possible referral to a rehabilitation program may be made;
- Notification will be sent to the local police department;
- The student may be assigned expulsion, reinstatement, or further suspension, consistent with Massachusetts General Laws Chapter 71, 37H.

Selling or distributing or intent to sell or distribute alcohol, a controlled substance, designer drug or related paraphernalia including vaporizers and electronic smoking devices

If a student has been determined to be selling or distributing alcohol, a controlled substance, designer or “look alike” drugs, drug paraphernalia, or other substances, which, in the opinion of the administrator, are intended to be used harmfully and/or in ways that are not in accordance with their intended use the following steps will be taken:

- The parent/guardian will be called to take the student home;
- The student will be immediately suspended from all school programs;
- The student may be assigned a minimum ten (10) day suspension;
- Notification will be sent to the local police department;
- An expulsion hearing, in accordance with Massachusetts General Laws, Section 37H, will be conducted;
- A letter will be sent to the parent(s)/guardian(s) - copy placed in student's temporary file;
- The student may be assigned expulsion, reinstatement, or further suspension, consistent with Massachusetts General Laws Chapter 71, 37H.

Unauthorized Departure from the School Building and/or Grounds

Students are not to leave the school building without permission from the main office.

Any student who is found to have left the school grounds or attempting to leave school grounds during school hours without just cause will be disciplined as follows:

- 1st Offense – The student will serve a utility detention, and parent(s)/ guardian(s) will be notified.
- 2nd Offense - The student may serve one (1) day of external suspension, Saturday Detention, or In-House Suspension.
- For subsequent violations, the student may serve two (2) days of external suspension, and a parent/guardian conference is required for re-admittance.

- When a student leaves school grounds without authorization or is truant on the day of an athletic contest or co-curricular activity, he/she will be suspended for one game/activity.

Cell Phones and Electronic Devices

While classes are in session, electronic devices such as cell phones and other electronic devices should not be used without the expressed permission of the specific classroom teacher. Cell phones may be used in the halls or in the cafeteria during break and lunch. Respectful use of cell phones is expected, and repeated or significant violations of the cell phone and electronic device policy will be considered insubordination and escalated accordingly. A faculty member or administrator has the right to confiscate a phone if a student refuses to comply with the classroom rule. Phones may be returned to the student by the end of the day or turned into the main office for the student to retrieve.

BREATHLYZER PROTOCOL

Part I: During School Sponsored Events

1. The administration will determine at which school-sponsored events the breathalyzer test procedures will be used. These events will include, but are not limited to, proms, dances, concerts, overnight activities, athletic events, etc.
2. The administration will determine the manner by which the students will be tested: entire group, random selection, or based on individualized suspicion. The administrator or designee present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test on entering the event.
3. Students attending these school-sponsored events may be required to take a breathalyzer test administered by a trained member of the staff prior to entering the event.
 - Any student who tests positive (any reading above 0.00) will be given a second test after a waiting period of five (5) minutes;
 - If this test is also positive, the student will be denied entrance to the event and detained by school officials until parents/guardians arrive to remove them;
 - Students who refuse the test will be denied entrance to the event and detained until parents/guardians arrive to remove them;
 - Where school officials are testing based on individualized suspicion, a student who tests positive or who is suspected of using alcohol as described herein and refuses the test will be denied entrance, detained, and sent home with a parent/guardian, and may be suspended for up to ten (10) days;
 - Whether school officials are testing students randomly or testing the entire group, a student who tests positive may be subject to social probation and prohibited from participating in extra-curricular activities including, but not limited to, athletics.
4. A student already in attendance at a school-sponsored event who is suspected of being under the influence will be tested or retested.
 - If this test is positive, the student will be detained until a parent/guardian arrives and may be suspended for up to ten (10) school days.
 - If a student who is suspected of using alcohol as described herein refuses the test, that student will be detained and sent home with a parent/guardian and may be suspended for up to ten (10) school days.

Part II: During the School Day

A trained member of the school staff, in the presence of an administrator, may give a breathalyzer test to any student who is suspected of being under the influence of alcohol according to the regulations of this policy.

- A student who tests positive (any reading above 0.00) may be given a second test after a waiting period of five (5) minutes.

