

# Cohasset Middle School

Student-Family Handbook

2019-2020



143 Pond Street  
Cohasset, MA 02025  
781-383-6100  
[www.cohassetk12.org](http://www.cohassetk12.org)

## Table of Contents

|                                                       |           |
|-------------------------------------------------------|-----------|
| Administrative Greeting.....                          | 1         |
| <b>GENERAL SCHOOL INFORMATION .....</b>               | <b>3</b>  |
| Cohasset Middle School Administration .....           | 3         |
| Cohasset Middle School Guidance .....                 | 3         |
| Middle School Term Calendar .....                     | 3         |
| Lunch and Bell Schedules.....                         | 4         |
| Visitors .....                                        | 5         |
| Guests.....                                           | 5         |
| Communications with the School .....                  | 5         |
| Emergency Protocols .....                             | 5         |
| Emergency Evacuation of the Building .....            | 6         |
| Shelter in Place .....                                | 6         |
| Lockdown .....                                        | 6         |
| <b>CORE VALUES &amp; BELIEFS.....</b>                 | <b>6</b>  |
| <b>ACADEMIC STANDARDS AND PROCEDURES .....</b>        | <b>7</b>  |
| Academic Integrity.....                               | 7         |
| Plagiarism Policy .....                               | 7         |
| Course Requirements .....                             | 8         |
| Requirements for Promotion and Grade Assignment ..... | 8         |
| Grading .....                                         | 8         |
| Cheating Policy.....                                  | 8         |
| Course Selection and the Level Waiver Process.....    | 9         |
| Textbooks.....                                        | 9         |
| Homework Policy .....                                 | 9         |
| Exam Policy .....                                     | 9         |
| Escalation of Academic Concerns .....                 | 9         |
| <b>BEHAVIORAL STANDARDS AND PROCEDURES.....</b>       | <b>10</b> |
| Skipper Creed Expectations.....                       | 10        |
| General Rules, Terms and Definitions.....             | 10        |
| Assemblies .....                                      | 10        |
| Cafeteria.....                                        | 10        |
| Cell Phones .....                                     | 11        |

|                                                                                                                                                                                        |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Dances, Social Events, and School Activities .....                                                                                                                                     | 11        |
| Learning Commons.....                                                                                                                                                                  | 12        |
| Lockers.....                                                                                                                                                                           | 12        |
| School Sponsored Field Trips.....                                                                                                                                                      | 12        |
| <b>DISCIPLINE-STUDENT CONDUCT EXPECTATIONS .....</b>                                                                                                                                   | <b>13</b> |
| Escalation .....                                                                                                                                                                       | 13        |
| Level 1 Offenses .....                                                                                                                                                                 | 13        |
| Level 2 Offenses .....                                                                                                                                                                 | 14        |
| Level 3 Offenses .....                                                                                                                                                                 | 15        |
| Description of Infractions Named in Tables.....                                                                                                                                        | 16        |
| Academic Integrity.....                                                                                                                                                                | 16        |
| Attendance .....                                                                                                                                                                       | 16        |
| Dress Code.....                                                                                                                                                                        | 16        |
| Classroom Violations: Tardiness to Class.....                                                                                                                                          | 16        |
| Classroom Violations: Classroom Disruptions .....                                                                                                                                      | 17        |
| Classroom Violations: Removal from Class.....                                                                                                                                          | 17        |
| Classroom Violations: Unexcused Absence from Class (class cuts) .....                                                                                                                  | 17        |
| Alcohol, Tobacco, and Controlled Substances .....                                                                                                                                      | 17        |
| Suspicion of Being Under the Influence of Alcohol, a Controlled Substance, Designer Drug or<br>Using Related Paraphernalia (including vaporizers and electronic smoking devices) ..... | 18        |
| Possession of Alcohol, a Controlled Substance, Designer Drug or Using Related Paraphernalia<br>(including vaporizers and electronic smoking devices) .....                             | 18        |
| Under the Influence and/or Use of Alcohol, a Controlled Substance, Designer Drug or Using<br>Related Paraphernalia (including vaporizers and electronic smoking devices).....          | 19        |
| Selling or Distributing Alcohol, a Controlled Substance, Designer Drug or Using Related<br>Paraphernalia (including vaporizers and electronic smoking devices).....                    | 19        |
| Breathalyzer Protocol.....                                                                                                                                                             | 19        |
| Unauthorized Departure from the School Building and/or Grounds .....                                                                                                                   | 20        |
| Truancy .....                                                                                                                                                                          | 21        |
| <b>ADMINISTRATIVE RESPONSES .....</b>                                                                                                                                                  | <b>21</b> |
| Detention.....                                                                                                                                                                         | 21        |
| Community Service .....                                                                                                                                                                | 21        |
| Saturday School Detention .....                                                                                                                                                        | 21        |
| Social Probation .....                                                                                                                                                                 | 22        |

