

Westwood High School

Student Handbook

2018-2019



Westwood High School
200 Nahatan Street
Westwood, MA 02090
(781) 326-7500

Principal's Letter

WESTWOOD HIGH SCHOOL
200 Nahatan Street
Westwood, MA 02090
(781) 326-7500

Dear Students,

Welcome to the 2018-2019 school year! Each new beginning brings with it an invitation for you to reflect on your personal goals and to make choices about how you will participate in the Westwood High School community. I look forward to discovering how each of you will contribute to the academic, co-curricular, and social life of the school.

Westwood High School has a long-standing commitment to excellence. To that end, the faculty and staff work hard to create a broad range of opportunities for students to explore their interests, discover their potential, and achieve their goals. As a community, we encourage each other to challenge ourselves, work hard, and try new things without fear of making a mistake.

While we work on our personal goals, we share a responsibility to provide a supportive, respectful climate for all members of our community. You all bring to this community different interests, different talents, different experiences, and different needs. It takes a commitment from all of us to create a place that allows each member of our community to explore his or her various interests and to use his or her unique talents. We must each commit to behaving honorably, treating each other kindly, and celebrating each other's achievements.

This handbook is a guide for you as you navigate your four years at Westwood High School. It articulates Westwood High School's core beliefs, policies, and procedures. It provides an introduction to the many resources available to you and to your rights and responsibilities as a Westwood High School student. Please familiarize yourself with the contents of the handbook, share it with your parents, and refer to it throughout the year.

Please feel free to speak with me, Ms. Haberman, Ms. Davenport, or Ms. Flanagan throughout the year as questions or issues arise. We look forward to supporting you in your endeavors. My best wishes to each of you for an exciting and rewarding school year!

Sincerely,



Sean Bevan
Principal

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****The policies and procedures contained in this Handbook are in effect for 2017-2018 and take the place of previous editions of the WHS Handbook.****

I. WESTWOOD HIGH SCHOOL OVERVIEW

Westwood High School Mission Statement

Members of the Westwood High School community will strive for excellence in academic endeavors. We recognize that fostering a climate that promotes intellectual, social and emotional growth is the shared responsibility of students, faculty, administrators, support staff, parents, and the community-at-large. We challenge all members of our school community to practice self-discipline, exhibit respectful behavior, celebrate others' achievements and demonstrate a commitment to learning as a lifelong process.

Statement of Expectations

School-Wide Academic Expectations

1. Read effectively
2. Communicate effectively
3. Define, analyze, and solve problems
4. Access and interpret information from a variety of sources

School-Wide Social and Civic Expectations

1. Practice kind, respectful, and appropriate behavior
2. Assume responsibility for one's own behavior
3. Contribute to the well-being and welfare of others
4. Participate in the school's democratic process

Westwood Public Schools do not discriminate on the basis of race, color, sex, religion, disability, national origin, sexual orientation, or gender identity.

REPORTS TO PARENTS (Revised 8/1/18)
2018 - 2019

TERM 1 (41 days): Last day of term: November 1st

Progress Reports: Grades due: Friday, October 5th at 11:00 a.m.
Available to students: Friday, October 5th at 3:00 p.m.

Report Cards: Grades due: Friday, November 9th at 11:00 a.m.
Available to students: Friday, November 9th at 3:00 p.m.

TERM 2 (45 days): Last day of term: January 14th
*Midyear Exams: 1/15, 1/16, 1/17, & 1/18

Progress Reports: Grades due: Friday, December 7th at 11:00 a.m.
Available to students: Friday, December 7th at 3:00 p.m.

Report Cards: Grades due: Friday, January 25th at 11:00 a.m.
Available to students: Friday, January 25th at 3:00 p.m.

TERM 3 (44 days): Last day of term: March 29th

Progress Reports: Grades due: Friday, March 1st at 11:00 am
Available to students: Friday, March 1st at 3:00 pm

Report Cards: Grades due: Friday, April 5th at 11:00 a.m.
Available to students: Friday, April 5th at 3:00 p.m.

TERM 4 (45 days): Last day of term: June 6th
*Final Exams: 6/7 & 6/10

Progress Reports: Grades due: Friday, May 3rd at 11:00 a.m.
Available to students: Friday, May 3rd at 3:00 p.m.

Report Cards Grades due: Tuesday, June 18th at 11:00 a.m.
Available to students: Wednesday, June 19th

J-TERM (5 days): June 11th - June 17th

Important Dates for Seniors

Last day of senior classes: May 22nd
Senior Exams: May 23rd - May 24th
Senior Week: May 28th - May 31st

Grades due: May 28th
Available to students: May 29th

Class Day: May 31, 4:00 p.m.
Graduation: June 2, 2:00 p.m.

High School Personnel (updated 8/16/18)

<u>Administration</u> Bevan, Sean <i>Principal</i> Haberman, Nicole <i>Assistant Principal</i> Davenport, Amy <i>Dean of Students</i> Flanagan, Aishleen <i>Interim Dean of Students</i>		<u>METCO</u> Goodloe, Sheryl <i>Director</i>	
<u>Administrative Staff</u> Drury, Carolyn <i>Admin Asst., Special Education</i> Hanlon, Linda <i>Student Services</i> Kinsman, Jacqueline <i>Admin. Asst. to Principal</i> Feldman, Sabrina <i>Admin. Asst. to Guidance Chair</i> Meoli, Fiorella <i>Admin. Asst. to Asst. Principal</i> Schock, Donna <i>Admin. Asst., Guidance</i> Singleton, Denise <i>Administrative Assistant</i>		<u>Technology</u> Ouellette, Steven <i>Director</i> Kearns, Joe <i>Technology</i> Hebb, Andrew <i>Tech Support</i> Misuta, Mary Alice <i>Instr. Technology Coach</i> Schwanbeck, Gregory <i>Instr. Technology Coach</i> Wilson, Angela <i>Instr. Technology Coach</i>	
<u>FLEX</u> Houston, Paul Kimbar, Whitney <i>Psychologist</i> Mehigan, Seamus		<u>School Nurses</u> Perez DeLeon, Peggy Medeiros, Tara	
		<u>Athletics</u> Gillis, Matthew <i>Athletics Director</i> Laughna, Martha <i>Athletics Dept. Asst.</i> Lilla, Paul <i>Athletic Trainer</i>	

<u>Art</u> Thurston, Katie, <i>Chair</i> Harackiewicz, Lucy Houston, Liza Jellinghaus, Kate		<u>Guidance</u> Medsker, Lynne, <i>Guidance Chair</i> Brass, Jamie, <i>Intern</i> Erius, Max, Counselor Fredrickson, David, Counselor Higgins, Caroline, Counselor St. Jean, Julia, Counselor		<u>Science</u> Andrew Miller, <i>Chair</i> Armstrong, Erin Bean, Douglas Cable, Susan Goldenberg, Rachel Looney, Jim MacEachern, Suzanne Madera, Raul Miller, Emily Parrish, Mark Rycroft, Nate Schwanbeck, Gregory Taylor, Chris Tully, Keith		Peters, Elizabeth Pugliesi, Jessica Rau, Evan Russo, Jamie, <i>ABA Tutor</i> Scully, Matthew Vanaria, Jim Williamson, Nancy, <i>Speech Pathologist</i>	
<u>English</u> Holmes, Kate, <i>Chair</i> Bafumi, Katrina Bastian, Joseph Brackman, Karen Bresnick, Helena Briggs, Leslie Bruns, Sarah Egan, Katherine McEvoy, Ali Proctor, Dana Whelan, Caitlin Wilson, Angela Wright, Fritha		<u>Social Studies</u> Hilton, Christopher, <i>Chair</i> Chaloff, Pauline Chu, Christine Donahue, Alison Fatcheric, Heather LaVigne, Martin Lebeaux, Julie Levine, Melanie McEachern, Brian Patton, Sally Rocha, Corey Sherr, Jonas Shuman, Brian Steltzer, Emily		<u>Special Education</u> Fabiano, Robin, <i>Chair</i> Armano, Adriana, <i>ABA Tutor</i> Ball, Jessica, <i>ABA Tutor</i> Beers, Jillian, <i>BCBA</i> Bengel, Joanna, <i>Social Worker</i> Bergiel, Lauren Bianculli, Kristin, <i>ABA Tutor</i> Carbaceiras, Meghan, <i>ABA Tutor</i> Cataldo, Jess, <i>Psychologist</i> Durant, Christina, <i>ESL</i> Garcia, Nicole, <i>ABA Tutor</i> Goldstein, Cheri Gould, Jessica, <i>ABA Tutor</i> Jordan, Cara, <i>Intern</i> Kearney, Meredith, <i>Speech Pathologist</i> Kilroy, Julie LaForce, Deseree, <i>ABA Tutor</i> McGee, Breanna Munk, Gregory, <i>ABA Tutor</i>		<u>Instructional Assistants</u> Baird, Tom Bralow, Alexis Carbone, Chris Erickson, Maureen Gordon, Nathaniel Hickey, David Keaney, Jenna Kimball, Faith Kral, Robyn Lloyd, Sarah Lobo Rodriguez, Christian Moore, Nicole O'Connor, Justin O'Donnell, Elizabeth Sams, Jessica Smith, Casey White, Kolleen Willett, John	
<u>Foreign Languages</u> Lee, Kathy, <i>Chair</i> Altenbach, Julia Aykanian, Nancy De León, Andrea Flanagan, Eileen O'Meara, Kayla Perdomo, Azlin Ryan, Derrick Sklarwitz, Anne-Marie Spollen, Lisa Testa, Katelyn Zarrow, Edward		<u>Mathematics</u> Ferguson, Tanya, <i>Chair</i> Fernandez, Tyler Clifford, Katherine Colbert, Emma Flynn, Rob Keene, Nathan Kop, Milton Mao, Michael McGarey, Thomas McGrath, Ashley Mehigan, Brianne Monahan, Eavan		<u>Performing Arts</u> Cote, Heather, <i>Chair</i> Dyson, David Goldman, Robert Howard, Jim		<u>Wellness</u> Chant, Tim, <i>Chair</i> Costello, Nathan Hebner, Michelle	
<u>Library/Technology</u> Fisher, Theresa, <i>Librarian</i> Andrews, Jane, <i>Library Ass't</i>							

II. GOVERNANCE

Westwood High School (WHS) is governed under the provisions of the WHS Constitution and the Bill of Rights. The Constitution establishes three branches of government. The Bill of Rights establishes the rights and responsibilities of each member of the school community.

Copies of the WHS Constitution can be found in the Legislative Council room. Changes in school policy affected by any of the three branches of government (due to legislation, executive decision, or judicial precedent) shall be considered amendments to the rules and regulations found in this handbook.

Elections and Qualifications for Office

Elections shall be held for positions on the following bodies and offices: Legislative Council (Student Advisory Board and Faculty Senate), Judicial Council, Student Council, Site Council, and Class Officers.

Procedure

In addition to those rules found in the Constitution, the following rules shall prevail regarding elections to WHS bodies and other offices:

1. The Nominations and Elections Committee shall be empowered to conduct and oversee any election which shall take place under the Constitution. Furthermore, it shall be authorized to create rules and regulations governing elections, provided nothing conflicts with the principles embodied in the Constitution.
2. Regular elections shall be held annually in April. Elections of 9th grade class officers and any other positions pertaining to the incoming 9th grade called for under the provisions of the Constitution shall take place before September 30th of the new school year. Additionally, the Nominations and Elections Committee shall hold special elections whenever a vacancy occurs and shall see that the position is filled promptly according to Constitutional procedures.
3. Elections shall be conducted during school hours, by secret ballot and in a central location accessible to all members of the High School Community.
4. Candidates or their authorized representatives may be present for the tabulation of the votes. All ballots shall be handled and counted by members of the Nominations and Elections Committee.
5. Results of elections shall be announced on the next school day following the vote and results shall be posted.
6. Offices in extracurricular organizations will be achieved by such fair and equitable methods as the organization shall decide.

Qualifications for Student Office

1. All students who are passing with at least 25 credits and in satisfactory disciplinary standing may hold office in student government, class or other organizations. Please note: credits for students enrolled in Learning Center part-time are prorated; the prorated number of credits they are passing will be used to determine whether they qualify for student office.
2. Students who have been suspended during the current school year are ineligible to hold office during that school year. If a student is suspended while holding office, he or she must resign and a new election must be held to fill the position.

Judicial Council and Appeals Process

At the discretion of the Principal, students may appeal disciplinary decisions (excluding those related to 37H and 37H ½) if they feel they have been treated unfairly and their constitutional rights have been violated.

Students may pick up “intent to file” forms in the Guidance office and must speak with the student advocate within **one school day** of being notified of the disciplinary decision.

The Judicial Process is described in Article V of the WHS constitution. A two-thirds majority of the council is needed to overturn an administrative decision. Students, faculty members and administrators are encouraged to have an advocate who is familiar with the judicial process and can help the student present his/her case.

In the case of an appeal, a punishment given by the administration will be postponed pending the hearing, except in cases when the administration deems there is a danger to community members or the school or in cases where the law allows the school to continue the student’s punishment during an appeal. Any person appealing a decision or going before the Judicial Council will not be harassed or treated with disrespect.

Legislative Council Representation

Legislative Council members shall serve as the representatives for the members of their class. Suggestions from students regarding legislative action are solicited through activities such as homeroom visits or the electronic suggestion box at legislativec@westwood.k12.ma.us.

Legislative Council meetings are held on the first and third Wednesdays of the month. All are welcome to attend. Any member of the WHS community may submit legislation for consideration directly to the council or via a legislator.

In addition, during the first week of each month each liaison shall present a concise, structured, and focused overview of governance happenings. The liaison shall also be prepared to field questions and take suggestions from students.

Site Council

Every public school in Massachusetts is required to have a school council. The Council consists of the principal, parents, teachers, students and community representatives. Elections are held in October under the direction of the Principal and the Parent-Teacher Organization.

The Council meets monthly to discuss educational needs and formulate a school improvement plan. Interested parties are encouraged to participate and seek elected positions.

III. SCHOOL AND COMMUNITY SERVICES

Breakfast Program

Light breakfast items are available in the cafeteria before school. All food must be consumed in the cafeteria. Eating breakfast should not delay prompt arrival to homeroom.

Announcements

Announcements will be made during homeroom over the PA system. A student may submit an announcement by filling out a form in the main office. A copy of the daily announcements will also be posted on the high school web page www.westwood.k12.ma.us under the high school link.

The morning announcements are read by student volunteers. Members of WHS student organizations may apply to read the announcements in the main office.

Communication with Families

The link to the WHS web site from the Westwood Public Schools home page (www.westwood.k12.ma.us) provides a variety of information from the daily bulletin to upcoming events, athletic schedules, and important announcements. A database of family email address (listserv) may be used for communications such as the Principal's Monthly Newsletter and other timely information.

Phone: An automated phone system (Connect ED) allows WHS to communicate with families simultaneously to provide important information ranging from cancellations to emergencies.

Mail: Schedules, health information, and safety communications are examples of items that are mailed home. Report cards are handed to students at the end of each term.

Cancellations/Delayed Opening of School

Announcements canceling or delaying school will be made over the connected phone system as well as radio stations WBZ, WRKO, WEEI and TV channels 4, 5 and 7 between 6:00 AM and 7:15 AM. Please do not call the police or fire departments. When school is canceled, the cycle calendar is not changed. For example, if a snow day is Day 1, the following day is Day 2.