- If this test is also positive, school officials will detain the student until parents/guardians arrive; the student will be sent home and may be suspended for up to ten (10) school days.
- A student who is determined to be under the influence as described herein and who refuses the test will be detained until parents arrive, be sent home, and may be suspended for up to (10) days.

CO-CURRICULAR EXPECTATIONS

LEADERSHIP STANDARDS

Process of selection for student leadership positions:

In order to become a leader of a co-curricular group, whether it is as a captain of an athletic team, an officer in student council, or any other similar position of leadership in any of our co-curricular groups, one must meet and accept the standards below.

The members of CHS athletic teams and co-curricular groups will be asked to consider the leadership standards and provide input to the coach or advisor regarding recommendations for positions of leadership (e.g., Captains). The coach/advisor will consider the student input and make a recommendation to the administration for final approval. Other student leadership positions (e.g., class officers) will be elected by traditional methods (secret ballot).

A leader is someone who has demonstrated qualities of Leadership, Character, Service, and Integrity and is:

1. Approachable and outgoing with teammates and/or activity members.
2. A link between players/participants and coaches/advisors.
3. A positive role model who is able to lead by example.
4. Respectful to coaches/advisors, teammates/activity members, and opponents/guests.
5. Someone who demonstrates sportsmanlike behavior at all times.
6. A well respected, law abiding good citizen at all times.
7. A good motivator.
8. A clear communicator.
9. An advocate/mentor for new team members/ activity members.
10. A hard worker.
11. A leader who demonstrates honesty, punctuality, reliability, confidence, and the ability to organize others on a daily basis.
12. Respectful of one's personal health and chooses not to use drugs or alcohol.

Any student leader whose personal conduct (in or outside of school) is in conflict with the leadership standards as listed above may be assigned consequences by the school administration. Consequences may include dismissal from the leadership position.

In the event of a disciplinary matter:

- A. The student leader would receive notification of the transgression.

- B. The student leader will be offered due process.
- C. The administration may invoke consequences regarding the transgression including but not limited to suspension, conditional service, and/or dismissal from their leadership responsibilities.
- D. The student may be allowed to remain as a participant in the co-curricular group/team.
- E. If a student leader is suspended from a leadership position for a specific period of time by the administration, that student will be suspended from all positions of leadership held and will not be eligible to assume any new positions of leadership for the duration of the suspension.
- F. If a student leader is permanently dismissed from a leadership position by a leadership council, that student will be permanently dismissed from all positions of leadership that the student holds and will be permanently barred from assuming any other leadership positions at CHS.

ELIGIBILITY

1. All students at Cohasset High School have equal access to all programs including athletics and extracurricular activities.
2. Two (2) F's (failure), two (2) I's (incomplete), two (2) WF's or any combination thereof in all subjects will prevent a student from participating in an activity. In the case of incompletes, this rule applies until incomplete grades are made up to a passing average. Middle school students deemed eligible for high school sports by the Cohasset School Committee must pass all courses in order to retain eligibility.
3. Students participating in athletics or other co-curricular activities must be present in school by 7:40 AM and must remain in school for the remainder of the day in order to participate.
4. Good Citizen Rule: Students may not represent their school if they are on disciplinary suspension.
5. Tobacco, Alcohol, Steroids, Controlled Substances:

Students shall not use or consume, possess, buy/sell, or give away any product containing tobacco, alcohol, steroid, any other controlled substance, drug paraphernalia, or look-a-like at any time during the school year beginning with the first allowable day of fall athletic practice through the end of the academic year or final athletic competition of the year, whichever is later. (Broadening this window from "in season" to the entire academic year reflects that the chemical health of students is not simply a seasonal concern – Mass. Interscholastic Athletic Association). This is a twenty-four (24) hour, seven (7) day a week rule covering the entire athletic *year* as defined by the M.I.A.A. Cheerleaders are not covered by MIAA rules; however at Cohasset High School they will be subject to the same 24/7 rule as other student-athletes.

A student may be considered to be in violation of the MIAA's chemical health policy if it is determined that he/she was in a vehicle where alcohol and/or illicit drugs are determined to be in plain view or when, in the opinion of the principal or his/her designee, the student should have been aware that said banned substances were in the vehicle.