|                                                                                            |           |
|--------------------------------------------------------------------------------------------|-----------|
| Suspension .....                                                                           | 22        |
| In School Suspension .....                                                                 | 22        |
| Out of School Suspension .....                                                             | 23        |
| Corporal Punishment .....                                                                  | 23        |
| <b>ATTENDANCE PROCEDURES .....</b>                                                         | <b>23</b> |
| <b>ABSENCE PROCEDURES .....</b>                                                            | <b>23</b> |
| Short-Term Absences.....                                                                   | 23        |
| Long-Term Absences.....                                                                    | 24        |
| Family Vacations .....                                                                     | 24        |
| Make-up Work .....                                                                         | 24        |
| <b>DISMISSAL PROCEDURES .....</b>                                                          | <b>24</b> |
| Illness .....                                                                              | 24        |
| Other Dismissals .....                                                                     | 25        |
| <b>TARDINESS to SCHOOL .....</b>                                                           | <b>25</b> |
| Excused Tardiness .....                                                                    | 25        |
| Tardiness Consequences .....                                                               | 26        |
| <b>GUIDANCE SERVICES.....</b>                                                              | <b>26</b> |
| Student Records .....                                                                      | 26        |
| Home Tutoring.....                                                                         | 27        |
| <b>HEALTH SERVICES .....</b>                                                               | <b>27</b> |
| Pregnancy Policy .....                                                                     | 27        |
| Health Clinic .....                                                                        | 27        |
| HIV/AIDS Policy.....                                                                       | 28        |
| Head Injury/Concussion Management.....                                                     | 29        |
| Procedures and Protocols .....                                                             | 29        |
| <b>CO-CURRICULAR PARTICIPATION .....</b>                                                   | <b>31</b> |
| Club Officers.....                                                                         | 31        |
| Communication.....                                                                         | 32        |
| <b>NOTICES AND RESPONSIBILITIES .....</b>                                                  | <b>33</b> |
| Notice of Equal Opportunity.....                                                           | 33        |
| Notice of Non-Discrimination .....                                                         | 34        |
| Abbreviated Reference to the Legislation and Specific Criteria of Civil Rights Laws, ..... | 35        |
| School and District Coordinator Information .....                                          | 35        |
| Guiding School Committee Policies .....                                                    | 37        |

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 34 for detailed information on reporting and investigation of incidents of discrimination or harassment.

## Administrative Greeting

Dear Cohasset Middle School Students and Families,

We look forward to beginning a new school year and partnering with our community as we embark on a new and ambitious journey together. We are not alone on this journey. CMS is proud to be a part of a vibrant, caring and creative school district. We are excited to create a new culture and identity distinct from the Cohasset High School but still closely and collaboratively connected.

Our school is dedicated to supporting each middle school student in becoming an empowered, empathetic, and collaborative learner, committed to personal growth and to be a respectful and responsible global citizen. The entire faculty and staff are motivated to be positive role models for all students and to help them navigate the formative and critical middle school years.

We have an unwavering commitment to our mission of creating a safe, inclusive, supportive, and engaging learning community dedicated to developing and celebrating individuality, independence, and curiosity. We look forward to beginning a new school year and partnering with our community as we embark on a new and ambitious journey together.

This handbook was created to communicate the policies and rules that govern our school, and which have been put in place to provide every student with an intellectually challenging experience and a safe and supportive environment. Knowledge of and observance of these rules and expectations will contribute to a respectful and positive experience for students and faculty. Please feel free to discuss any concerns or questions you have regarding the contents of this handbook with us.