Debts

Report cards will not be issued to students until all school debts (i.e. lost or damaged books) have been paid or alternative arrangements have been made with an Administrator to resolve the debts. Any senior who fails to settle debts will not receive his/her diploma until the debt has been paid or alternative arrangements have been made. Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District.

Emergency Evacuation

Upon the sounding of the alarm all people in the building will leave immediately in accordance with directions posted in each classroom and report to their designated area for attendance. Students are expected to cooperate

fully and follow the directions of any adult during building evacuation. Silence is required. Do not return to the building until instructed to do so by a faculty member, even if the alarm stops.

Lockdown

At the direction of the administration, student and staff may be directed to follow a “lock down” protocol in which all persons remain in secured areas until given further instruction.

Field Trips

Completed permission slips signed by a parent or guardian must be received by the school at least one week in advance of a field trip. Students are responsible for notifying their teachers in advance of the trip and for making up all work missed due to the field trip. Students on field trips are governed by all school policies. Faculty members may request that a student not be allowed to participate on a field trip. Such requests will be made directly to the teacher in charge of the trip.

FLEX Program

The FLEX Program at Westwood High School consists of a collaborative and supportive community of peers, teachers, and counselors. Students learn the life, interpersonal, and academic skills necessary to develop their talents and fully realize their potential as learners. The program’s Service Learning requirement is an important “learning by doing” adjunct to traditional classroom learning. Class work and community service projects provide a great opportunity to demonstrate skills and experience success through work that benefits others. Eligibility for the FLEX program is determined by a process developed by the FLEX staff and the Child Study Team (CST).

METCO Program

The METCO program promotes desegregation to the Boston and Springfield Public Schools and increases diversity in receiving districts. In addition, the program enhances educational opportunity and academic achievement. It also provides students of participating school districts the opportunity to experience the advantages of learning and working in a racially, ethnically, and linguistically diverse setting. METCO enriches both urban *and* suburban communities. Westwood has hosted the METCO program for over thirty years.

Guidance Services

The Guidance Department assists and supports the student in experiencing success as a learner, sustaining feelings of self worth, acquiring decision-making and problem solving skills, growing in emotional awareness, maintaining healthy interpersonal relationships and acquiring knowledge of further educational and career opportunities.

Counseling

Counseling is the primary guidance service. Counseling involves a student-counselor relationship in which a student has the freedom to express ideas and feelings. The student is encouraged to seek information and discuss reasons for choices before acting upon them. This assistance helps the student assume responsibility for plans and decisions. There are many occasions when problems of an academic or personal nature interfere with achievement. On these occasions a third party can assist students and parents. Through counseling or information-giving, the counselor is prepared to help the student deal with needs or problems that may present

themselves, whether of a personal, social, academic or career nature. The objective is ultimately to help students advocate for themselves. If necessary, a referral to outside resources can be made.

The responsibilities of the school counselor are many and varied. The school counselor involves himself/herself in assisting the student in making an adequate personal/social adjustment to the school situation. Within this context, individual or group counseling processes are initiated to assist students with personal adjustment, educational planning, and career development. The interests and needs particular to the individual student determine the course of the counseling relationship. The student-counselor relationship requires the effort of both student and counselor. Students are encouraged to take time early in the school year to get to know their counselor. A strong student-counselor relationship can be an integral part of a successful high school experience.

Assignment of Counselors

All high school students are assigned to a counselor. A change in counselor assignment will not be made without good cause. Such requests must be in written form and addressed to the Guidance Department Head and the Principal.

College Admissions Representatives

To attend a meeting with a college admissions representative during the regular school day, a senior student must secure a "Request to Attend College Admissions Presentation" form from the Guidance Office and obtain the signatures of the student's Guidance Counselor and classroom instructor (indicating permission to be absent from class at the specified time and date). The completed form must be turned in to the Guidance Secretary. A pass to attend the presentation will then be issued.

Guidance Appointments

Students who wish to see their counselor should e-mail his or her counselor. The counselor will then send a guidance pass to the student on the appropriate date. Presentation of this pass to your teacher will excuse the student to come to the Guidance office for the appointment. Appointments should be made during the student's R&R block or lunch block and should not infringe upon class time.

Parents or guardians who wish to make a personal appointment with their son/daughter's counselor are requested to contact the Guidance Office:

- Lynne Medsker, *Chair* (781) 326-7500 (ext. 3138)
- Max Erilus, *Counselor* (781) 326-7500 (ext. 3135)
- Caroline Higgins, *Counselor* (781) 326-7500 (ext. 3134)
- David Fredrickson, *Counselor* (781) 326-7500 (ext. 3120)
- Julia St. Jean, *Counselor* (781) 326-7500 (ext. 3312)
- Sabrina Feldman, *Admin. Asst.* (781) 326-7500 (ext. 3319)
- Donna Schock, *Admin. Asst.* (781) 326-7500 (ext. 3126)

English Language Learners (ELL)

Students whose primary language is other than English may receive ELE support from an ESL Teacher if they meet eligibility criteria.

ELE= English Language Education

ELL= English Language Learners (refers to students)

ESL= English as a Second Language (refers to teacher)

Health Services

The school health office provides advisory and emergency care only and is not a diagnostic clinic. After first aid has been administered, parents/guardians are responsible for contacting their health care provider for diagnosis and to carry out any after-care.

The health office keeps a record of all visits. Parents/guardians will be notified of any possible health condition that may be developing.

Emergency information should be entered into the Aspen parent portal by a parent/guardian at the beginning of the school year and should be updated during the school year if any information changes.

If a student becomes ill and needs to go home, parents/guardians will be notified. Parents/guardians are responsible for arranging transportation. If a student must be transported by ambulance to the emergency department, the ambulance is required to go to the nearest hospital, which is Norwood Hospital. In an extreme emergency, if it is impossible to reach either parent/guardian, the principal has the authority to decide what steps are necessary.

Parents/guardians should notify the school, in writing, of any medical conditions the student may have that may affect his or her well-being, including any religious stipulations regarding restrictions in medical care.

Contagious Diseases

If a student is diagnosed with a contagious disease such as mono, chicken pox, strep throat, conjunctivitis, head lice, or a skin infection, please contact the school nurse. This information is vital for control measures as well as for protecting students and staff who may be medically at risk from exposure to these diseases.

Illness, Injuries or Accidents Occurring in School

Students should report to the health office if an illness, injury or accident occurs in school. If a student needs to go home, the nurse will make arrangements with the parent/guardian. If the health office is closed for any reason, the student should report to the main office and a nurse will be contacted.

Immunizations

All immunizations must be up to date according to the laws of the Commonwealth of Massachusetts. Parents/guardians will be notified if a student is in need of an immunization. The parent/guardian must then provide written documentation when it has been administered.

Insurance

It is mandatory in Massachusetts to have health insurance. The Health Connector is an independent state agency that helps you find the right health insurance plan. The website is www.mahealthconnector.org. For information about MassHealth call 1-800-841-2900.

Medications

All medications that a student must take during the school day must be administered by the school nurse according to the following procedures:

1. A medication authorization form must be on file in the health office. These forms must be renewed at the beginning of each school year. A small photo of the student is required for identification.
2. For short-term prescriptions (10 days or less), the medication may be contained in a pharmacy labeled container in lieu of a medication authorization form. A parental consent form is still required.
3. Over the counter medications, such as Tylenol, also require that the medication authorization form be on file in the health office.
4. Inhalers may be carried by the student if a physician's medication authorization form is on file in the health office. It is helpful to leave an extra inhaler in the health office, in case of emergency.
5. Any student requiring an EpiPen or Benadryl for a severe allergic reaction is required to provide the medications and the medication authorization form by the first day of school.

New Admissions

New admissions to the district in all grades, including all visiting and exchange students, must provide an up to date immunization record in writing **before entry to school.** They must also provide documentation of a valid physical exam within one year prior to entrance to school or within 30 days after school entry, or they will not be allowed to attend school until this documentation is provided to the school nurse. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

Physical Education and Athletic Excuses

All physical education and athletic excuse notes should be presented to and filed by the nurse in the health office prior to the class or activity. The nurse will then give the student a note to present to the teacher or coach.

Physical Examinations

All grade 9 students are required to provide written documentation of a physical exam done by their health care provider. If this information is not provided by February 1, 2019, the student will not be allowed to attend school until written confirmation of a health care provider's physical is presented. Parents must also fill out the Westwood Public Schools health information sheet and send a copy of it with the physical exam to the school nurse.

Written documentation of a current physical exam is required for participation in interscholastic sports. A physical exam is current for thirteen months from the date it is done. All other registration forms for athletics are done online. Students may not participate in a sport until the current physical is turned in and they have registered for athletics online.

Screenings

The following screenings will be performed by the Health Office. If there is any reason a student should not be screened, please notify the health office in writing.

Scoliosis screening - Grade 9 (required by law)

Hearing and vision screening - Grade 10 (required by law)

Resource Areas

Library/Media Center (LMC)

The LMC is an extension of the classroom and students are encouraged to take advantage of the library resources for their academic and personal information needs. The LMC personnel are happy to be of service for any student who needs assistance in using library resources or technology. Numerous computer stations are available for school work. Tables are intended for small groups of students pursuing quiet, individual study. Students may seek permission to use the conference rooms for teacher-assigned group study needs. Since the cafeteria is available for groups wishing to socialize, the library is intended for students who need a quiet place in which to pursue their studies.

Expectations:

1. The library media center is an area of quiet study. Students will use the LMC to research, read, study, or to complete assignments. Quiet discussion related to study is permitted.
2. No food, drink (other than water) or cell phone use permitted. Texting and other silent use of electronic devices are permitted in the library.
3. Students from R&Rs must present the LMC personnel with a pass from a subject teacher listing the assignment they have come to work on.
4. Students who use the computers will be expected to use the resource appropriately as stated in the Acceptable Use Policy.
5. Students must be seated four to a table or one to a computer.
6. Library materials are here for everyone to share. Students are asked to take good care of books and materials and to return them in a timely manner. Lost or damaged materials must be paid for.

Math Seminar and Writing Lab

The Math Seminar room and the Writing Lab are available for students seeking extra help in math and writing.

Guests

All guests must sign in and out and secure a visitor's badge by showing proper identification prior to entering the main building. Non-student visitors (parents, service people, other members of the public, etc.) must proceed to the main office for assistance.

Students must obtain permission from the Principal, Assistant Principal or Dean of Students to bring a guest to school at least one day in advance of the visit by filling out a written request form in the main office. The request must pertain to current high school students expressing an interest in attending Westwood High School. "Social visits" or visits by students who are missing time at their own high school may not be approved.

Note: Visitors arriving at school without prior approval will not be admitted. Guests who are not of high-school age will not be approved. Visitors must wear a visitor's badge and remain with their host student at all times.

IV. ACADEMIC ISSUES

Academic Reports

Academic reports are prepared periodically to convey information of achievement, effort and/or attitude. Interim reports, indicating progress to date, are issued approximately half-way into each term. Report cards, indicating a grade for the term, are issued approximately one week after the close of the term. Academic reports are issued directly to the student.

Report cards and progress reports are issued via the Aspen/X2 Portal. Students and parents will be alerted by e-mail when report cards and progress reports are available for viewing. The dates when report cards and progress reports are issued are listed at the front of this document and on the school website. Please contact your student's guidance counselor if you cannot access an academic report.

Awarding of Credit

At Westwood High School all courses are assigned credit values based on the number of class meetings per cycle, whether the course meets for one semester or the full year, and the amount of preparation required to meet acceptable standards of performance. A full-year course meeting 7 days of the 8 day cycle typically receives 5.00 credits toward graduation. Please refer to the Program of Studies Book for course credit values.

Course Credit

Unless otherwise approved by an administrator, all students are required to take no less and no more than six (6) major courses every year. A major course is one that offers five (5) or, in the case of lab courses, six (6) credits. In addition to these six major courses, minor courses offering 2.50 credits or 1.25 are required; this includes Wellness and Public Speaking. Seniors seeking to take seven (7) courses must obtain permission from their guidance counselor, and will only be allowed to do so if space permits.

Credits are awarded based on the following criteria:

1. Students passing a course with a final grade of C- or higher will receive full credit for the course.
2. Students receiving a final average of D+, D or D- in a course will receive half credit for the course. In order to make up the remaining half of the credits a student may:
 - A. Retake the course in summer school at an accredited summer school program, provided the course is pre-approved by the WHS Principal and relevant department head. A C- or above must be earned in summer school to receive full credit for the course.
 - OR**
 - B. Repeat the course during the regular school year. The student must receive a C- or higher in the same course to receive full credit for the course. If a student receives a D, he/she will only receive half of the previous half credit. For example, if this course is a 5 cr. course, only 1.25 cr. would be awarded for the second D.

3. Students receiving a D+, D or D-, and therefore receiving half credit, in a sequential course must make up the remaining half credit prior to the opening of the succeeding school year in order for the student to enroll in the next course in the sequence.
4. A student may earn a maximum of 5 credits for a 5 credit course, 6 credits for a 6 credit course and 2.5 credits for a 2.5 credit course. Note: Students who have not earned sufficient credit for upperclass standing may not be advanced to the next grade.

Permission is sometimes granted for tutorial study during the summer months. The name and qualifications of the tutor should be submitted to the Principal and appropriate Department Head on the form provided. Prior approval must be obtained from the administration. Certain departments may require that students attending summer school or receiving summer tutoring take an exam upon completion of summer work before allowing the student to enroll in the next course in the subject area sequence.

Audit Option

As an enrichment option, students have the opportunity to audit courses. Students are required to attend audit courses at the same rate as other students in the class, but are not required to complete coursework or take tests. Students will not be given a grade, but the course will be recorded as an audit in an addendum to their transcript. Students may apply to audit a course on a semester-to-semester basis. To take a class through the audit option, students are required to fill out a drop form in guidance, indicating that the course will be added as an audit. Forms must be submitted to guidance before the start of the semester the student is to enter the course. Students may drop audit classes during the first two weeks of the course, but are otherwise expected to attend regularly. Students who do not attend their audited classes will be subject to the same consequences as for classes taken for credit. No credit will be awarded to classes taken through the audit option.

Examination Policy

Midyear and final assessments may be given in all courses. Exams are prepared by members of each department and given at a prescribed time in each course during the exam period. Students should make every effort to be present at an exam. To preclude any confusion or inequities in the administration of exams, it is imperative that parents and students make appropriate plans to ensure attendance during the exam days each semester. Students who are unable to be present at an exam must receive permission from the Principal, Assistant Principal or Dean of Students to make up the exam at a different time. The make-up will be scheduled at the convenience of the teacher. **Please note that the school attendance policy applies to exam period.**

Knowing that extenuating circumstances can develop for parents and students, the following protocol will be observed:

1. Midyear and final exams missed because of family emergency or illness verified by parent or guardian can be made up by individual arrangements with teacher and the department chair.
2. Commitments to school-endorsed programs, (i.e. Boys' State, Girls' State), will be honored. Individual arrangements to makeup the exam will be made with the student's teacher(s).
3. Students whose families request withdrawal before the conclusion of the final exam period for such reasons as employment or vacations will be given an incomplete in each of their major courses. Make-up exams will be scheduled at the convenience of the teacher. Typically, exams will be made up during the summer by appointment with the principal or appropriate designee. The grading of the exams and the necessary adjustments in records will be done as soon as mutually agreeable with faculty members but no later than the second full week of school in September.