First offense: The student is suspended from all interscholastic sports activities for 25% of all interscholastic contests in that sport in which the violation occurs.

Subsequent offenses: The student is suspended from all interscholastic sports activities for 60% of the contests in that sport in which the violation occurs.

All athletes are reminded that the following M.I.A.A. rule applies in both of the scenarios above: penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. **In addition, students who begin a sports season under athletic suspension must complete the season in good standing in order for the suspension to be completed or the suspension will be carried forward to the next athletic season of choice.**

First Offense Only

Athletes suspended for violation of these policies may practice during their period of suspension with the approval of the Principal.

- a. It is not a violation for any students to be in possession of a drug legally prescribed by his/her doctor for the student's own use during the period of time when the student is a participating member of a school's team, program, or activity.

Students who violate the MIAA/CMHS chemical health policy may not, at the principal's discretion, be eligible to attend the post-season team banquet/break-up celebration if they do not finish the season in good standing.

Students declared ineligible for any part of a season due to violation of the chemical health policy are ineligible for post-season honors and recognition in any and all sports from which he/she was suspended (including letter awards and all-star teams).

INTERSCHOLASTIC ATHLETICS

Age: Students shall be under nineteen (19) years of age on September 1st of the current school year.

Insurance: All members of interscholastic teams representing Cohasset High School are covered by special athletic insurance. This insurance is "non-duplicating"; it is intended to provide coverage for expenses in excess of any personal or family coverage, but within the limitations of the policy.

Awards: Eligibility Requirements.

- The Cohasset "C" shall be awarded to any student who, for the first time, fulfills the "Varsity letter" requirements for his/her sport.
- Only one letter shall be awarded to any one person for participation in sports at Cohasset High School.
- When a player satisfies the requirements in any sport (after receiving a letter), he/she shall receive a metal service bar (if applicable) to be attached to the letter directly under the emblem denoting that sport.
- If, in the opinion of the Coach, a player has faithfully attended practices and games and has performed valuable service in the interest of the team, but has not satisfied the requirements for a letter, he/she shall receive a service certificate. In some cases, he/she may be awarded a letter at the discretion of the Coach.
- If an athlete does not successfully complete the season, he/she will receive no award.
- Exceptions may be made for injury, illness, conflicting school events or school vacations.
- Exceptions for extenuating circumstances may be granted by the Athletic Director.

Varsity Letter Requirements:

- Regular practice and game attendance throughout the season on the Varsity team.
- Successful completion of the season.
 - An athlete must be academically eligible at the end of the season.
 - Athletes removed from the team for disciplinary reasons will not be eligible to receive a letter.
 - If a player is injured during a practice or a game and is unable to finish the season, he/she will be awarded a letter if he/she continues to support the team.
- Seniors who have participated in a program for three years will be awarded a letter even though the specific sport requirements may not be met, at the discretion of the Coach.
- The Varsity Coach's recommendation is required for all athletic awards. An athlete must compete in at least 50% of the Varsity contests to receive a Varsity letter. In certain individual sports, there are specific requirements to earn a letter. However, at the discretion of the Coach, a letter may be awarded to any bona fide team member who exhibits extraordinary effort. These specific requirements for the following individual sports must be achieved:

Cross Country

- Boys - Outrun a particular time or score in 50% of the meets.
Girls - Outrun a particular time or score in 50% of the meets.

Boy's Golf

- Participate as one of the top 8 players in 50% of the regular season matches.

Swimming

- Accumulate 20 participation points.

Skiing

- Score in 50% of all total regular season races.

Outdoor Track

- Participate in 50% of the regular season meets, and score a minimum of points directly corresponding to the number of regular season meets.

Tennis

- Boys - Play in 50% of the regular season matches (to include exhibition).
- Girls - Play in 50% of the regular season matches (to include exhibition).

Girl's Golf

- Participate as one of the top 8 players in 50% of the regular season matches.

Managers:

- Attend all games for a full season.

Statisticians:

- Attend all games for a full season.