Sincerely,

John P. Mills  
Principal

Dr. Kathryn Salas  
Assistant Principal

Cohasset Middle School Leadership Team

## **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하십시오。

### **Hindi/हिन्दी**

Agar Aapko yah puistka ki Anauvaaidt 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 تيسار ك اذ ه ج ا ت ح ت ن ا ن ا ب ل ص ت ا ب س ر د م ك ت ل ف ط ن م ي س ي ن ر ب ت ك م ل ا

### **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.

# **GENERAL SCHOOL INFORMATION**

## Cohasset Middle School Administration

|                   |                              |          |
|-------------------|------------------------------|----------|
| John Mills        | Principal                    | 383-6100 |
| Kathryn Salas     | Assistant Principal          | 383-6100 |
| Michael Stapleton | Special Education Team Chair | 383-6100 |

## Cohasset Middle School Guidance

|                   |                       |          |
|-------------------|-----------------------|----------|
| Cate Nelligan     | MS Guidance Counselor | 383-6102 |
| Caitlin Stromberg | School Psychologist   | 383-6102 |
| Emily Manewal     | Adjustment Counselor  | 383-6102 |
| Nancy Creighton   | Guidance Secretary    | 383-6102 |

## Middle School Term Calendar

2019-2020

|               |                           |
|---------------|---------------------------|
| End of Term 1 | November 27 <sup>th</sup> |
| End of Term 2 | March 13 <sup>th</sup>    |
| End of Term 3 | June 17 <sup>th</sup>     |



## Lunch and Bell Schedules

### Lunch Schedule

|         | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|---------|---------------|----------------|------------------|-----------------|---------------|
| Grade 6 | Lunch 1       | Lunch 1        | Lunch 1          | Lunch 1         | Lunch 1       |
| Grade 7 | Lunch 2       | Lunch 2        | Lunch 2          | Lunch 2         | Lunch 2       |
| Grade 8 | Lunch 2       | Lunch 2        | Lunch 2          | Lunch 2         | Lunch 2       |

### Bell Schedules

#### DAILY SCHEDULE

|                      |               |
|----------------------|---------------|
| <b>7:30 – 8:43</b>   | Period 1      |
| <b>8:46 – 8:55</b>   | Break         |
| <b>8:58 – 10:00</b>  | Period 2      |
| <b>10:03 – 11:05</b> | Period 3      |
| <b>11:05 – 12:00</b> | Lunch/Utility |
| <b>12:03 – 1:05</b>  | Period 4      |
| <b>1:08 – 2:10</b>   | Period 5      |

#### EARLY RELEASE SCHEDULE

|                      |          |
|----------------------|----------|
| <b>7:30 – 8:16</b>   | Period 1 |
| <b>8:19 – 8:28</b>   | Break    |
| <b>8:31 – 9:16</b>   | Period 2 |
| <b>9:19 – 10:04</b>  | Period 3 |
| <b>10:07 – 10:52</b> | Period 4 |
| <b>10:55 – 11:40</b> | Period 5 |

#### TWO HOUR DELAY SCHEDULE

(GRADE 6)

|                      |          |
|----------------------|----------|
| <b>9:30 – 10:18</b>  | Period 1 |
| <b>10:21 – 11:09</b> | Period 2 |
| <b>11:09 – 11:34</b> | Lunch    |
| <b>11:37 – 12:25</b> | Period 3 |
| <b>12:28 – 1:16</b>  | Period 4 |
| <b>1:19 – 2:10</b>   | Period 5 |

#### TWO HOUR DELAY SCHEDULE

(GRADES 7 & 8)

|                      |          |
|----------------------|----------|
| <b>9:30 – 10:18</b>  | Period 1 |
| <b>10:21 – 11:09</b> | Period 2 |
| <b>11:11 – 11:59</b> | Period 3 |
| <b>11:59 – 12:24</b> | Lunch    |
| <b>12:28 – 1:16</b>  | Period 4 |
| <b>1:19 – 2:10</b>   | Period 5 |

### Visitors

All visitors entering the building are required to sign in using the Lobby Guard system in the High School Main Office.

Parents can drop off materials at the Middle School Main Office through the window if possible. Students can be released to parents through the Middle School Main Office without requiring parents to enter the building and thus sign in.

### Guests

Guests of students are not permitted at Cohasset Middle 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.