Grades

Determining accurate, fair and appropriate grades is an important responsibility of each teacher at Westwood High School. At the beginning of each course, teachers must explain their grading policy to students. Students are welcome to ask their teachers about any grades they have received. Department heads, administrators, counselors, and parents may make similar inquiries about grades. However, no grade shall be changed without just cause.

Grade Scale

Mathematical grads are converted to letter-based grades according to the chart below.

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87 - 89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

Grade Point Average

The Guidance Department computes weighted and unweighted grade point averages (GPA) for every student in order to provide GPA information to colleges. In addition, the Guidance Department will send to colleges a bar graph of GPA distributions in the senior class with each student's transcript and the school profile. The GPA is based on the final grade received in the student's six major courses completed annually. If a student carries seven majors, only the 5 academic courses and one elective will count toward his or her GPA. Grades of pass and fail shall accumulate no weight. Independent study courses and Virtual High School courses do not count for the GPA.

The weighted GPA is based on a 4.0 scale, with a maximum possible GPA of 4.5, as illustrated by the matrix below. The un-weighted GPA will be computed on a 4.0 scale, with no distinction between levels. ***Please note that GPA is calculated according to a 4.0 scale.***

Grade	Level One	Level Two	Level Three
A	4.5	4.00	4.00
A-	4.17	3.67	3.67
B+	3.83	3.33	3.33
B	3.50	3.00	3.00
B-	3.17	2.67	2.67
C+	2.83	2.33	2.33
C	2.50	2.00	2.00
C-	2.17	1.67	1.67

D+	1.83	1.33	1.33
D	1.50	1.00	1.00
D-	1.17	0.67	0.67
F	0.00	0.00	0.00

The guidance office will prepare and publish an annual profile of graduated students, colleges applied to and accepted at and the representative GPA's. Parents and/or students may access this information on Naviance.

Graduation Requirements

The College Preparatory Program of Studies is a pattern of courses designed to prepare students for admission to a four-year college or university. Almost all students spend four years completing this program. A student following this program may opt for more difficult classes in his or her areas of strength. Please see the Program of Studies Booklet for specific course suggestions.

To graduate from Westwood High School, a student must earn a minimum of 115 credits (meeting minimum credit requirements in subject areas listed below) and pass the MCAS examination in Math, English Language Arts and Science.

Required Credits for Advancement

To advance to the 11th grade: 52.5 credits

To advance to the 12th grade: 85 credits

Graduation Requirement 115*

(Credits may be earned at levels I, II, or III.)

20.00 Credits of English

1.25 Credits of Public Speaking

15.00 Credits of Mathematics

17.00 Credits of Science

10.00 Credits of Social Studies (including United States History)

5.00 Credits of Wellness

5.00 Credits of Fine Art (Art, Music, or Performing Arts courses)

10.0 Credits of Foreign Language (must complete a 2 year sequence in one language)

** Please note that the 115 credit requirement is not simply a total. Students must meet subject area credit requirements listed above in order to graduate from Westwood High School.*

Graduation Participation Requirements

In order to participate in Westwood High School's graduation ceremony, a student must have completed the following:

1. Met all necessary obligations by 3:00 PM on **Thursday** prior to the commencement date
2. Attained at least **112** credits
3. Completed all the above subject area requirements, or be able to complete the requirements with a single approved summer school course

When all academic and other obligations are met, the student may receive a Westwood High School diploma.

Online Learning

Online learning offers students an expanded range of courses beyond the typical high school curriculum. Additionally, online learning provides the opportunity for remote access to content and instruction beyond the hours of the traditional school day. Students engaged in online learning opportunities are expected to be self-motivated, to work independently, and to communicate directly with the teacher as needed.

Online Learning Course Requests

Requests for online coursework to be taken for credit should be made in writing to the student's guidance counselor at least four weeks in advance of the course start date. Approvals for online coursework will be made on a case-by-case basis by guidance in conjunction with school administration. While Westwood High School is supportive of online learning opportunities, it is important to note that students are not able to take a course online that is already offered at WHS unless the course does not fit into the student's schedule.

Online Learning Grading and Credit Approval

All online coursework taken for credit must be approved in advance of the course start date. Students are able to take a limited number of online courses to count toward graduation requirements. If a student chooses to take an online course for credit, Westwood High School reserves the right to review coursework, curriculum, and instructional practices of all online courses to determine appropriateness and fit within the scope of Westwood High School's program of studies and graduation requirements to make determinations regarding awarding of credit for online coursework. Courses that are approved for individual credit to students will be awarded credits and a grade following successful completion of the course and awarding of grades by the online content provider.

Online Learning Coursework Deadlines

Westwood High School cooperates with several online providers to make online learning opportunities available to students. Because online coursework is developed, managed, and assessed by independent providers, the deadlines and grading practices of the providers are firm and non-negotiable. As a result, extensions, incompletes, and other adjustments to the online learning curriculum, calendar, or coursework are not available.

Honors

Class Valedictorian

The student in the graduating class with the highest cumulative weighted GPA (based on coursework completed at WHS) will be selected as the valedictorian. Computation of the GPA will take place at the end of the 4th term of the senior year.

Graduation Honor Address

The Honor Address at Westwood High School's Graduation ceremony is an opportunity for a student from the graduating class to share a message with other attendees of the ceremony. The Honor Address will be chosen by a committee of WHS staff and community members. Any graduating student may submit a speech for consideration by the committee.

Honor Roll

Students who have achieved outstanding academic records for a particular term shall be recognized by being placed on the Honor Roll. The Honor Roll includes two categories:

1. High Honors: Assigned to those students who have received term grades of A- or higher in all courses in which they are enrolled.
2. Honors: Assigned to those students who have received term grades of B- or higher in all courses in which they are enrolled

When determining Honor Roll status, all courses, regardless of credit value or course level, will be considered. Independent study courses, in which a grade is only assigned upon completion of the course, will only be considered for the term in which the grade is given. Term grades of incomplete will disqualify a student from achieving Honor Roll status until the incomplete is changed to a grade.

Honor Societies

National Honor Society: Membership in the National Honor Society is open only to those juniors and seniors who are elected by the five-member faculty council on the basis of four criteria: scholarship, leadership, service, and character.

To fulfill the scholarship requirements, students must have attained a requisite weighted grade point average of 3.6 or higher on six major courses each academic year. The Guidance Department Head will identify those students who have achieved the GPA required for NHS eligibility and notify the Advisor of the National Honor Society at the beginning of the second semester of junior year and the second semester of senior year.

In order that the faculty council may judge leadership, service, and character, students who qualify scholastically are asked to submit documentation of these characteristics, including a resume, an essay response and references. Students' attendance records will also be reviewed. Membership is an honor bestowed upon a select group of students by the NHS Board on behalf of the school faculty. Students who are not selected do not have a legal right to a hearing, although they and their parents will be given an opportunity to present their complaints to the Principal or chapter advisor. Should current members fail to maintain their academic eligibility or should they violate school standards with respect to academic integrity and discipline, probation or dismissal from the society may result. Further information is noted in the NHS charter.

French and Spanish Honor Societies: Students may be invited annually by the Foreign Language Department to become members of the French or Spanish Honor Societies. Please contact the Foreign Language department head for the membership criteria, selection process, and expectations of members.

National Art Honor Society: Students may be invited to join the National Art Honor Society by the Art Department. Please contact the Director of Art for the membership criteria, selection process, and expectations of members.

Independent Study

The purpose of Independent Study is to allow a student to earn academic credit for learning projects or activities that are not offered in the regular curriculum. Independent Study for credit must be carried out under the supervision of a classroom teacher. Independent Study is also considered as supplemental to the regular program of studies, and it is not to be considered as a part of the regular six major subject requirements.

A student initiates an Independent Study Project by finding a teacher who will sponsor and supervise the project. The teacher and the student will complete a formal contract for approval by the department chairperson and the principal. The contract will specify the goals of the project, the means of evaluation, the frequency and time of teacher/student meeting, the number of credits to be earned, and the level on which those credits will be graded. The contract will also specify what the student will do to carry out the project.

The work is to be graded each marking period and may be a Pass or Fail. Projects are to be awarded grades and credit on the basis of effort and achievement; that is, how well has the student accomplished what he/she set out to do. Credits should be comparable to equivalent standard courses, insofar as possible. A student may earn from one to five credits per year through Independent Study.

Please note that Independent Study is not a “right” of each student, but rather a “privilege.” It is possible only because of the goodwill of the faculty. The amount of time available to a teacher for supervising Independent Study is extremely limited; most student/teacher conferences will have to be scheduled after school. A teacher may not supervise more than two Independent Study students at one time. Furthermore, each department may establish special qualifications for Independent Study candidates.

Incomplete Work

Due to extenuating circumstances (e.g. illness), a student may be unable to complete assignments or exams prior to the close of a marking period. In these cases, a student shall receive an “I” in place of a grade and will be expected to complete all makeup work **prior to the issuance of progress reports for the subsequent term**. Failure to do so may result in a grade based on work received. For the fourth term incomplete grades, students must make prior arrangements with their guidance counselor and teachers to complete necessary work during the summer so that a grade may be entered in a timely manner.

Make-Up Policy

Students must see the teacher within two (2) days of return from an absence to arrange to make up missed work. The student will be allowed two (2) days of make up time for each day of absence unless special arrangements are made with individual teachers. If a student is absent the day that a test or project is due, it is expected that the test and/or project will be taken or handed in the day the student reports back to school.

If a student is in school for any part of the day (i.e. arrives tardy), the absence policy does not apply and students must turn in projects or take tests missed or turn in work on that day or at the teacher's discretion.

No credit will be given for work missed due to a class cut.

Please refer to the section titled “Field Trips” regarding missed work due to school-sponsored trips.

Outside Course Work

Courses taken by WHS students outside of the WHS Program of Studies will not be included as part of the student's high school transcript or be computed in the student's GPA. Such coursework may be identified as an addendum to the high school transcript.

At the discretion of the high school Principal, exceptions to this policy may be made in the following instances:

1. A student has exhausted all WHS curricular offerings in a given academic area.
2. The Student Services Referral Team through an evaluation process has recommended an academic program not available at WHS.
3. A student chooses to participate in an academic program made available through a consortium of which WHS is a member.
4. Wellness courses taken outside of WHS.

Schedule Changes

Students are encouraged to complete all schedule changes during the add/drop period (first two weeks) at the start of the semester. During this time students are not required to complete paperwork, but should confer with their current teacher and see their guidance counselor to initiate the change.

In the event of a schedule change beyond the add/drop period students should discuss dropping a course with their current teacher. Next, students must obtain a "Schedule Change" form from his or her counselor and secure the required signatures.

Course changes are not complete until the form is returned to the counselor and the change is entered into Aspen. Until the process is complete, students must attend the course being dropped; with teacher's permission, students may attend the course being added.

Course changes after the midpoint of the course will only be granted under extenuating circumstances, and will be considered on a case-by-case basis. Midpoint is defined as one week after second term report cards are issued.

Effects on Course Grade

The following rules apply when a student changes levels in a course:

- Term grades earned in the dropped course shall be adjusted by 5 points when computing the final average to the equivalent grade of the new course. (Ex: A student moves from level 1 to level 2 at the beginning of term 2. The "B" earned for term 1 in the level 2 course is computed as a "B+" in the level 2 final average.) *Grades will not be adjusted if a level change is made after the midpoint of the year.*
- Once a student has received a term grade in a course, the term grade is NOT changed retroactively. It is only adjusted for the purpose of computing the final average.
- When a student changes levels during a term the receiving teacher shall consult the previous teacher and shall compute the term average based on the grades received and the proportion of time spent in each class.
- Seniors changing levels must do so by 2 weeks before the end of the first term of class.
- If a student has signed up for senior English electives for honors credit, and completes the first semester English course as an honors course, the student is expected to take the second semester elective as an honors course. Such consistency will reflect the transcript sent to colleges.

The following rules apply when a student changes courses (non-level changes):

- Students must obtain formal approval from the teacher and department head when adding a new course. Students must meet with the teacher and/or department head to determine required work to be made up in the new course.

Textbooks

Textbooks and other instructional materials issued for student use will be numbered and signed for by the student. Lost or damaged textbooks or materials will be paid for by the student to whom they were issued. No student records will be released until debts are paid. All textbooks must be covered and returned in good condition.

V. CODE OF CONDUCT

Attendance Policy

Learning is an ongoing process that requires the interaction of students with their peers and teachers. Absence from class impacts this learning process, and therefore, may adversely impact a student's grades. Students who regularly miss class typically are not academically successful. In addition, tardiness to class is educationally disruptive –not only to the student who has missed the lesson introduction, but also to his or her classmates when the lesson is interrupted to accommodate the tardy student's arrival. We expect that students will make every effort to be on time to school and on time to class.

At WHS we are committed to working as partners with parents to instill in students responsible habits that will facilitate their success in high school, in college, and in the work world. For this reason, we have an attendance policy, as follows:

Notifying the School of Absences

If a student is going to be absent for the entire day, a parent should call the attendance line at (781) 326-7500 x1512 or hsattendance@westwood.k12.ma.us by 8:30 am to report the absence.

Attendance Records and Reports to Parents

Official school attendance records will be kept by the main office. Daily attendance is taken in homeroom. Class attendance records are maintained by each classroom teacher.

The school will endeavor to keep parents informed of any potential problems regarding a student's school attendance. Parents will receive an email from Aspen if their student is absent from school. Quarterly report cards will indicate the number of absences from school a student has accrued, as well as the number of absences accrued in each class. Report cards will also indicate how many times a student has been tardy to school and tardy to each class. Faculty and administration will assist students in improving their attendance through counseling, conferences with parents and students, and disciplinary action when warranted. Parents are also encouraged to communicate with the school if they have any concerns about their son or daughter's attendance.

Tardiness to School

Homeroom begins at 7:25 am. Any student arriving after that time is considered tardy to school. WHS uses the homeroom period to conduct important business such as taking school wide attendance, allowing guidance counselors an opportunity to communicate with students about upcoming deadlines and college admissions issues, distributing passes, and making morning announcements. For these reasons, students are expected to attend homeroom.

If a student arrives after homeroom ends (7:30 am), he or she must report to the main office to check-in to school. Students who arrive at school after homeroom **must** have a note from a parent indicating the expected time of arrival. Students who arrive tardy to school without a note from a parent will be assigned an office detention to be served that afternoon or the following afternoon. If a student presents more than five parent notes in a given term, the student will be issued a detention for each subsequent arrival after 7:30 a.m. However, if there are extenuating circumstances affecting the student's inability to arrive at school by 7:30 a.m., then the student's parents must contact the Assistant Principal or Dean of Students' office to address the tardiness issues.

Tardiness to Class

Teachers will address tardiness to class according to their classroom policy. Teachers' policies may include such consequences as staying after school with the teacher, a disciplinary referral to the office, or deducting points from the student's participation grade. Students who are tardy to class without a faculty member's pass excusing the tardiness or an admittance slip indicating that the student presented a parent note upon arrival at school will not receive credit or make-up privileges for any work that is missed.