Academic Eligibility:

Two (2) F's (failure), two (2) I's (incomplete), two (2) WF's or any combination thereof in all subjects will prevent a student from participating in an activity. In the case of incompletes, this rule applies until incomplete grades are made up to a passing average. Students who receive one F will be placed on academic probation for that quarter. They may continue to participate in extracurricular activities; however, they must meet with the principal or his designee to review their academic progress.

Loyalty to the High School Team: This rule should be viewed as supplemental to the Bona Fide Team Member Rule 45. A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g., practices, tryouts and competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA.

Penalty:

First Offense: Student athlete is suspended for 25% of the season.

Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation.

Physical Examination: Each year prior to practice or participation, each student must have a physical examination. If the school's physician does not perform the physical, a doctor's note must be presented to the school nurse. A student is eligible for athletics if they have had a physical exam within 13 months from the start of the season.

Seasons of Participation: After enrollment in Grade 9, students may not participate more than four (4) years in any sport. Students who do not participate in the 9th grade will be limited to three (3) years of participation in grades 10-12.

Starting Times - For Seasonal Co-Curricular Activities:

Fall:	May begin the Monday before Labor Day weekend or as outlined in MIAA Rules and Regulations.
Winter:	May begin the Monday after Thanksgiving.
Spring:	May begin the 3rd Monday of March.

User Fee: The Cohasset School Committee has established a users' fee of \$250 for the first sport, \$250 for the second sport and \$150 for the third sport - per athlete - for a total of \$650 per year if a student participates in three different sports. There is a \$900 cap per family. These funds will be utilized to offset the reductions in the athletic budget.

In order for a student to participate in a sport, the entire user's fee must be received on or before the first day of competition; no exceptions will be made. This fee, which is non-refundable, does not guarantee that a student will receive equal playing time during each game of his/her selected sport. Payment should be by check, made payable to: Cohasset High School.

If this fee poses an unusual hardship for any student's family, the parent/guardian should contact either the Principal or Athletic Director so that arrangements may be made for the student(s) to participate.

Taunting: Special mention is being made in this handbook relative to the MIAA's rule on taunting. Taunting includes any actions or comments by coaches, players, or spectators, which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.

At all MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection and/or further disciplinary action.

We expect all Cohasset High School athletes, coaches, and spectators to maintain a high level of decorum at all school events.

These co-curricular regulations apply to the following:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	Girls Basketball	Baseball
Field Hockey	Boys Basketball	Softball
Football	Cheerleading	Girls Lacrosse
Boys Golf	Gymnastics	Boys Lacrosse
Girls Soccer	Boys Ice Hockey	Girls Tennis
Boys Soccer	Skiing	Boys Tennis
Girls Cross Country	Girls Swimming	Girls Track
Boys Cross Country	Boys Swimming	Boys Track
	Wrestling	Girls Golf
	Girls Ice Hockey	

HOME EDUCATED STUDENTS

REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETIC PROGRAMS:

The MIAA will permit a home educated student to participate in interscholastic athletics if the following conditions are met:

1. The local school committee of a MIAA public school member institution has adopted a policy regarding participation of home educated students on the high school teams.
2. The local building principal has indicated such on the annual MIAA membership form and included **all** home schoolers in the annual MIAA enrollment report.
3. The educational plan for the home educated student has been approved by the public school superintendent or his/her designee.
4. The principal has determined appropriate high school grade level placement (9-12) for each home educated student in conjunction with chronological age and educational plan.
5. The student resides in the school district that serves the high school and must be living with his/her parent or legal guardians in the family residence. In multiple school districts, a home educated student must be assigned to the school of record in the same manner as other students.
6. The principal is satisfied that the student meets the guidelines for athletic participation required for all other students as defined in the current MIAA Blue Book. This should include, but not be limited to, those rules governing transfers, academic eligibility, age requirements, and the number of consecutive seasons of athletic eligibility beyond grade eight.
7. MIAA requirements relative to academic eligibility must be reviewed by the principal

at the same times that all other student athletes are to be certified as academically eligible.

8. If the principal determines that all eligibility standards detailed above have been met, the Principal may declare the student immediately eligible to participate in interscholastic competition. The rights, privileges, and responsibilities associated with all other student athletes attending MIAA member schools will apply to home-educated students who have satisfied the requirements above.