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 to be followed:**

- 1. Contact the teacher to discuss the matter or to arrange an appointment.**
- 2. If the problem is not resolved, a meeting may be arranged with the department chairperson.**
- 3. If a resolution is not reached at this point, the assistant principal may be called.**
- 4. If the matter is still not resolved, it may be escalated 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 principal 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 over the public address system and s/he will designate another staff member to call 911 and report the situation.

## **CORE VALUES & BELIEFS**

CMS 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.

## **ACADEMIC STANDARDS AND PROCEDURES**

### **Academic Integrity**

#### **Plagiarism Policy**

At Cohasset Middle School, we value academic integrity. It is as integral to the education process as the acquisition of skills and the accumulation of knowledge. The faculty assumes that any work submitted by a student represents his or her own work. Because plagiarism is a serious form of cheating, it is not tolerated at Cohasset Middle School.

It is the teachers' responsibility to present and reinforce what students should do to avoid plagiarism. Cohasset Middle School follows 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 of plagiarism, the teacher will contact the parent/caregiver, explain the situation, and submit a discipline referral. 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.

### **Course Requirements**

Most students in grades 6, 7, and 8 will take English, mathematics, social studies, science, and a world language. Specialist courses in technology, physical education, art, music, guidance, research, MS workshops, and health will be offered on a rotating basis. The world language choices are French or Spanish.

### **Requirements for Promotion and Grade Assignment**

Students receiving two or more F’s in major subject areas will be considered for retention in the current grade.

### **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 teachers explain 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.

### **Cheating Policy**

The “Expectations for Student Learning at Cohasset Middle 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.

### **Course Selection and the Level Waiver Process**

Students in the Middle School follow a prescribed course of study except for music and language choices. Course levels for students who can work at an accelerated pace currently exist in 7th and 8th grade for mathematics and ELA only. In the spring of each year, student performance in those classes is reviewed by the teacher who makes a recommendation for level of study going forward. Those decisions are based on assessments, class observations, student interest in the subject as well as his/her ability to work independently. There is not particular grade as a prerequisite for consideration, but accelerated courses are best suited for those students who consistently earn high marks, work independently and seek out extra opportunities for work, and who are able to maintain a high course average without the benefit or re-takes, re-writes, or tutoring. Students' courses of study are designed to challenge all students at their appropriate maturity level. Parents/caregivers who disagree with a recommendation can complete a level waiver request which will then be discussed at a meeting with the appropriate department chair.

### **Textbooks**

If a textbook is misused, students will be required to pay a fine. If a textbook is lost, the student to whom it was issued 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 should always remain a priority, and we encourage students to make choices that allow them to balance academics with other parts of their lives.