Absence Limit

The WHS faculty has established the following absence limits:

- Classes that meet 7 or 8 times in the 8-day cycle (e.g. most classes): 10 absences per semester
- Classes that meet 9 or 10 times in the 8-day cycle (e.g. many science classes): 12 absences per semester
- Classes that meet 3 or 4 times in the 8-day cycle (e.g. Public Speaking): 6 absences per semester

A student is considered absent from class if he or she misses more than 10 minutes of the class period. **All** absences from class will accrue toward the absence limit, with the following exceptions:

- Absence due to attendance at a school-sponsored activity
- Observance of a religious holiday
- Suspension from school
- Absence excused by a faculty member's pass
- A pre-approved college visit with required paperwork

Throughout the year, it is expected that students may occasionally miss class for such reasons as illness, a doctor's appointment that could not be scheduled after school, bereavement, a family member's graduation, etc. Such absences are understandable and allowable with a parent's permission. The absence limit reflects the need for such absences and should be sufficient in almost all cases. Parents and students should be mindful of this absence limit and use absences judiciously.

Consequences of Exceeding the Absence Limit

Students, who exceed the absence limit in any class, study hall, or R&R, will not be eligible to be a Student in Good Standing (SIGS), will not be eligible for junior or senior privileges, and will lose extracurricular and social privileges for the following semester. Extracurricular and social privileges include such things as: attendance at dances, attendance as a spectator at athletic events or performing arts events, participation in social events such as Spring Fling and Homecoming, attendance at the prom, and participation in clubs and student activities. **However, if the student improves his or her attendance the following quarter, and does not exceed 5 absences in any class, study hall, or R&R during that quarter, the privileges will be reinstated.**

Class cuts

Students are expected to attend all classes during the school day. Class cuts (i.e. absences from class when a student is in school and does not have a faculty member's permission to miss class) will count as two (2) absences toward the absent limit. In addition, students will be subject to disciplinary action and will not receive credit or make-up privileges for the class period.

In-School, Not Reporting

A student who is in school, but has not checked-in and/or is not reporting to class, will be charged with class cuts and will be subject to disciplinary action.

Truancy

A student who is absent from school for the day or for part of the day without parent permission will be considered truant. Students who are truant will be charged with class cuts for every class that is missed and will be subject to disciplinary action.

Dismissals

Students are expected to attend school for the entire school day. Dismissals, therefore, should be infrequent and for a significant purpose. To be dismissed, a student must present a dismissal note from a parent to the attendance secretary prior to homeroom in order to ensure inclusion on the daily attendance. Students will be issued a dismissal pass to present to his or her teacher at the time of the dismissal and must sign-out in the main office prior to leaving the building. Failure to follow the dismissal protocol or misuse of the dismissal system may result in disciplinary action. Students who are dismissed from school may not return after the end of the school day to participate in athletics, or extracurricular activities, unless they have received prior approval from the Principal, Assistant Principal or Dean of Students.

Dismissals due to illness will be handled by the school nurse. Students who are ill should report to the health office so that the school nurse may contact the student's parent.

Emergency dismissals may be called in by a parent or guardian only. The Principal, Assistant Principal, or Dean of Students will speak with the parent to verify the dismissal.

Appeals Process

In the event that the student exceeds the absence limit for the semester due to extreme circumstances (e.g. catastrophic illness, a documented chronic medical condition, etc.), he or she may submit a written appeal to the Attendance Review Board (ARB), no later than the first day of the start of the exam period. The appeal should include, but may not be limited to, the unusual circumstances that warrant such an appeal and any appropriate medical documentation. The form for appeals is available in the main office.

The Attendance Review Board (ARB) consists of the school nurse, a school psychologist, and 3 faculty members who have been designated by the Principal. In some cases, the ARB may find the written appeal sufficient to grant the appeal. In other cases, the ARB may meet with the student and his or her parents to review the appeal and render a decision. The majority of the members shall constitute its decision. Said decision shall be made within ten (10) days, and a written copy of the decision shall be forwarded to the student and his or her parents.

The attendance policy described above holds students, parents, teachers, and the school accountable for attendance. It is not the intent of this policy to be unreasonably punitive toward students for unusual or extenuating circumstances. If a student has displayed expected responsibility for his or her attendance, but has nonetheless exceeded the allowable number of absences due to circumstances beyond his or her control, this fact should be brought to the attention of the WHS administration.

Seniors and Attendance Issues

Seniors who exceed the absence limit in any class or R&R during the second semester will not be eligible to participate in Senior Week activities. Prior to senior exam week, seniors will be informed if they have exceeded the absence limit. Please refer to the appeals section of the attendance policy for the appeals process.

Note: Although the school makes attendance reports available via report cards, it is the primary responsibility of the student to monitor his/her attendance.

Conduct Guidelines

The Westwood High School community strives to foster an atmosphere in which all people are treated with respect. Mature and responsible behavior is essential for maintaining an environment that encourages learning and promotes a positive climate. Students are, therefore, expected to act responsibly, differentiate between appropriate and inappropriate behavior whether in or out of the classroom, and respect the rights of others in the community.

Students will be held accountable for inappropriate behavior. All students should familiarize themselves with school rules and regulations, which are in effect during the school day and at all extracurricular and school-sponsored activities. Students violating these policies will be subject to disciplinary consequences and loss of privileges.

Athletic Events

1. Profanity and obscene language are forbidden at all times.
2. Opponents are to be treated with respect.
3. School personnel, coaches from both schools, and officials are to be respected and obeyed at all times by WHS students. In particular, name-calling and other remarks addressed to specific individuals are causes for immediate disciplinary action (see section 5).
4. Booing, taunting, the use of offensive chants, or "cheers" are forbidden.
5. Any student creating a dangerous situation by misconduct, either as an individual or as part of a group, will be removed from the contest and may be subject to discipline. For a first offense, the student may be barred from spectator attendance at all athletic contests, home or away, for a period of up to two weeks, at the discretion of the supervising school official. A second offense may result in barring of the student from spectating at all athletic events for a period of up to five weeks, at the discretion of the supervising school official. A third offense may result in barring of the student from spectating at all athletic events for the equivalent length of a sports season. These punishments are based off of the standard ten-week sports season. Offenses may be carried over from one season to the next, including over the summer. Though unserved penalties carry over from one season to the next, every student starts each school year with no offenses, regardless of what happened the prior school year.

Bus Transportation

Students using bus transportation must follow all school rules and regulations and obey the instructions of the bus driver. Violation of these rules will result in disciplinary action, which may include banishment from the bus. Parents will be notified of bus-related offenses.

Consumption of Food and Beverages

1. Food may be consumed in the cafeteria or in outdoor/courtyard spaces. Only in special cases and/or for educational purposes may food be consumed outside the designated areas, which is at the discretion of the supervising faculty member.
2. Food may not be delivered to the school by an outside party during the school day.
3. Beverages may be consumed in the cafeteria, outdoor/courtyard spaces, and in hallways. Beverages may be consumed in classrooms with the permission and at the discretion of a supervising faculty member.
4. Beverages may not be consumed near electronic equipment, during science labs, and in the language lab. In the library, students are allowed to consume water only.
5. All beverages must be capped with a secure lid or top. WHS encourages the use of non-disposable travel containers. Liquids must be kept in the appropriate container. Water is always permitted throughout the school building. Alcoholic and other illegal beverages are strictly forbidden.
6. Inappropriate consumption of food or beverages may result in confiscation by any faculty member. Subsequent offenses may result in further discipline action.

Corridor Usage

From 7:25 AM to 2:02 PM, all academic corridors (i.e. Math wing, Social Studies wing, Science wing, English wing, and World Languages wing) must be kept clear and quiet so as not to disturb classes. Students may not loiter, sit, congregate, socialize or in any way disturb classes. In all corridors in the building, academic or otherwise, students must promptly follow the directions of any faculty or staff member at any time.

The athletic wing, including the weight room locker rooms, and gymnasium, is restricted to those students with express permission to be there. Students with free blocks and R&R may not be in the athletic wing. Any misconduct with regard to a student's behavior in the athletic wing when that student has a free block may result in loss of SIGS privileges or disciplinary action.

Dances

1. All school rules and policies are in effect at dances.
2. Non-WHS students must be accompanied by a host WHS student.
3. Guests must be registered in the main office by the day prior to the event.
4. Guests must check in with the administrator on duty upon arrival.
5. Guests are subject to all WHS rules and are the responsibility of the host WHS student.
6. Any non-WHS student may be excluded from dances and/or events.
7. If a non-WHS student is removed from an event, the host WHS student shall be removed.
8. Any student seeking entry to a dance will be required to take a breathalyzer upon entry. All violations shall be treated in accordance with the WHS drug/alcohol policy.
9. Student sponsors of dances must secure a minimum of five chaperones (male and female) plus an administrator or designee.
10. A police detail must be present.
11. Once a student leaves a dance, he or she may not be readmitted.
12. Bags, backpacks, or outside beverages are not permitted.

Dress

Two of the core purposes of the Westwood Public Schools are academic excellence and promoting respectful and caring relationship. To that end, we expect students to refrain from wearing clothing that is disruptive to the educational process, poses safety concerns, and/or interferes with an individual's right to learn in a harassment-free environment.

Driving

Driving to school is a privilege and is subject to school control. Student parking is strictly limited to the student parking area and the overflow lot, which is the area adjacent to the baseball fields and tennis courts.

All state laws (including junior operator license restrictions regarding passengers) must be followed. Any form of reckless driving or violation of school rules may result in suspension or revocation of the student's school driving privileges. The school is not responsible for the automobile or its contents. Loitering in the parking lot or visiting a vehicle without permission is prohibited.

The number of parking spaces at WHS is limited, with fewer spots available for students than there are student-drivers seeking to park at school. As such, the following parking restrictions will govern students' use of the student and overflow parking lots during school hours and are in effect from the first day of school until the day after graduation.

Only juniors and seniors may park in the student and overflow lots. Sophomores may park on the street, if they so choose. After graduation, sophomores may park in the student or overflow lots.

To the best of its ability, WHS will ensure that seniors will be provided a specific parking space, while juniors will enter a lottery to receive a parking space. Seniors will be assigned spots in the student lot, while juniors will have access via lottery to the remaining spaces in the student and overflow lots.

Idling

District policy prohibits the operators of school and personal motor vehicles, including students, faculty, staff and visitors, from idling their vehicles on school grounds. (M.G.L. c. 71, § 37H)

Drug Free Zone

By Massachusetts law, the area within one thousand yards of the school is a drug free zone by agreement between the Westwood Police Department and the School Committee. Any drug offenses in this area carry special and severe penalties including suspension and being reported to the police.

Please refer to the Memorandum of Understanding in the Policy section of this Handbook for more information.

Though possessing or being under the influence of a controlled substance and/or alcohol on school grounds or at school-sponsored events is forbidden, no student who voluntarily seeks aid or assistance in dealing with a substance abuse problem from any school staff member shall be subject to suspension or other disciplinary action on that account, provided that the student immediately avails himself/herself of the appropriate aid and assistance.

Electronic Devices

Personal electronic devices such as cell phones are the responsibility of students who must adhere to their limited use at school. The following guidelines apply to all students on school property or at school sponsored events.

1. The use of the camera, video or audio features on any personal electronic device may not be used other than for an education purpose with permission from a faculty member. Unauthorized postings of any student, teacher or faculty member may result in disciplinary action or legal consequences.
2. Students may use electronic devices in designated areas. All forms of cellular/electronic use including phone calls, texting, and games are permitted in the:

- a. Cafeteria
 - b. Lobby areas (ie. outside the Main Office, Theatre, Gym, Guidance)
 - c. Courtyards and outdoor spaces
 - d. Hallways only during passing time
 - e. Texting and other silent use of electronic devices is permitted in the Library and Guidance. Phone calls or noise generated by an electronic device is prohibited in the Library and Guidance.
3. Students may not use electronic devices in designated Study Zones, including Classrooms, Writing Lab, Math Seminar and other areas being used for educational purposes. Devices must be turned off or silenced and remain out of sight in Study Zones, unless permitted by the supervising faculty member.
4. The inappropriate use of devices may result in confiscation by any faculty member. If confiscated, the device will be returned to the student at the end of the school day (2:02 pm). Subsequent offences may result in further disciplinary action.
5. WHS is not responsible for lost, stolen or damaged personal items, including personal electronic devices in the custody of a faculty member due to the implementation of consequences. Lost, stolen, or damaged items may be reported to the Westwood Police Department.

Electronic devices such as cell phones are the responsibility of students who must adhere to their limited use at school. The following guidelines apply to all students on school property or at school sponsored events.

1. Any audio or visual recording, including taking photos, posting or distributing, without the permission of the person being recorded may result in disciplinary action and/or legal consequences.
2. Students may use electronic devices in designated areas. All forms of electronic use including phone calls, texting, and games are permitted in the:
 - a. Cafeteria.
 - b. Lobby areas (ie. outside of the Main Office, the Theatre lobby [from the Cafeteria entrance to the art hallway adjoining the Auditorium lobby]).
 - c. Courtyards and outdoor spaces.
 - d. Hallways only during passing time, excluding lunch periods.
 - e. The parking lot.
 - f. Texting and other silent use of electronic devices are permitted in the Library and the Guidance Office. Phone calls or noise generated by any electronic device are prohibited in the Library and the Guidance Office.
3. With the exception of school-issued laptop computers and/or with the permission of a staff member, Students may not use electronic devices in designated Study Zones, including Classrooms, Writing Lab, Math Seminar and other areas being used for educational purposes. Devices must be turned off or silenced and remain out of sight in Study Zones, unless permitted by the supervising faculty member.
4. The inappropriate use of devices may result in confiscation by any faculty member. If confiscated, the device will be returned to the student at the end of the school day (2:02 pm). Subsequent offences may result in further disciplinary action.
5. WHS is not responsible for lost, stolen or damaged personal items, including personal electronic devices in the custody of a faculty member due to the implementation of consequences. Lost, stolen, or damaged items may be reported to the Westwood Police Department.

Fundraising

No fundraising by students for the school, or for any school organization, is permitted without the approval of the Principal. Door-to-door solicitation and plans involving substantial profit for a third party will usually not be approved.

Gambling

Card playing and other games of chance are not permitted at WHS or at any WHS sponsored event. Similarly, any game or activity that involves gambling or the exchange of money or other items of value is also prohibited.

Harassment

It is the policy of the Westwood School Committee to maintain a learning environment that is free from harassment of any kind, including sexual harassment. It is a violation of this policy for any member of the school community to harass another. See complete policy in the Policy section of this Handbook.

Hats

By act of the Legislative Council, permission to wear hats in the classroom is at the discretion of the teacher. A notice will be posted in every classroom informing students of the rule in that room. Teachers using more than one classroom will announce to students whether or not hats may be worn during their classes.

Hazing

Hazing is prohibited by Massachusetts state law and is forbidden at Westwood High School. The law defines hazing as “any conduct or method of initiation into any student organization... which willfully or recklessly endangers the physical or mental health of any student or other person.” Examples of hazing include, but are not limited to, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor or beverage, drug or other substances or any other brutal treatment or forced physical activity which physically endangers someone or subjects them to extreme mental stress. Incidents of hazing must be reported to an administrator as soon as is practicable.