### **Exam Policy**

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

### **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.

## BEHAVIORAL STANDARDS AND PROCEDURES

### Skipper Creed Expectations

|                       | Classroom                                                                                                                                                                                                                                  | Cafeteria                                                                                                                                                                                                                                                                            | Hallways/Stairways                                                                                                                                                                             | Lockers                                                                                                                                                                               | Bathrooms and Locker Rooms                                                                                                                                         |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Be Safe</b>        | <ul style="list-style-type: none"> <li>Keep hands &amp; feet to yourself</li> <li>Observe all safety rules</li> </ul>                                                                                                                      | <ul style="list-style-type: none"> <li>Stay in the cafeteria</li> <li>Wait for dismissal</li> <li>Keep hands &amp; feet to yourself</li> <li>Honor the Tech free zone</li> </ul>                                                                                                     | <ul style="list-style-type: none"> <li>Keep hands &amp; feet to yourself</li> <li>Walk, don't run</li> </ul>                                                                                   | <ul style="list-style-type: none"> <li>Keep lockers locked</li> </ul>                                                                                                                 | <ul style="list-style-type: none"> <li>Honor the Tech free zone</li> <li>Use good hygiene</li> </ul>                                                               |
| <b>Be Respectful</b>  | <ul style="list-style-type: none"> <li>Respect student, teacher, and school property</li> <li>Maintain personal boundaries</li> <li>Respect others' opinions</li> <li>Be kind to classmates and teachers</li> </ul>                        | <ul style="list-style-type: none"> <li>Accept direction without arguing or complaining</li> <li>Be aware of personal space</li> <li>Use kind words</li> <li>Use appropriate volume</li> <li>Invite others to sit with you</li> <li>Be courteous to all staff and students</li> </ul> | <ul style="list-style-type: none"> <li>Walk to the right</li> <li>Use appropriate language</li> <li>Be considerate of your and others' personal space</li> <li>Be kind to others</li> </ul>    | <ul style="list-style-type: none"> <li>Leave other lockers alone</li> <li>Close locker quietly</li> <li>Use your locker quietly</li> <li>Be aware of personal locker space</li> </ul> | <ul style="list-style-type: none"> <li>Use appropriate language and volume</li> <li>Honor privacy of others</li> </ul>                                             |
| <b>Be Responsible</b> | <ul style="list-style-type: none"> <li>Get to class on time</li> <li>Be prepared for class</li> <li>Follow classroom rules</li> <li>Store cell phone in locked locker or class holder</li> <li>Take ownership for your behavior</li> </ul> | <ul style="list-style-type: none"> <li>Pick up trash and clean floor around your table</li> <li>Power off cell phones before you leave</li> <li>Be cautious using electronic devices near food and drink</li> </ul>                                                                  | <ul style="list-style-type: none"> <li>Watch where you are walking</li> <li>Use appropriate volume</li> <li>Use passing time efficiently</li> <li>Get to class on time and prepared</li> </ul> | <ul style="list-style-type: none"> <li>Keep locker clean and neat</li> <li>Treat your locker appropriately</li> <li>Keep belongings in a locked locker</li> </ul>                     | <ul style="list-style-type: none"> <li>Keep space clean and free from graffiti</li> <li>Promptly return to class</li> <li>Report any issues to an adult</li> </ul> |

### General Rules, Terms and Definitions

#### **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.

#### **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. 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.
3. Students can only go to the cafeteria during their assigned lunch or during break time.

4. All students **MUST** remain in the cafeteria unless otherwise directed by the school administration.
5. Students are **NOT** permitted to have cell phones **OR** devices out or on during break or lunch.
6. Students are not permitted to have food delivered from restaurants or anyone other than parents without permission from the administration. Parents are asked **NOT** to deliver coffee, snack items, or food for groups (more than 1 person) of students as it is very disruptive to the school day and places an unfair burden on the office staff.
7. Respectful behavior is always expected.
8. Students will observe any protocol established to accommodate students with food allergies (e.g. “peanut-free” tables, “peanut-free” locker areas).
9. Absolutely no throwing of food, trash, or any other object will be tolerated.

### **Cell Phones**

Cell phones are “Away for the Day” at Cohasset Middle School. As we are a BYOD learning environment, students have ample access to technology for instructional purposes and do not need to reference their personal cell phones during the school day. This holds true at break, lunch, during passing time, as well as in lavatories and locker rooms. Students who violate this practice is subject to progressive discipline, and should expect that a teacher or staff member will retain the device for the remainder of the school day during which it is confiscated. Students needing to connect with a parent/caregiver can use a school phone in the Middle School Main Office before, during, and after school with the permission of a staff member.

Students are also reminded that use of audio/video recording devices is particularly prohibited without the express consent of the student, teacher, or administrator. A violation of this prohibition is considered a serious infraction and may lead to suspension. Students should also be aware that a secret audio recording (recording of individual without his/her knowledge) could result in criminal charges under Massachusetts General Laws Ch. 272, §99F.

### **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 approved by the administration.**

Cohasset Middle 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 restricted to 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, the School Resource Officer (or detail officer alternatively) will be present at school dances to assist the administration in the event of any law enforcement issues that may arise. A student who 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.

### **Learning Commons**

The Learning Commons is a 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 with prior permission of an academic teacher and with the appropriate notation entered into the "Utility Pass" page of the agenda book.

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.

Learning Commons materials may be checked out for 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. 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. Never share a locker
2. Keep his/her locker locked and not give the combination to anyone else
3. Always make sure the locker door is **CLOSED AND LOCKED** when not in use
4. Never leave money or expensive valuables in the locker
5. Keep the locker neat and clean

### **School Sponsored Field Trips**

Field trips by their very nature are optional. Students not wishing to attend a field trip cannot be penalized academically and will be given an alternate assignment to complete.

Students who participate in a school-sponsored field trip must have their parents/caregivers complete the required permissions. Additional behavior contracts are required for all overnight trips organized by the school.

### **DISCIPLINE-STUDENT CONDUCT EXPECTATIONS**

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. Managing appropriate student behavior contributes to a safe and orderly environment that promotes student learning. Behaviors that do not meet the high standards expected of the Cohasset student are addressed fairly and consistently with all students as part of the learning process.

#### **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 behavior and in most cases will be addressed by the teacher or administrator in whose presence the incident occurs. Instances of significant or repeated conduct violations will result in more intensive or severe consequences.

Discipline issues are generally 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, associate principal, principal.**

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

#### ***Level 1 Offenses***

Primary prevention occurs in the classroom setting and, in most cases, interventions are 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"> <li>• Classroom disruptions</li> <li>• Failure to return (test, report card, etc.)</li> <li>• Eating, drinking or chewing gum.</li> <li>• Tardiness to class*</li> <li>• Using inappropriate language</li> <li>• Littering</li> <li>• Careless hurtful remarks towards another student or adult</li> <li>• Cell phone policy violation*</li> <li>• Abuse of a pass</li> <li>• Class cut*</li> <li>• Other forms of disobedience or disrespect</li> </ul> | <ul style="list-style-type: none"> <li>• Verbal or non-verbal correction</li> <li>• Private conference with the student</li> <li>• Written or verbal apologies</li> <li>• Teacher assigned detention</li> <li>• Email or phone call home</li> <li>• Parent conference</li> </ul> |

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

| Types of Level 2 Offenses                                                                                                                 | Possible Consequences |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <ul style="list-style-type: none"> <li>• Throwing objects / snowballs</li> <li>• Driving infraction</li> <li>• Cutting school*</li> </ul> |                       |

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

| Types of Level 3 – Major Offenses                                                                                                                                                                                                                                                       | Possible Consequences |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <ul style="list-style-type: none"> <li>• Encouraging peer aggression (including athletic or co-curricular competitions) or inciting others to disregard school rules.</li> <li>• Cafeteria or other public disturbance</li> <li>• Failure to serve Saturday school detention</li> </ul> |                       |

## Description of Infractions Named in Tables

### Academic Integrity

Please refer to “Academic Information” regarding the definition and discipline policy on cheating.

### Attendance

Please refer to “Student Attendance” regarding penalties for attendance.

### Dress Code

The factors that guide our clothing restrictions are health, safety, consideration of societal standards of others, and protection of school property. It is expected that clothes will be neat, clean, and school appropriate. While school dress can be casual, midriffs or undergarments should not be visible. 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 not be inflammatory in nature. 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. Hats, hoods and/or sunglasses cannot be worn in the Middle 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, Saturday School detention.
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 associate 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 at the teacher's discretion. 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 considered only 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 a 90 minute Saturday School detention.
- 3rd Cut - the student will serve a 3-hour Saturday school detention.
- For any subsequent cut, the student will receive two (2) days of external suspension, and a parent conference is required for reinstatement.

### **Alcohol, Tobacco, and Controlled Substances (including vaping and related paraphernalia)**

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, nicotine, tobacco, alcohol, steroid, any other controlled substance, drug paraphernalia, or look-alike on any school premises or while attending or before a school-sponsored activity. For the purposes of discipline, the school considers vaporizers and electronic smoking devices drug paraphernalia.

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: [Cohasset School Committee Policy Manual Section J](#)

**Suspicion of Being Under the Influence of Alcohol, a Controlled Substance, Designer Drug or Using Related Paraphernalia** *(including vaporizers and electronic smoking devices)*

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/caregiver will be contacted to take the student home.
- The School Resource Officer will be notified.

**Possession of Alcohol, a Controlled Substance, Designer Drug or Using Related Paraphernalia** *(including vaporizers and electronic smoking devices)*

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/caregiver 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 Using Related Paraphernalia** *(including vaporizers and electronic smoking devices)*

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/caregiver 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 Alcohol, a Controlled Substance, Designer Drug or Using 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/caregiver 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.

**Breathalyzer 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/caregiver, 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/caregiver 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/caregiver 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 the second 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.