Please refer to the entire law, “An Act Prohibiting the Practice of Hazing,” which is found in the Harassment and Discrimination Policies section of this Handbook.

Lockers

Every student is assigned a corridor locker. Students must use their assigned lockers and are responsible for their condition. Student should keep lockers locked. Lockers are school property, and as such, should not be decorated or written on. If a student damages the finish of a locker, he or she will be held responsible for restitution. Problems with lockers or requests for repairs should be reported immediately to the Assistant Principal’s secretary. Tampering with the locker mechanism to keep the door from locking may cause damage to the door and result in loss of locker privileges.

Taunting

Taunting includes any actions or comments by coaches, players, or spectators that are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. In all sports, officials are to consider taunting a flagrant unsportsmanlike offense that disqualifies the offending bench personnel or contestant from that contest, and may result in an MIAA suspension or dismissal from the team.

At all MIAA contest sites and tournament venues, contest management may give spectators one warning for taunting. Therefore, spectators who taunt players, coaches, game officials, or other spectators should be ejected. The complete policy can be found at <http://www.miaa.net>.

Passes

When class is in session, students need a pass signed by a staff member in order to move from one section of the building to another. During a student's lunch period, he/she shall be allowed to move freely throughout the building in a non-disruptive manner. However, loitering is never permitted. ***Please see complete policy regarding rules governing Reading and Research Blocks and the Students in Good Standing Policy.***

Pool/Preschool Areas

The pool and preschool areas are off limits to high school students at all times. The only exception is classes and/or teams under staff supervision.

Pranks

The school administration is bound by School Committee directive to prosecute any student apprehended in the process of any prank that results in the destruction or vandalism of school property or harm to another person.

Reading and Research Blocks (R&R)

All freshmen students shall be assigned to supervised R&R blocks and must present a signed pass from a subject area teacher or counselor to be allowed to move elsewhere in the building.

All upper-class students shall be assigned to a supervised R&R, unless they have earned the status of "Student in Good Standing (SIGS)." Any student who has received less than a C- grade in a subject or has an incomplete on the most recent report card may be required to attend extra help sessions provided during R&R blocks in designated seminar rooms or other locations. SIGS status is attained when a student:

1. Is passing all courses with a "C-" or better;
2. Has no "I" from the previous term;
3. In the fair judgment of the administration, has maintained "good citizenship" (i.e. the absence of a suspendable disciplinary offense during the present and past quarter, class cutting, no excessive tardiness to school in the current term, absence of accumulate un-served detentions, consistent demonstration of appropriate behavior in the library).

SIGS students are not required to report to a supervised R&R. However, they must instead report to one of the designated free period areas (e.g. the LIB, Math Seminar, Writing Lab, Guidance Suite, Cafeteria, etc.), must arrive by the bell, and must secure a pass from a faculty member to change locations.

The administration shall designate those students who qualify as SIGS students at the beginning of each quarter.

Students from R&R blocks may not leave their assigned R&R block to enter the library, guidance, or other parts of the building without prior written consent from a subject area teacher for a specific purpose. Misuse of this privilege may result in the loss of permission to leave R&R block under any circumstance. R&R teachers do not write passes to the library.

If a pass is presented to leave R&R, the student must return to the R&R block in the last five minutes with the pass signed by the teacher he or she went to see. If the destination is the library, the librarian must sign the student out in the last five minutes and the student must report back to the R&R for the last five minutes of the period.

Consequences

Not attending R&R is considered a cut and is subject to discipline. Leaving R&R without a proper pass or not returning to R&R at the end of the period may result in the loss of privilege to leave R&R for a determined length of time.

Sexual Harassment

See "Harassment" above and **complete policy in the Policies section of the Handbook.**

Senior Privileges

Privileges for seniors who are Students in Good Standing will include the ability to enter school after the initial start of the school day and/or leave school prior to the end of the school day if they are unassigned during the first block or first two consecutive blocks and/or last block or last two consecutive blocks on a given day. Additionally, seniors may leave campus during lunch block if that block occurs during one of their unassigned periods. The privilege to leave school during lunch block does not extend to free blocks directly before or after lunch block unless the student has three consecutive free blocks to end the day. In order to invoke these privileges, senior SIGS must:

1. At the beginning each semester, obtain a parent signature on the "Senior Privilege Release Form," indicating that, when they are unassigned, they have permission to:
 - a. enter school late,
 - b. leave school early, and
 - c. leave school when their lunch block occurs during an unassigned period.
2. At the time of entry, the student will sign in at the attendance office. At the time of departure, the student will sign out with the attendance office.
3. Once a student has signed in, he or she is required to stay on school grounds unless otherwise excused from school. Students who are eligible to arrive late to school but are tardy for their first class, for whatever reason, will be recorded as tardy in that class. Students are expected to arrive with ample time to check in and prepare themselves for their first class. Students are accountable for any announcements, letters or general business that they may miss while utilizing this privilege.
4. Failure to follow this procedure or transporting students not eligible for this privilege on or off campus may result in revocation of senior privileges, including assignment to an R&R.

Junior Privileges

Privileges for juniors who are Students in Good Standing will include the ability to enter school after the initial start of the day if they are unassigned during the first block or first consecutive blocks on a given day. These privileges may be expanded for second-semester juniors, providing them the option to leave school during lunch block if that block occurs during one of their unassigned periods. In order to invoke the privileges, junior SIGS must follow the policy described above for senior privileges.

Note: Unlike senior privileges, junior privileges do not include leaving school early. Abuse of this privilege via dismissal notes from home or leaving without permission shall result in loss of privileges.

Students in Good Standing (SIGS)

Students in Good Standing (SIGS): □ A student who is passing all courses with a “C-” or better, who has no “I” from the previous term, and who in the fair and reasonable judgment of the administration has maintained “good citizenship” (i.e. absence of a suspendable disciplinary offense, class cutting, no excessive tardiness to school in the current term, absence of accumulate unserved detentions and consistent demonstration of appropriate behavior in the library) is designated a Student in Good Standing (SIGS). SIGS are exempted from supervised Reading and Research (R&R) blocks. A student will lose their SIG status for 10 school weeks, starting the first day they return from a suspension. At the end of this time period, the administration has the discretion to reinstate the student’s SIG status or extend their loss of privileges for a period up to an additional 10 weeks. □□ In addition, a student who, in the fair and reasonable judgment of the administration, has not received an acceptable progress report will no longer be considered as a Student in Good Standing.

Note: Free blocks in the morning for sophomores and juniors are not permission to be tardy to school and miss homeroom. Only juniors and seniors that have applied for and been accepted for junior and senior privileges have the right to arrive late to school when they have a free block in the morning. The same rule applies to free blocks at the end of the day. Misuse of this privilege may result in loss of SIGS status.

Technology Use

Access to computers and other technology is limited to educational purposes (i.e. class-related activities, career development and high quality self-discovery activities of an educational nature). ***See the complete policy in the School Policies section of the Handbook.***

Tobacco and Nicotine Policy

Possession, or use, of any recreational tobacco or nicotine product is forbidden at all times on the Westwood High School campus, or at school-related activities held off-campus. Though not technically tobacco products, Electronic Cigarettes act as delivery systems for nicotine, and are therefore prohibited under this policy. Students found to be in violation of this policy, will be subject to disciplinary action under the discretion of the administrator, and by other school policies and procedures. Athletes are additionally subject to penalties set forth by the M.I.A.A. policy concerning the use of tobacco products.

Weapons/Firearms

The possession of weapons of any kind is prohibited on school grounds and may result in expulsion from school. ***See the complete policy in the School Policies section of the Handbook.***

Search Policy

Lockers, lab tables, desks, and other equipment and facilities provided by the school for use by the students are the property of the school and are subject to search at any time for any reason. A student’s person, personal belongings and automobile/bicycle/or other form of transportation are subject to search when a staff member has reasonable suspicion to believe that the student is in possession of anything, the possession of which is a violation.

It is the practice of the administration to notify the police promptly in situations involving possible violations of state or federal law.

Discipline Policy and Referral Process

Note: The complete Discipline Policy as enacted by the Westwood School Committee is found in the Policies section of the Handbook. For further information, particularly regarding process, please refer to the complete policy.

Students may be referred by any faculty member to the Principal, Assistant Principal or Dean of Students for disciplinary action. A teacher may submit an electronic referral to the Assistant Principal or Dean of Students in the absence of the student. The student will report to the office when called subject to the following:

1. Upon request from a teacher, a referral may be postponed if it interferes with a time-sensitive assignment.
2. If a student who is in school does not report for his/her referral, his/her name may appear on the "Do Not Admit List" the following morning.
3. A student may be sent to the Assistant Principal or Dean of Students if a behavior disrupts and detracts from other students' learning AND all other appropriate measures have been exhausted by the classroom teacher.

Grounds for Discipline

Administrative action may include assignment of detention, loss of privileges, inside suspension or out-of-school suspension. Grounds for such disciplinary action include, but are not limited to:

- Arson
- Assault
- Being under the influence of alcohol or any controlled substance not prescribed for the user.
- Creation of an emergency situation without justification
- Class Cutting
- Destruction of property
- Disrespectful behavior/Insubordination
- Disrupting a school activity or the educational process
- Endangering the safety and well-being of others
- Fighting/Roughhousing
- Forgery or fraud
- Harassment - verbal abuse, intimidation by threat or innuendo
- Hazing/Initiation
- Involvement with fire crackers, fire extinguishers, false alarms, snow balls, water guns, and other items.
- Leaving school grounds without authorization or without following dismissal procedures
- Lying to a faculty member
- Plagiarism
- Possession, sale, purchase or use of tobacco products, alcohol or drugs
- Possession of a weapon
- Presence in unauthorized areas
- Profanity/Inappropriate language
- Theft
- Truancy
- Vandalism
- Violation of a school policy

VI. EXTRACURRICULAR ACTIVITIES

Rules and Regulations

The following regulations apply to all *extracurricular clubs and organizations and athletics*.

Absence from School

A student who is absent or dismissed (non-medical) from school may not participate in any extracurricular activity or school-related activity that day unless specific permission to do so is granted by the Principal or other member of the administration. A student who does not check in to school by 11:00 A.M. is considered absent.

Attendance

Students are obligated to make advisors and coaches aware, in advance, of any legitimate absences from meetings or practices for reasons such as religious observances, medical appointments, illness, or college interviews. Such absences shall be considered excused. Advisors will make students aware of the penalties for unexcused absences.

Eligibility

A student may participate in extracurricular activities providing he or she is passing a minimum of twenty-five (25) academic credits. If a student receives a report card that does not meet this standard, participation in extracurricular activities shall cease that day.

Meetings

Students wishing to attend any other (excluding the Legislative Council) club/activity/student government meetings during lunch block shall be restricted to attending during their lunch block ONLY. The only exceptions to this policy are for student co-moderators, presidents, or other student leaders of the club, who may attend both halves of the lunch meeting if they acquire classroom teacher permission to do so. All other student club members are required to attend their scheduled class during the other portion of the lunch block period. Students who are assigned to R and R during lunch block may attend both halves of a lunch meeting if they have a note from their R and R teacher giving them permission to do so. Students who are unassigned during lunch block may attend both halves of a lunch meeting at their discretion.

Athletics

Chemical Health (for athletes)

MIAA Rule 62.1

"From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product(including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as "NA or near beer," inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use

by his/her doctor. This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

When the Principal confirms, following an opportunity for the student to be heard, that a violation of the MIAA rule has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated, (i.e., All fractional part of an event will be dropped when calculating 25% of the season.)

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated, (i.e. all fractional part of an event will be dropped when calculating 60% of the season.)

If after the second or subsequent violation the student, of his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated, (i.e. all fractional part of an event will be dropped when calculating the 40% of the season.) (MIAA Handbook).

NOTE: “If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year.”

For the complete policy regarding athletes, please refer to the MIAA website: www.miaa.net.

Westwood High School expects its students to have core values, among which responsible decisions regarding alcohol and drugs are essential. It is hoped that when any student arrives at a gathering and finds that alcohol is present, he/she will leave the area as soon as possible.

Suspension from School

A student who is suspended from school may not participate in any extracurricular activities or school sponsored events during the time of suspension and for the duration of the suspension (if covering more than one day). If a student receives an in-building suspension, he or she may not participate in athletics that afternoon or evening. All MIAA rules and regulations are in effect.

Athletic Eligibility

Any student is eligible for sports participation for four (4) consecutive years after completion of grade 8 providing:

1. He/she is under 19 years old, as of September 1st of the school year.
2. He/she is passing a minimum of 25 points of academic credit. Please note: credits for students enrolled in Learning Center part-time are prorated; the prorated number of credits they are passing will be used to determine whether they qualify to participate in athletics.

3. He/she has not been ejected from a contest by an official more than once during the current season.
4. He/she has not violated athletic rules, including both Massachusetts Interscholastic Athletic Association (M.I.A.A.) regulations and individual team rules presented by the coach to his or her players.
5. He/she has met all school obligations.

Sports Offered

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Football	Girls Basketball	Baseball
Boys Cross Country	Boys Basketball	Softball
Girls Cross Country	Boys Ice Hockey	Boys Track
Field Hockey	Girls Ice Hockey	Girls Track
Golf (co-ed)	Swimming (co-ed)	Girls Tennis
Boys Soccer	Ski Team (co-ed)	Boys Tennis
Girls Soccer	Boys Indoor Track	Boys Lacrosse
Girls Volleyball	Girls Indoor Track	Girls Lacrosse
Cheerleading	Cheerleading	Unified Track
Unified Basketball	Gymnastics	

Fees

\$250.00 - Individual per season (all athletes)

\$750.00 - Maximum per family per year

Checks: "Westwood Public Schools Athletic Dept."

Due: Fee is due once teams are made prior to first game.

Athletic fees will not be collected until teams have been established. Once an athlete has been assigned to a team, you may pay by check or online using the following link: [Athletic Fee/Online Payment](#).

The fee is in no way intended to exclude students from athletic programs. Exemptions from the fee for individual, extenuating circumstances may be granted by either the Director of Athletics or the Principal.

Any student who voluntarily leaves a team or is dropped from the team for disciplinary or eligibility reasons will not be granted a refund. Students injured prior to the first away contest and who are forced to leave the team for the remainder of the season may be eligible for a refund.

Medical Consent Form/Physicals

Students are not allowed to practice until a completed medical consent form has been submitted electronically to the athletic department. Students must provide written documentation of a physical exam within thirteen months of the start of each season.

Bona Fide Team Member

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school activity/event in any sport recognized by the MIAA. Any student who violates this standard is subject to the consequences described in the MIAA handbook.

VII. SCHOOL POLICIES

Academic Integrity

The Westwood High School Community believes in the values of truth, integrity, personal accountability and respect for the rights of others. The community will promote an environment which fosters integrity and honorable conduct and maintain an atmosphere in which personal accountability is valued.

Expectations of Students

1. Students will take responsibility for learning, understanding, and following the Westwood High School's Academic Integrity Policy. Students with questions regarding the policy should seek clarification from a faculty member or administrator.
2. Students will take responsibility for learning each teacher's specific written policy regarding academic integrity.
3. Students are expected to report any concerns regarding possible violations directly to the faculty member involved.