#### **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 3-hour Saturday School detention, and parent(s)/guardian(s) will be notified.

- 2nd Offense - The student may serve one (1) day of external suspension, or one 3-hour Saturday detention (Parent(s)/Guardian(s) choice).
- For subsequent violations, the student may serve two (2) days of external suspension, with a parent/caregiver 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.

### **Truancy**

A student who is absent from school without authorization will be disciplined as follows:

- 1st Offense - Any student who is truant from school will be assigned a full day of Saturday School detention, and his/her parent(s) or guardian(s) will be notified.
- 2nd Offense - Any student truant for a second time will serve two (2) days of Saturday School detention, and his/her parent(s) or guardian(s) will be notified.
- Subsequent offences will be handled at the discretion of the Principal or designee.

### **ADMINISTRATIVE RESPONSES**

The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal 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 assigned as a teacher detention or an office detention. The length of a teacher detention is at the discretion of the teacher within reason and is 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.

### **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.) or a combination of several such assignments may be assigned in lieu of a 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.

### **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. Social Probation can be imposed by an administrator for any length of time during a school year and may be inclusive of co-curricular activities including athletics. Students are always expected to represent our school in a way that makes us proud, and a blatant disregard for responsible behavior could result in that student being denied permission to participate in any or all school events.

### **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 days or less.

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.

A suspended student is restricted from entering the school buildings or coming on to school grounds. A suspended student may not participate in any school sponsored activities or functions during the suspension period.

Suspension procedures are followed in accordance with the Massachusetts General Laws governing student discipline.

### **In School Suspension**

At the discretion of the Principal, 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 activities, but not from the school premises, for no more than 10 consecutive school days.

For an in-school suspension, the principal 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 is made, 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.

### **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 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.

### **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.

## **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 10:50 to be considered "present." A student who begins the school day at 7:30 a.m. must remain in school at least until 10:50 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 Middle 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 10:50 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 7:30 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 8:15 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.

### **Excused Tardiness**

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 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 (6:45-7:15 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**        3-hour Saturday school detention for each incident.
- **Tardy 15 times**        Attendance hearing with the assistant principal or principal.

### **GUIDANCE SERVICES**

The guidance services at Cohasset Middle 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.

### **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 Principal 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 not 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 Middle School has the professional services of a registered nurse and physician. The health room facilities are available to students throughout the school day for adult and student first aid, emergency care, health assessment, 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 he is available to the school as needed.



The health office provides state mandated screenings for middle-Middle 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:

Grades 6 through 9: Scoliosis Screening

Grades 7 and 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 needs 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.

Middle 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. Medication must be brought to the health office by a parent/caregiver. 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 allowed to carry their epinephrine auto injectors and rescue inhalers 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/caregiver 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 nurses. 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 be 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 sport's 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/CMS 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.

### **CO-CURRICULAR PARTICIPATION**

All Cohasset students in good standing who are eligible to participate in co-curricular offerings are required to agree to the terms and expectations for behavior herein detailed.

At Cohasset Middle School, we support student development through activities that are driven by student interest and participation levels. All students who wish to remain club members or who want to participate in events beyond the school day are always expected to adhere to the code of conduct. Any student who is put on social probation immediately forfeits his/her right to membership in, attendance at, or leadership roles of, any student group.

#### **Club Officers**

Elected or appointed officers of Student Council or other clubs and groups have a responsibility to lead in a positive way. We expect such leaders to be inclusive, approachable, and respectful of the entire student body. A student's discipline record and behavior in the building are both

relevant factors. No student is entitled to be a club officer, nor does longevity in the program guarantee such a role. Criteria for consideration include: respect of one's peers; a positive attitude; a willingness to mentor younger students; reliability and promptness; and a desire to be a school leader. Any leadership role is revocable if student behavior is not in keeping with our expectations.

### **Communication**

Students can expect clear communication about meetings, events, and activities from their Advisor. Updates are communicated to the school community via morning announcements and may also be shared on the school website.

When a concern or question arises, the appropriate protocol is for the student to reach out to the advisor in person or by email to request a conversation. If an advisor or club officer cannot provide a satisfactory explanation to a student, then the student is urged to speak to the associate principal or principal.

Teachers and administrators reserve the right not to respond to emails or postings on social media that make ad hominem attacks. Such activities could result in the Principal requesting that parents/caregivers or other adult community members be restricted from attending Cohasset school events.

## **NOTICES AND RESPONSIBILITIES**

### **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.

**Notice of Non-Discrimination**

Cohasset Middle School admits the students of either sex and of any race, color, religion and ethnic origin to all the rights, privileges, programs, courses and activities generally accorded or made available to students at the school. Further, Cohasset Middle School does not discriminate on the basis of sex, sexual orientation, race, color, religion, national or ethnic origin or disability in the administration of its educational policies and programs.

Inquiries concerning the application of this policy prescribed by TITLE IX of the Education Amendments of 1972 and Chapter 622 of the Laws of the Commonwealth of Massachusetts may be directed to: Cohasset School Superintendent Patrick Sullivan.

Inquiries concerning the application of nondiscrimination policies may also be referred to: 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**

| <b>Law</b>                                                                                                                                                                                                                         | <b>Coordinator</b>                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title VI of the Civil Rights Act of 1964</b> – prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.                                                         | Director of Student Services, Ms. Mary Buchanan<br>781-383-6104                                                                                                                                                                |
| <b>Title IX of the Education Amendments of 1972</b> – prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.                                                         | Director of Student Services, Ms. Mary Buchanan<br>781-383-6104<br>Director of Finance & Operations, Mr. Michael MacMillan, 781-383-0611                                                                                       |
| <b>Title I of the Americans with Disabilities Act of 1990</b> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.                              | Director of Finance & Operations, Mr. Michael MacMillan, 781-383-0611                                                                                                                                                          |
| <b>Title II of the Americans with Disabilities Act of 1990</b> – 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. Mary Buchanan<br>781-383-6104                                                                                                                                                                |
| <b>Section 504 of the Rehabilitation Act of 1993</b> – prohibits discrimination, exclusion from participation, and denial of benefits based on disability.                                                                         | District – Ms. Mary Buchanan 781-383-6104<br>Osgood – Mr. David Vinton 781-383-6117<br>Deer Hill – Ms. Robyn Costa 781-383-6115<br>Middle School – Dr. Kathryn Salas 781-383-6100<br>High School – Ms. Tara Noyes 781-383-6100 |
| <b>Massachusetts General Laws, Ch. 76, S.5</b> – prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.                                                | Director of Student Services, Ms. Mary Buchanan<br>781-383-6104                                                                                                                                                                |
| <b>Title I of the Elementary and Secondary Education Act of 1965</b> – designed to help disadvantaged children meet challenging content and student performance standards.                                                         | Assistant Superintendent: Dr. Leslie Scollins,<br>781-383-4210                                                                                                                                                                 |
| <b>603 CMR 4600</b> – governs the use of physical restraint on students in publicly funded schools.                                                                                                                                | Director of Student Services, Ms. Mary Buchanan<br>781-383-6104                                                                                                                                                                |
| <b>McKinney-Vento Act - Homeless</b>                                                                                                                                                                                               | Director of Student Services, Ms. Mary Buchanan<br>781-383-6104                                                                                                                                                                |
| <b>Law</b>                                                                                                                                                                                                                         | <b>Coordinator</b>                                                                                                                                                                                                             |
| <b>Title VI of the Civil Rights Act of 1964</b> – prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.                                                         | Director of Student Services, Ms. Mary Buchanan<br>781-383-6104                                                                                                                                                                |
| <b>Title IX of the Education Amendments of 1972</b> – prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.                                                         | Director of Student Services, Ms. Mary Buchanan<br>781-383-6104<br>Director of Finance & Operations, Mr. Michael MacMillan, 781-383-0611                                                                                       |
| <b>Title I of the Americans with Disabilities Act of 1990</b> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.                              | Director of Finance & Operations, Mr. Michael MacMillan, 781-383-0611                                                                                                                                                          |
| <b>Title II of the Americans with Disabilities Act of 1990</b> – prohibits discrimination, exclusion from participation, and denial                                                                                                | Director of Student Services, Ms. Mary Buchanan<br>781-383-6104                                                                                                                                                                |



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

## **Guiding School Committee Policies**

The following guiding policies can be found in the School Committee Policy Manual, located at [www.cohassetk12.org](http://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                           |