Definition of Academic Dishonesty

Academic dishonesty consists of a student acting to obtain, or assist in another student obtaining, credit for work which is not the student's own, including plagiarism (see definition below). Examples of academic dishonesty may include but are not limited to the following:

1. Communicating with another student during an examination or quiz;
2. Copying material during an examination or quiz;
3. Copying another person's assignment;
4. Allowing a student to copy from one's examination or quiz;
5. Allowing a student to copy from one's assignment;
6. Using unauthorized notes or devices during an examination or quiz;
7. Using unauthorized notes, online resources, or devices;
8. Obtaining, removing, accepting, or sharing a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
9. Submitting a paper or project which is not the student's work, including issues related to plagiarism (see definition below);
10. Sharing or supplying a student with a paper, project, or assignment that assists them in obtaining credit for that work, including issues related to plagiarism (see definition below);
11. Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
12. Altering a teacher's grading system;
13. Using an electronic translator to look up any phrases or conjugated verbs to complete an assignment without the express consent of the teacher;
14. Receiving inappropriate outside assistance that significantly alters or replaces the student's original work.

Definition of Plagiarism

Plagiarism is the act of taking and using another's published or unpublished work or ideas and passing them off as one's own. This definition includes written work, computer programs, drawings, artwork, and all other types of work

that are not one's own. Materials taken from other source(s) without adequate documentation may include, but are not limited to, the following:

1. Failing to cite with quotation marks the written words or symbols of another author;
2. Failing to cite the author and sources of materials used in a composition;
3. Failing to cite research materials in a bibliography or inaccurately attributing ideas to a source;
4. Failing to name a person quoted in an oral report;
5. Failing to cite an author whose works are paraphrased or summarized;
6. Failing to cite words translated by an electronic translator;
7. Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or other projects;
8. Copying or paraphrasing ideas from literary criticism or study aids without documentation.

Consequences

If a teacher suspects a student of academic dishonesty, the teacher will consult his/her department head to determine if the student has violated the school's policy. If so, as an academic consequence, the student may receive no credit for any work involved in the violation. However, the teacher, with department head approval, may discuss alternative ways for the student to receive credit.

The teacher will discuss the assignment, the violation, and the academic consequences for the violation with the student and the student's parent(s)/guardian(s). The teacher will also notify the administration about the violation and its academic consequences; the teacher may also make specific, appropriate recommendations for additional consequences, if this is not the student's first offense.

An administrator will also discuss the violation with the student. If this is not the student's first offense, the administrator will determine appropriate disciplinary consequences in addition to the academic consequence. The administrator will communicate these additional consequences to the student and his/her parents, according to school discipline protocol.

Students have the right to appeal disciplinary decisions to the Principal.

A committee will continue to meet to review periodically the effectiveness of the Academic Integrity Policy.

Discipline Policy

A. Definitions

1. **Parent** - The parent or legal guardian of the student. In the case where a student's parents are not married or are separated, the parent, for the purposes of this policy, is the parent with legal custody. If both parents have joint legal custody, then the parent for purposes of this policy is the parent with both legal and physical custody of the student. In the event that the parents have joint legal and physical custody of the student, then the parent, for purposes of this policy, is the parent with regular contact with the schools.
2. **Principal** - The principal or his/her designee.
3. **School Committee** - A quorum of the Westwood School Committee.
4. **Superintendent** - The superintendent or his/her designee.

- B. **Grounds for Discipline:** Discipline may result from acts or omissions occurring on school and/or adjacent property, at school-related activities or to/from school or school-related activities, or which relate to/bear upon the

educational process of the school system. Subject to the foregoing general statement of the grounds for discipline, the grounds for suspension include, but are not limited to, the following:

1. Assault or battery upon any person;
2. Larceny or receiving or possession of stolen goods;
3. Conduct or language which is obscene, abusive, threatening, offensive, disrespectful, or harassing;
4. Disruption of the educational process;
5. Extortion, attempt to extort or intimidate;
6. Possession or transfer of any firearm, knife, explosive or any other object capable of being used to harm or threaten an individual;
7. Possession, sale, purchase, consumption or use, or the attempt to possess, sell, buy or consume any drug, alcohol or drug paraphernalia;
8. Being under the influence of any controlled substance or alcohol;
9. Smoking in school, on school property (including school buses) or at school-sponsored activities (includes all tobacco products);
10. Destruction, misuse of, or damage to school property or personal property of another individual;
11. Creation of an emergency situation without justification;
12. Leaving school without permission;
13. Plagiarism, fraud, forgery or other deceptive acts;
14. Lying or cheating; or
15. Any other action or omission which disrupts the educational process or which potentially jeopardizes the safety or well-being of another individual.

- C. **Degree of Discipline:** Detention is normally assigned for minor disciplinary offenses which are not judged to be habitual. Office detention is assigned only by the Principal, Assistant Principal or Dean of Students. If the absence from detention is repeated, the student may be suspended until the detention has been served.

The degree of discipline, (i.e. detention, suspension from extracurricular activities, suspensions or exclusions), rests in the sound discretion of the administration of the Westwood Public Schools, or the Westwood School Committee, where required by law. In imposing discipline, the decision-maker will consider any information which he/she feels is relevant. Such information may include some of the following: prior disciplinary record, academic progress, seriousness of incident, mitigating or exacerbating circumstances surrounding the incident.

Discipline in the form of detention or suspension from any or all extracurricular activities does not require any particular procedure. However, the student will know the reasons for the discipline prior to the discipline being imposed.

- D. **Disciplinary Procedure:** 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.

Suspension

A suspension is a short term or long term removal from regular classroom activities.

Short term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less.

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 onto school grounds; and a suspended student may not participate in any school sponsored activities or functions during the suspension period.

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

In School Suspension

At the discretion of the Principal, 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. In-school suspension for less than 10 days shall not be considered a short-term suspension. An in-school suspension of more than 10 days shall be deemed a long-term suspension.

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

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

Opportunity for Academic Progress During Suspension/Expulsion

Any student receiving in-school suspension, short-term suspension, or long-term suspension 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.

Student Due Process Rights

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

1. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½).

Short Term Disciplinary Sanctions

Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal or designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Long Term Disciplinary Sanctions

Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71, §37H ½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½.

2. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H ¾)

Notice and principal's meeting

For any suspension under this section, the principal or a designee shall provide notice of the charges and the reason for the suspension or expulsion to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive written notice of the charges and the opportunity to meet with the principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect.

The principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the

circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense.

a. Short-term Suspension

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

Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

b. Long Term Suspension

In addition to the rights afforded a student in a short-term suspension hearing, the student shall also have the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school district; the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the Parent shall have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

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

If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

If the student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student's home. No student will be suspended for greater than 90 days, beginning on the first day the student is removed from the building.

Emergency Removal

The principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption.

The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal. The principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

The principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

In the event of an emergency removal from school, the principal will not release the student until adequate provisions have been made for the student's safety and transportation.

Appeal/Superintendent's hearing

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 additional calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to

students at the principal's hearing for long-term suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The Superintendent's decision is the final decision of the district.

Discipline of Students with Disabilities [Includes students currently on 504 accommodation plans or Individual Educational Programs.]

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.
3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.
5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function,

the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Procedural requirements applied to students not yet determined to be eligible for special education:

- A. If prior to the disciplinary action, a district had knowledge that the student may be a student with disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - 1. The parent/guardian had expressed concern in writing: or
 - 2. The parent/guardian had requested an evaluation: or
 - 3. School district staff had expressed concern that the student had a disability.
- B. If the district had no reason to consider the student disabled, and the parent/guardian requests an evaluation subsequent to the disciplinary action, the district must have procedures to conduct an evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.
- C. The school district has developed procedures consistent with the federal requirements to expedite evaluations.

Special Education Students — Discipline

The disciplining of students with disabilities eligible for special education is governed by federal and state special education laws and the regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq., its implementing regulations 34 C.F.R. 300 et seq.; and Massachusetts General Laws, chapter 71B and its implementing regulations, 603 C.M.R. 28.00. Students with disabilities who violate school rules are subject to removal from their current educational placement for up to ten (10) school days per year, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a "change of placement." A change of placement invokes certain procedural protections under the IDEA, the federal special education law.

These include, but are not limited to:

- i. A review by the Individual Education Plan (IEP) Team of the relationship between the student's disability and the behavior subject to the disciplinary action, which is referred to as a Manifestation Determination.
- ii. If the behavior *is* a manifestation of the student's disability, the student's team will conduct a functional behavior assessment (FBA) and develop a behavior intervention plan (BIP), provided that such an assessment was not already conducted before the behavior occurred. In the situation where an assessment was already conducted and a behavior plan is already in place, the Team will review the plan and revise it accordingly. The student will also be returned to his educational placement unless the parent and the school agree otherwise.
- iii. If the behavior is *not* a manifestation of the student's disability, then the student may be removed from his/her educational placement to the extent that a regular education student would be removed, provided that the special education student must continue to receive educational services to enable the child to

continue to participate in the general educational curriculum, although in another setting, and to continue progress toward meeting the goals set out in the student's IEP. Additionally, the student should receive, as appropriate, a functional behavioral assessment (FBA) and behavior intervention plan (BIP) to prevent the behavior from happening again.

School personnel may order a change in educational placement of a special education student to an appropriate Interim Alternative Educational Setting (IAES) for not more than forty-five (45) days without regard to whether the student's behavior is determined to be a manifestation of the student's disability if the student: (i) carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency; (ii) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or (iii) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) school days.

Parents/guardians and/or students, where appropriate, may request an expedited hearing at the Bureau of Special Education Appeals regarding a disciplinary action described above to challenge the interim alternative educational setting or the manifestation determination.

For more information regarding the rights of special education students see the Massachusetts Department of Education's Procedural Safeguards Notice, which is available in many languages, at <http://www.doe.mass.edu/sped/prb/>.

Additionally, copies of the state and federal special education law are available online or can be requested from the Director of Student Services at (781) 326-7500 ext. 1346.

1. **Discipline of Students on 504 Plans:** Section 504 of the Rehabilitation Act of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance because of his/her disability. 29 U.S.C. § 794 and its implementing regulations, 34 C.F.R. 104 et seq. School personnel may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination. Please contact the director of Student Services for more information on the discipline of students of 504 plans.
2. **Discipline of Students Not Yet Eligible for Special Education:** A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for special education students if the school had knowledge (as determined by the IDEA) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.
3. **Felony Complaint or Conviction:** Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal may suspend said student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student will be provided with written notice of the charges and the reason for the suspension, prior to the suspension, and the student will receive notice of the right to appeal this suspension to the superintendent in accordance with Massachusetts state law, chapter 71, section 37H 1/2.

Upon a student being convicted of a felony, or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal may expel said student if the principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student will be provided with written notice of the charges and the reason for the suspension, prior to the expulsion, prior to the suspension, and the student will receive notice of the right to appeal this expulsion to the superintendent in accordance with Massachusetts state law, chapter 71, section 37H 1/2.

4. **Expulsion:** Pursuant to Massachusetts state law, chapter 71, section 37H, students may be expelled for the following reasons:
 - A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun or knife, may be subject to expulsion from the school or school district by the principal.
 - B. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
 - C. Any student who assaults a principal, assistant principal, dean of students, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

Any student who is charged with a violation of any of the above shall be notified in writing of an opportunity for a hearing before the principal.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of his/her appeal.

E. Provisions Applicable to Suspensions and/or Exclusions

1. **Extra-Curricular Activities/School Activities During a Suspension/Exclusion:** A student who is on suspension from the Westwood Public Schools shall not trespass on school property. School property involves the school buildings and any area of the school grounds. A student on suspension is also excluded from participating in or attending any school-related or school-sponsored functions, activities or events. If the suspension or exclusion includes a weekend period, the student may not participate in or attend extracurricular or school-sponsored activities on Friday, Saturday or Sunday. If a suspension or exclusion includes a holiday or vacation period, the student may not participate in or attend any extracurricular or school-related activities occurring at any time during the holiday or vacation period.
2. **Readmission Conference After Suspension or Exclusion of Less Than One Marking Period:** On the first day of school following the suspension, the student and parent will meet with the Principal for a readmission conference.
3. **Readmission After Exclusion Longer Than a Marking Period:** A student who is excluded from school for longer than a marking period shall be readmitted to school only after he/she and his/her parent have met with the Principal and the Superintendent to discuss the conditions for readmission. Such meeting must take place at least two (2) weeks prior to the student's readmission date

Inhalant Abuse

Any persons using or selling inhalants are subject to suspension and other penalties outlined in Massachusetts General Laws Chapter 270, Sections 18 and 19.

Drug and Alcohol Policy

Philosophy

The Westwood School Committee recognizes that alcohol and drug abuse is physically and mentally harmful, is disruptive and erodes the proper climate for learning not only for the students who are using drugs, but also for those who are not. Therefore, the School Committee sees the need to deal forthrightly with this issue.

The school's task is to maintain an educational curriculum that meets the needs of all age groups and at all levels. It is most difficult to make intelligent decisions when all the media promote the use of drugs and alcohol as being a necessary part of life. The public schools should provide education from the earliest grades regarding the consequences of substance abuse through an awareness of these issues. It is hoped that this will better enable our youth to make intelligent decisions based on all the facts.

The policy of the schools should set a clear standard of optimal and reasonable behaviors and specific consequences relative to the abuse of harmful substances within the setting of those public schools.

A primary purpose of a policy on drugs and alcohol should be to prevent problems of abuse. When problems are recognized, the priority should be to assist and rehabilitate the student.

The Westwood Public schools will work to remedy drug and alcohol abuse and to keep an appropriate balance between supervision and rehabilitation, to meet the needs of the students, and meet the requirements of the law, and to maintain school programs and policies.

Policy Provisions

Possession of any controlled substance or other intoxicant on school property, during a school event, or a school day upon which a student is truant is a violation of civil law and violation of this policy.

1. Any student found selling any controlled substance or alcohol or other intoxicant will be reported immediately to the Police Department for appropriate action.
2. Any student found in possession of such substances may be suspended.
3. Any student who is present in school, at a school function, or at any other place during a school day upon which he/she is truant and who is under the influence of any controlled substance, including alcohol or other intoxicant, is in violation of this policy. The parents of such a student shall be immediately notified and he/she may be liable to a suspension, subject to the provision of paragraph 4 below.
4. The suspension provided for in this policy may be shortened in the case of first offenses, and if the student is promptly involved in an approved rehabilitation or prevention program.

Procedure for Dealing with Substance Abuse Violations

1. Any staff member who finds a student in violation of the Substance Abuse Policy in any respect or who suspects a pupil of such an offense shall report this immediately to the Principal, Assistant Principal, or Dean of Students of the school. Such staff member will provide all the information of the substance and the extent of the offense.

2. The Principal, after investigating the report and conferring with the student, shall make a determination as to his courses of action. If there is a question of on-going use, the Principal may be advised by the school nurse or counselor trained in controlled substance abuse or other appropriate staff member.
3. If the Principal determines the charge is justified, he will notify the parents of the student, and invoke suspension as called for in paragraph 2 of this policy.

Police/School Agreement

The Westwood Police Department and the Westwood School Department agree to coordinate their efforts to prevent and control substance abuse. The Police Chief agrees to assign a specialized officer in youth problems to all cases of substance abuse reported under the policy of the School Department.

1. The Officer shall on receipt of the report respond as soon as possible and conduct an investigation and take custody of any physical evidence.
2. Contact between the school official and the designated officer shall be maintained throughout the extent of the disciplinary action to allow for monitoring of the action.

Harassment and Discrimination Policy

Preamble

The Westwood Public Schools, in accordance with the provisions of state and federal law prohibit discrimination and harassment on the basis of, but not limited to, sex, race, color, national origin, sexual orientation, gender identity, age, religion or creed, disability, choice of association, political affiliation, appearance or lifestyle and language preference (e.g. Spanish, Korean, etc.) in educational programs and activities of the public schools. (see M.G.L. c. 76 s. 5; M.G.L.c. 151B s.3A; M.G.L.c.151B s.4; Title VI Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Americans with Disabilities Act of 1990).

Pursuant to M.G.L. ch.76 §5, no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation or gender identity. Additionally, federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); and disability (Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. The Westwood Public Schools have a commitment to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of color, race, national origin, sex, sexual orientation, gender identity, religion, disability, or age, are not tolerated. Any form of intimidation, threat, coercion, and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.

This policy reflects that:

1. Each person shall be guaranteed the right to an education consistent with the goals and policies of the school system.
2. Each person shall be guaranteed freedom from harassment, prejudicial comments or discrimination on the basis of sex, race, gender, age, sexual preference, religion or creed, disability, gender identity, choice of association, political affiliation, appearance or lifestyle and language preference in educational programs and activities of the public schools.

The Westwood School Committee is committed to maintaining an educational atmosphere in which every student can pursue scholastic achievement and personal fulfillment. All harassment is considered destructive behavior which interferes with the educational process and shall not be tolerated.

The purpose of the following policy is to establish appropriate standards of conduct for the school community, define harassment, set guidelines for recognizing harassment and establish the procedure for dealing with harassment.

Standards of Conduct

The School Committee expects students and staff to demonstrate a standard of conduct based on fostering mutual respect for all students, regardless of sex, race, national origin, sexual orientation, gender identity, religion or creed, disability, choice of association, political affiliation, appearance or lifestyle, and language preference. Harassment and discrimination are violations of an individual's dignity. Anyone who engages in harassment or discrimination violates School Committee policy.

Fostering mutual respect requires:

1. A shared understanding of what behaviors are acceptable.
2. A process by which we can support individuals who experience harassment and educate individuals whose actions are unacceptable.

A shared understanding of unacceptable behaviors begins with an understanding of harassment. Harassment is any verbal or physical action by one person toward another which has the purpose or effect of creating an intimidating, hostile or offensive environment.

Within this context, there are many kinds of harassment. These types of harassment include, but are not limited to the following:

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other spoken or unspoken actions and physical conduct of a sexual nature when such behavior unreasonably interferes with school performance or creates an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. Assaults, threats, inappropriate touching, intentionally blocking movement, comments, gestures, looks, or written communication of a sexual or derogatory nature;
- B. Continuing to express sexual interest after being informed that the interest is unwelcome;
- C. Leering, voyeurism or stalking, obscene gestures, actions or materials;
- D. Displaying lewd or sexually explicit photographs or other materials, including clothing.

In most cases, the student who feels sexually harassed makes the judgment that the actions are sexual harassment. That individual's feelings and reactions to inappropriate behavior determine whether sexual harassment has taken place. RACIAL, ETHNIC, GENDER, AGE, SEXUAL ORIENTATION, GENDER IDENTITY, DISABILITY, CHOICE OF ASSOCIATION, POLITICAL AFFILIATION, APPEARANCE, LIFE STYLE, LANGUAGE PREFERENCE, OR RELIGIOUS HARASSMENT is any unwanted physical or verbal attention, directed toward any racial, ethnic, gender, age, sexual orientation, gender identity, disability, choice of association, political affiliation, appearance, life style, language preference, or religious group that makes a person feel inferior or uncomfortable. This attention may include inappropriate comments, name calling, jokes, and/or graffiti.

The above definitions do not define all possible types of harassment; they are examples of actions that may be defined as harassment. Of course, there are other actions not listed here that may be harassment.

General Guidelines

1. Problems and complaints regarding discrimination and harassment should be resolved quickly and fairly. When possible, such problems and complaints should be resolved directly between the student and the harasser. Students who feel that they have been harassed or wish to talk about harassment should see an Advocate immediately.
2. Advocates are faculty volunteers who have been trained in dealing with harassment. Even though there are harassment Advocates, students should feel free to approach any adult in the school community for help in resolving a matter of harassment. Students who feel they have been harassed should inform an Advocate of the incident first. Also, if one student tells another student or school department employee about the harassment, the student or school employee should inform an Advocate of the incident. Advocates must immediately inform the Principal of any complaint of harassment. If a school department employee is accused of harassment by a student, it shall be reported, subject to the provisions of Chapter 119, section 51a of the Massachusetts General Laws, to the Principal or Superintendent of Schools.

Retaliation in any form for the filing of a complaint or the reporting of harassment is prohibited and subject to serious disciplinary action.

Procedure for Dealing with Harassment/Discrimination

1. Any individual subjected to harassment may, if he/she chooses, confront the harasser directly to resolve the complaint on a personal level.
2. If a student does not want to deal directly with the harasser, or cannot resolve the situation with the harasser, the student should immediately report the conduct to an Advocate. The Advocate must always take every report of harassment seriously. It must be responded to immediately. In appropriate circumstances, the Advocate may suggest sitting down with the harasser and the student together to work out a resolution.
3. If a student decides not to meet with the harasser, the student may choose to write a letter with an attached response sheet listing:
 - a. The exact description of the behavior, including when and where it happened.
 - b. A description of how the behavior made the student feel, for example embarrassed, humiliated or angry.
 - c. A request that the behavior stop because it is harassment and is against the law.
4. An Advocate should assist the student in drafting the letter.
5. The letter should be signed and dated by the student. The advocate should deliver one copy of the letter to the alleged harasser and one copy to the Principal's office.
6. The alleged harasser should have an opportunity to respond in writing. The Advocates will be available to assist the alleged harasser as well.
7. If the behavior does not stop, or if the student chooses not to write a letter or confront the harasser directly, the school administration will conduct an investigation.
8. During the investigation, the school administration shall:
 - a. Provide the student and alleged harasser and Advocate for all discussions regarding the case.
 - b. Keep the investigation group as small as possible to protect the rights of both parties and to prevent the investigation from becoming overly publicized.
 - c. Complete the investigation promptly: If there is not enough information found to support a complaint of harassment, the administration shall carefully explain to the student and the alleged harasser the decision. If information is found which supports a complaint of harassment, the

- administration shall take such action as is necessary to discipline the harasser, alleviate the student's concerns and prevent further harassment.
- d. Notify parent/guardian at appropriate time.
 - e. If the harassment does not stop after the harasser has been disciplined, the Advocate should coordinate with the Administration in order to impose more severe disciplinary sanctions.
9. The Administration has the right to report a complaint of harassment to the appropriate authorities outside the school department.
10. The Administration shall:
- a. Provide training for the six to eight volunteer advocates.
 - b. Schedule appropriate workshops for students and teachers to educate them on and to discuss the provisions of this policy.
 - c. Publish this policy in the Student Handbook.
 - d. Handle all complaints within the procedures outlined in the policy.

Faculty Advocates for the 2017-2018 School Year

Ms. Bengel
Mr. Erilus
Ms. Higgins
Ms. Goodloe
Ms. Medsker
Ms. DeLeon Perez, R.N.
Mr. Fredrickson
Ms. St. Jean
Ms. Kimbar

District Title I Coordinator: Allison Borchers, ext. 1348
District Title II Coordinator: Abby Hanscom, ext. 1345
District Title VI Coordinator: Abby Hanscom, ext. 1345
District Title IX Coordinator: Allison Borchers, ext. 1348
District Sec. 504 Coordinator: Abby Hanscom, ext. 1345
WHS Sec. 504 Coordinator: Lynne Medsker, ext. 3126

Contact Information for state and federal agencies:

United States Dept. of Education Office of Civil Rights

33 Arch St.
Boston, MA 02110

Bureau of Special Education Appeals

350 Main St.
Malden, MA 02149

Massachusetts Commission Against Discrimination

One Ashburton Place
6th Floor, Rm. 601
Boston, MA 02108

United States Equal Opportunity Commission

John F. Kennedy Federal Building
475 Government Center

Bullying Policy

Bullying and Cyberbullying are strictly prohibited on school grounds, on property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses or other vehicles owned, leased or used by the Westwood Public Schools, or through the use of technology or an electronic device owned, leased or used by the Westwood Public Schools and at a location, activity, function or program that is NOT school-related, or through the use of technology or an electronic device that is not owned, leased or used by the Westwood Public Schools, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of school.

Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at the victim that causes physical or emotional harm to the victim or damage to the victim's property, places the victim in reasonable fear of harm to himself or of damage to his property, creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, which shall include but is not limited to electronic mail, internet communications, instant messaging, posting on social networking sites, or facsimile communications. Cyber-bullying includes creating a web page or blog in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution by electronic means or communication of messages that meets the definition of bullying above, whether distributed directly or creating a posting that may be accessed by one or more persons.

Hostile Environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

Procedure for Reporting Bullying

If a student witnesses, is made aware of, or suspects that an incident of bullying has occurred, the student is required to report the bullying, either verbally or in writing, to the building Principal or the staff member within the school who has been designated by the Principal for purposes of reporting bullying. Students may make the report anonymously although a student should be aware that the Administration cannot take disciplinary action against a student based solely on an anonymous report.

Once the report is made, the Principal or his designee will initiate an investigation in accordance with the Westwood Public Schools' Bullying Prevention Policy. Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action.

Discipline for Bullying, Cyberbullying, and Retaliation

Students who are found through investigation to have bullied, cyber-bullied or retaliated against a student who reported acts of bullying may be subject to disciplinary action. Discipline imposed, dependent on the nature and

severity of the bullying, cyberbullying or retaliation can range from a verbal warning to expulsion, subject to applicable procedural requirements.

School Administration will notify local law enforcement if it believes that criminal charges may be pursued.

Nothing in this section prevents the Westwood Public Schools from imposing disciplinary sanctions on a student whose behavior does not meet the definition of bullying, cyberbullying or retaliation but which nonetheless violates school policy.

What Bullying is Not

It is important for all members of the school community to understand that conflict is not synonymous with bullying. For example, arguing, bantering back-and-forth, ignoring, roughhousing and fighting - while potentially serious forms of conflict that could also result in disciplinary action - are not automatically defined as instances of bullying. Bullying is characterized by severity and/or repetition, and a power imbalance. Not every conflict meets these criteria.

Hazing

HAZING : AN ACT PROHIBITING THE PRACTICE OF HAZING MASSACHUSETTS GENERAL LAWS-CHAPTER 269

C. 269, S.17. Crime of Hazing: Definition: Penalty

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.198, c.665.

C. 269, S.18. Duty to Report Hazing - Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine or not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

C. 269, S.19. Hazing Statutes To Be Provided: Statement of Compliance and Discipline Policy Required

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

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

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

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institution, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St.1985, c.536; amended by St.1987, c.665.

Physical Restraint

The Westwood Public Schools is committed to providing an orderly, safe environment, conducive to learning for all students and staff members. As of 1/1/2016, WPS complies with 603 CMR 46.00 regarding the prevention of physical restraint. See this [LINK](#) to the Westwood Public Schools Policy for further information.

VIII. RELEASE OF INFORMATION

Student Records

A student's record is that information that includes the permanent record (transcript) and the temporary record. The permanent record is made up of personal data, courses taken, grades, credits, and class rank. The temporary record is made up of personal data, progress reports, test scores, extracurricular activities, and other relevant information. The student and/or guardian may request in writing to the principal to have relevant information added

or removed to the record. The principal shall respond whether to approve or deny such written requests within a two week time period.

Confidentiality

Release of student records generally requires specific, informed consent of the parent or eligible student; however, the regulations allow for certain exceptions. For example, authorized school personnel shall have access to student records as needed to perform their official duties. The Westwood Public Schools also require that incoming students provide a complete copy of their student record from their prior school, in accordance with M.G.L. c. 71, § 37L. Said record shall include, but not be limited to, any incident involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act. Westwood will provide a complete copy of a student's record to any public school into which the student seeks or intends to enroll, upon receiving verification from any source that the student may be transferring out of a Westwood school. (603 CMR § 23.07(4)(g). For more information on student records and other circumstances in which student records may be released without the specific, informed consent of a parent or the eligible student, view the Massachusetts Regulations at 603 CMR § 23.00 et. seq.

Rights of Students at Age 18

When students reach the age of eighteen, they are presumed to be adults and may exercise their rights independently of their parents, except the right to preclude parents from inspecting the school record 23.01(3). If the student over eighteen intends to exercise his or her rights independently, the student must make such requests in writing to the school principal or superintendent, who shall honor such requests.

With few exceptions, information in a student's record will not be released to a third party without the written consent of the eligible student and/or a parent having physical custody of a student less than eighteen years of age. Two notable exceptions are:

1. **Directory information** - a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.
2. **Recruiting information for the Armed Forces and post-secondary educational institutions** - Upon request from military recruiters and/or representatives of post secondary educational institutions the Westwood Public Schools will provide the name, address and telephone listing for all secondary students.

If an eligible student and/or parent does not want DIRECTORY INFORMATION or RECRUITING INFORMATION released, they must so notify Sean Bevan, Principal, Westwood High School, 200 Nahatan Street, Westwood, MA 02090 in writing; otherwise said information will be released.

If the student intends to exercise the right to dismiss him or herself from school, the school may contact the parent or guardian to indicate that this right has been invoked.

Destruction of Records

In accordance with Department of Education regulations, different parts of the student record will be destroyed at two points in the future. The majority of the information, which comprises the student's temporary record, will be

destroyed within seven years. Specifically, the student's temporary record will be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system. (See Massachusetts School Records Regulations at 603 CMR 23.00). Students maintain the right to examine and receive a copy of any or all of the above information at any time prior to its destruction.

Transfer Students

A student transferring into the school must provide the school system with a complete school record including, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act. M.G.L. c.71 s37L. Upon examination of the student's course of study and level of academic attainment, Westwood High School staff will place the student in the appropriate grade or determine their eligibility for high school graduation. Staff will consult with the handbook section entitled "Required Credits for Advancement" to make these determinations.

Additionally, the Westwood Public Schools releases a student's complete student record to authorized school personnel of a school to which a student seeks or intends to transfer without further notice to or receipt of consent from the eligible student or parent.

Non-Custodial Parents

Non-custodial parents share equal standing with custodial parents to access student record information unless a court order limiting the rights of the non-custodial parent is presented to the school. If such a court order is provided to the school, the school then needs to notify the custodial parent that the non-custodial parent seeks to obtain access to student records. A (21) day waiting period is then imposed. If no such order is issued to block the rights of the non-custodial parent, after the (21) day waiting period, student records should be provided to the non-custodial parent; however, the name, address, telephone, and email information should be deleted from the records and the records should be stamped to indicate that they cannot be used to enroll the student in another school district. School personnel should also be mindful of the fact that authorized school personnel excludes members of the staff who have no contact with the student. Those persons are considered third parties, and can only access student record information after receiving informed written consent from the parent or eligible student.

IX. ACCEPTABLE USE OF TECHNOLOGY

Acceptable Use of Technology Overview

The Westwood Public Schools maintains an official Acceptable Use Policy (AUP) statement, as required by federal mandates, that defines appropriate use of technology by students and staff. The CLEAR Responsible Use Guidelines contained within this section are intended to consolidate the AUP into a more readable, student-friendly format.

- The district will provide each user with copies of the Acceptable Use Policy and Procedures.
- Copyrighted software or data shall not be placed on the district system/net-work without permission from the holder of the copyright and System Administrator.
- Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
- Access will be granted to employees with a signed access agreement.
- Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
- Students completing required coursework will have first priority use of equipment.
- Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
- The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
- Systems users shall not use another user's account.
- System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.

Westwood Public Schools District Acceptable Use Policy

Policy Statement: IV

Acceptable Use Policy - Technology Purpose

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

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Westwood Public School. Violations of law may result in criminal prosecution as well as disciplinary action by the Westwood Public School.

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Westwood Public Schools as well as with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of electronic resources including electronic information that may be automatically stored on the school computer's backup system, by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Liability

The Westwood Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Westwood Public Schools shall not be responsible for ensuring the accuracy of usability of any information found on external networks.

REVISED: August, 2007

Westwood Public Schools Grades 6 - 12 Responsible Use Guidelines

Westwood Public Schools Grades 6 - 12 Responsible Use Guidelines

The Westwood Public School District believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student centered, and collaborative learning environment. It is understood that all of our computer networked services are provided exclusively for educational purposes.

The Westwood Public Schools filters all internet traffic for the purpose of safeguarding staff and students from harmful content. The Westwood Public Schools also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. The District encourages parents/guardians to supervise their child(ren) when using technologies from home.

CLEAR highlights the important points contained in Westwood Public Schools Acceptable Use Policy.

CLEAR: Considerate, Legal & Ethical, Appropriate and Responsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & Ethical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. It is a good general practice to link to others' work rather than reproduce it. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on WPS computers.

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (i.e. printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being CLEAR report the abuse/misuse to a responsible adult.

Revised: August, 2013

Acceptable Use Policy Violations

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network. Violations of the Acceptable Use Policy include, but are not limited to, the following conduct:

- **Intentional harm or destruction of property:** Any malicious attempt to harm or destroy equipment, materials, data files or programs is prohibited.
- **Degrading or disrupting system performance:** Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws.
- **Vandalism:** Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
- **Forgery:** Forgery or attempted forgery is prohibited.
- **Unauthorized access:** Attempts to read, delete, copy or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
- **Inappropriate language:** Use of inappropriate language; swearing, vulgarity, ethnic or racial slurs and other inflammatory language is prohibited.
- **Falsifying identity:** Pretending to be someone else when sending/receiving messages is prohibited.
- **Inappropriate access and/or distribution:** Transmitting or viewing obscene materials is prohibited.
- **Unauthorized information sharing:** Revealing personal information, addresses, phone numbers, etc. is prohibited.

X. MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING BETWEEN THE WESTWOOD PUBLIC SCHOOLS AND THE WESTWOOD POLICE DEPARTMENT

I. GENERAL PRINCIPLES

The WESTWOOD PUBLIC SCHOOLS and the WESTWOOD POLICE DEPARTMENT agree to coordinate their efforts and share information in order to prevent violence involving the students of the WESTWOOD PUBLIC SCHOOLS, to prevent the use, abuse and distribution of alcohol and other controlled substances involving the students of WESTWOOD PUBLIC SCHOOLS and to promote a safe and nurturing environment in the school community.

We agree to respond effectively and cooperatively for everyone's protection to incidents of student delinquency, truancy, and criminal behavior. The joint effort of cooperative response will focus on incidents that take place on school property, at school sponsored events, and at other locations in which students of the WESTWOOD PUBLIC SCHOOLS are involved or affected.

We also agree to keep all information disclosed pursuant to G.L. c. 12 § 32; G.L. c. 71 § 37H1/2; G.L. c. 71 § 37L; 603 CMR 23; and 20 U.S.C. § 1232g, from public dissemination in accordance with state and federal law.

This agreement is entered into pursuant to the Laws of the Commonwealth of Massachusetts and pertains to issues of violence, attempted violence or threatened violence, the use, abuse and/or distribution of alcohol or other drugs, or other incidents that would require a law enforcement response to a school, during any school sponsored activity (on or off school grounds), or involving students of the WESTWOOD PUBLIC SCHOOLS. It is to be read in conjunction with any and all policies, procedures, and reporting requirements set forth in the WESTWOOD PUBLIC SCHOOLS student handbooks.

It is agreed and understood that it is the sole prerogative of school officials to impose discipline for infractions of school rules and policies not amounting to criminal or delinquent conduct. See the school handbook for specific policies and procedures in this regard.

II. SCHOOL AND POLICE DEPARTMENT DESIGNATED LIAISONS

In order to facilitate prompt and clear communications between the school and police personnel, the WESTWOOD PUBLIC SCHOOLS and the WESTWOOD POLICE DEPARTMENT agree to identify individuals on their respective staffs who will function as Designated Liaisons.

A. THE WESTWOOD PUBLIC SCHOOLS DESIGNATED LIAISONS, BY SCHOOL, ARE:
[List here the person's title instead of his/ her name. Examples: School Principal, Assistant Principal (Alternate), Community Based Justice Program Contact Person]

Superintendent of Schools
Assistant Superintendent of Schools
Principal, Westwood High School
Assistant Principal, Westwood High School
Dean of Students, Westwood High School
Principal, Thurston Middle School
Assistant Principal, Thurston Middle School

Director of Student Services
Principal, Deerfield School
Principal, Downey School
Principal, Hanlon School
Principal, Martha Jones School
Principal, Sheehan School

B. THE WESTWOOD POLICE DEPARTMENT DESIGNATED LIAISONS ARE:

[List here the person's title instead of his/ her name. Examples: School Resource Officer, Lieutenant, Community Based Justice Program Contact Person]

Chief of Police

Lieutenant of Administrative Services

Sergeant of Support Services

School Resource Officer

The aforementioned police department designated liaisons are considered a part of the WESTWOOD PUBLIC SCHOOLS "Law Enforcement Unit" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) for purposes of sharing information regarding students.

III. ISSUES OF CONCERN TO THE DESIGNATED LIAISONS

A. REPORTABLE INCIDENTS:

- (1) The Designated Liaisons from the School and Police Department will review all incidents classified as Mandatory Reportable Incidents, as defined in Section IV of this agreement.
- (2) Additionally, the Designated Liaisons will review any incident or information that may affect the safety or well being of students, faculty, or administrative personnel.

B. PREVENTION STRATEGIES:

In addition to the above responsibilities, the Designated Liaisons from the School, the Police Department and the Norfolk District Attorney's Office will meet regularly for the following purposes:

- (1) to discuss incidents of violence or bullying (as defined under G.L. c. 71, § 37O) in school or outside of school that affects students of the school;
- (2) to discuss any use, abuse or distribution of alcohol and/or other controlled substances or any other criminal activity affecting students;
- (3) to identify strategies to reduce such activities and to promote a safe and nurturing school environment;
- (4) to discuss community resources available for students at risk of harm from violence, abuse or neglect;
- (5) to develop violence prevention and intervention programs, identification, protocol and curricula as required by G.L. c. 12 § 32; and
- (6) to outline the necessary action plan for implementation of such strategies.

IV. REPORTING GUIDELINES

A. SCHOOL REPORTS TO POLICE DEPARTMENT

- (1) The following shall be considered Mandatory Reportable Incidents:
- (a) possession, use, or distribution of alcohol by a student;
 - (b) possession, use, or distribution of an inhalant or any controlled substance, as defined in G.L. c. 94C (excepting any possession of prescription medication possessed and administered in accordance with state law and school policy);
 - (c) any incident in which any individual is reasonably believed to be distributing controlled substances or alcohol;
 - (d) any incident involving the threat of assaultive behavior or intentional assaultive behavior and/or reckless behavior that results in personal injury;
 - (e) possession of a weapon, as defined in the school handbook or under G.L. c. 71 § 37H (a), which includes, but is not limited to, a gun or a knife, and ammunition or components thereof.
 - (f) any incident involving stalking or harassment in violation of G.L. c. 265 § 43 and 43A, annoying phone calls, domestic abuse, dating violence, or a violation of G.L. c. 209A or 258E restraining order, and any students either protected by a restraining order;
 - (g) any incident involving a child suffering physical or emotional injury resulting from abuse inflicted upon him or her which causes harm or the substantial risk of harm to the child's health or welfare, including sexual abuse or from neglect (in addition to a report filed with the Department of Children and Families);
 - (h) any incident involving an actual or suspected hate crime or violation of civil rights, including but not limited to an assault or battery upon a person or damage to the real or personal property of a person with the intent to intimidate such person because of such person's race, color, national origin, sexual orientation, or disability in violation of G.L. c. 265 §§ 37 and 39, as well as any act of bodily injury or attempt to cause bodily injury against a person due to actual or perceived religion, national origin, gender, sexual orientation, gender identity, or disability in violation of 18 U.S.C. § 249;
 - (i) any incident resulting in significant damage to municipal or private property;
 - (j) any bomb threat, fire, threatened or attempted firesetting, threatened or attempted use of an explosive device or hoax device, or possession of a "novelty lighter" as defined by G.L. c. 148 § 60. NOTE: The school shall also report "unauthorized ignition of any fires" to the local fire department under G.L. c. 148 § 2A;

- (k) any creation or possession of a document, whether computer or manually generated, handwritten or electronic (e.g., *text or email*), that identifies any individual targeted for violence or death;
 - (l) any threat, direct or indirect, past or future, against a student, school personnel or other school employee;
 - (m) any incident of "hazing" as defined by G.L. c. 269 § 17, involving any conduct or ritual or method of initiation into any school organization that endangers the physical or mental health of any student;
 - (n) any sexual assault, including but not limited to rape, assault with intent to rape, indecent assault and battery, as well as any lewd and lascivious behavior, open and gross lewdness, indecent exposure, or incident of gender-based harassment, "sexting", "sextortion"¹ or possession or dissemination of sexually explicit photographs of a student;
 - (o) any incident of "bullying" or "cyber-bullying" as defined by G.L. c. 71 § 37O where the school believes that the incident may have involved criminal conduct or involves any other reportable acts outlined in (a) through (n).
- (2) Mandatory Reportable Incidents will be immediately reported to the WESTWOOD POLICE DEPARTMENT if such incident:
 - (a) occurred on school property or within 1,000 foot radius of school property;
 - (b) occurred at a school-sponsored function;
 - (c) occurred in a school owned or contracted bus or other vehicle or at school bus stop; or
 - (d) involved a student of the WESTWOOD PUBLIC SCHOOLS.
 - (3) The Designated Liaisons from the School may report any other incident or information that may affect the safety or well being of students, faculty, or administrative personnel at the School.

A. POLICE DEPARTMENT REPORTS TO THE SCHOOL

The appropriate Police Department Designated Liaison will inform the appropriate School Designated Liaison, subject to applicable statutes and regulations governing confidentiality, of:

- (1) any arrest of a student or the filing of a criminal or delinquency complaint application against any student of WESTWOOD PUBLIC SCHOOLS;

¹ "Sexting" refers to the sending of a photograph or other visual image, depicting a person in a partial or total state of nudity, via text message, from one electronic device to another, usually cell telephones. "Sextortion" refers to a form of extortion (attempted or completed) where a person is extorted with a nude or partially nude image of themselves they had shared through "sexting", usually of money, additional images or a promise of sexual acts.

- (2) any occurrence involving a student of the WESTWOOD PUBLIC SCHOOLS, if the
 - (a) activity poses a serious (present or future) threat to the safety of the student, other students, faculty, or administrative personnel;
 - (b) making of such report would facilitate supportive intervention by school personnel on behalf of the student; or
 - (c) activity involves actual or possible truancy.
 - (d) activity involves possession, use, or distribution of alcohol.

V. PROCEDURE GUIDELINES

A. INTRODUCTION

A goal of educators is to provide a safe and nurturing climate in which learning can take place. It is also a goal of local law enforcement to promote a safe environment in the public school community.

As past events have shown, any school is at risk for incidents of violence, threatened violence or attempted violence, as well as the use, abuse and distribution of alcohol and other controlled substances, all of which diminish the ability of the school community to focus upon the business of learning. In order to promote a safe and nurturing environment in our schools and in our community, it is in our common interest to share information. It is through the collaborative efforts of the WESTWOOD PUBLIC SCHOOLS and the WESTWOOD POLICE DEPARTMENT that this can occur.

In order to maintain a safe and nurturing environment in its schools, the WESTWOOD PUBLIC SCHOOLS reserves the right to conduct a reasonable search all school property for weapons, alcohol, other contraband or controlled substances in accordance with state and federal law and the student handbook.

B. REPORTING PROCEDURES FOR EMERGENCY SITUATIONS

Definition: An emergency situation is any incident that poses a threat to human health or safety or which may result in serious property damage.

A teacher or other employee having knowledge of any emergency situation shall immediately notify or cause to be notified both the WESTWOOD POLICE DEPARTMENT (911) and the School Principal, Assistant Principal, or Dean of Students. This requirement is in addition to any procedures outlined in the student handbook.

Where an emergency exists and there is an immediate need to avert or defuse certain unusual conditions or disruptions in the school setting, the school will provide all necessary information to law enforcement personnel regarding the student at issue. (See § 99.31(a) (10) of the FERPA regulations.)

C. REPORTING PROCEDURES FOR NON-EMERGENCY SITUATIONS

A teacher or other school employee, having reasonable grounds to believe that a student has committed an act categorized as a Mandatory Reportable Incident, shall promptly (1) report

the incident and names of any involved persons to the appropriate Designated School liaison and (2) take reasonable steps to maintain any pertinent physical evidence in a secure place.

D. RESPONSIBILITY OF THE DESIGNATED SCHOOL LIAISON

Once a Designated School Liaison has been made aware of a Mandatory Reportable Incident, it is her/his responsibility to immediately:

- (1) notify the Police Department Designated School Liaison and, when appropriate, the parents or guardians of the involved students;
- (2) notify the Police Liaison of the existence of pertinent physical evidence and take reasonable steps to maintain it in a secure place; and
- (3) notify the Police Liaison of any related written reports about the incident.

VI. IMPLEMENTATION

A. TRAINING

The WESTWOOD PUBLIC SCHOOLS and the WESTWOOD POLICE DEPARTMENT agree to provide agency-wide training to their respective staffs to inform them of their roles and responsibilities under this agreement and to consult with the Norfolk District Attorney's Office as appropriate regarding this agency-wide training. On an on-going basis, the same training will be provided to new staff members.

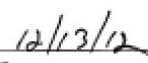
B. EFFECTIVE DATE AND DURATION OF THIS AGREEMENT

The provisions of this Memorandum of Understanding shall be effective as of December 13, 2012 and will remain in full force and effect until amended or rescinded by the parties.

FOR THE WESTWOOD PUBLIC SCHOOLS:

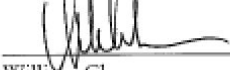


John J. Antonucci
Superintendent



Date

FOR THE WESTWOOD POLICE DEPARTMENT:



William Chase
Chief of Police



Date