

# Westwood High School Student Handbook 2021-2022



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

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Principal's Letter



**WESTWOOD PUBLIC SCHOOLS**  
*Honoring Tradition, Inspiring Excellence, Shaping the  
Future*

**WESTWOOD HIGH SCHOOL**

AMY DAVENPORT  
*Principal*

TOM MILLETT  
*Assistant Principal*

AISHLEEN FLANAGAN  
*Interim Dean of Students*

Dear Students,

Welcome to the 2021-2022 school year! I am particularly excited to return to our building and to welcome the class of 2024 and our new students to the Westwood High School community. I look forward to the leadership our returning students will provide with the transition into a new year with so many changes.

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. Our school has a long-standing commitment to excellence. Our 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 one another to challenge ourselves, work hard, and try new things. I look forward to discovering how each of you will contribute to the academic, co-curricular, and social life of the school.

While we work on our personal goals, we share a responsibility to provide a supportive, safe climate for all members of our community. You each bring to this community different passions, experiences, and needs. It takes a commitment from all of us to create a place that allows each member of our community to explore their various interests and to use their unique talents.

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. Familiarize yourself with the contents of the handbook, share it with your parents and guardians, and refer to it throughout the year.

Please feel free to speak with me, Mr. Millett, 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,

A handwritten signature in black ink that reads "Amy L. Davenport". The signature is written in a cursive style.

Amy L. Davenport

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*\*\*\*The policies and procedures contained in this Handbook are in effect for 2021-2022 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.*

**2021-2022 Bell Schedule**

**BELL SCHEDULE**

Updated: 8/19/21

| Regular Release | Early Release  | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|-----------------|----------------|-------|-------|-------|-------|-------|-------|-------|
| 7:25            | 7:25           | A     | F     | D     | B     | G     | E     | C     |
| 8:25            | 8:10           |       |       |       |       |       |       |       |
| 8:30            | 8:15           | B     | G     | E     | C     | A     | F     | D     |
| 9:35            | 9:05           |       |       |       |       |       |       |       |
| 9:40            | 9:10           | S     | S     | S     | S     | S     | S     | S     |
| 10:20           | 9:40           |       |       |       |       |       |       |       |
| 10:25           | 9:45           | C     | A     | F     | D     | B     | G     | E     |
| 11:25           | 10:30          |       |       |       |       |       |       |       |
| 11:30           | 10:35          | D     | B     | G     | E     | C     | A     | F     |
| LUNCH<br>1:00   | 11:20          |       |       |       |       |       |       |       |
| 1:05            | 11:25          | E     | C     | A     | F     | D     | B     | G     |
| 2:05            | LUNCH<br>12:45 |       |       |       |       |       |       |       |
| Drop Block 1    |                | F     | D     | B     | G     | E     | C     | A     |
| Drop Block 2    |                | G     | E     | C     | A     | F     | D     | B     |

| REGULAR SCHEDULE            |   |                             |
|-----------------------------|---|-----------------------------|
| <u>1<sup>st</sup> Lunch</u> | <u>2<sup>nd</sup> Lunch (split class)</u> | <u>3<sup>rd</sup> Lunch</u> |
| Lunch: 11:30-12:00          | Class: 11:30-12:00                        | Class: 11:30-12:30          |
| Class: 12:00-1:00           | Lunch: 12:00-12:30                        | Lunch: 12:30-1:00           |
|                             | Class: 12:30-1:00                         |                             |

| EARLY RELEASE WEDNESDAYS LUNCH |   |                             |
|--------------------------------|---|-----------------------------|
| <u>1<sup>st</sup> Lunch</u>    | <u>2<sup>nd</sup> Lunch (split class)</u> | <u>3<sup>rd</sup> Lunch</u> |
| Lunch: 11:25-11:55             | Class: 11:25-11:50                        | Class: 11:25-12:15          |
| Class: 11:55-12:45             | Lunch: 11:50-12:20                        | Lunch: 12:15-12:45          |
|                                | Class: 12:20-12:45                        |                             |

## **Reports to Families 2021 - 2022**

**(Updated: 7/22/21)**

### **TERM 1 (43 days): Last day of term: November 5th**

Progress Reports: Grades due: Friday, October 8th at 11:00 a.m.  
Available to students: Friday, October 8th at 3:00 p.m.

Report Cards: Grades due: Friday, November 12th at 11:00 a.m.  
Available to students: Friday, November 12th at 3:00 p.m.

### **TERM 2 (44 days): Last day of term: January 21st**

Progress Reports: Grades due: Friday, December 10th at 11:00 a.m.  
Available to students: Friday, December 10th at 3:00 p.m.

Report Cards: Grades due: Friday, January 28th at 11:00 a.m.  
Available to students: Friday, January 28th at 3:00 p.m.

### **TERM 3 (45 days): Last day of term: April 1st**

Progress Reports: Grades due: Friday, March 4th at 11:00 am  
Available to students: Friday, March 4th at 3:00 pm

Report Cards: Grades due: Friday, April 8th at 11:00 a.m.  
Available to students: Friday, April 8th at 3:00 p.m.

### **TERM 4 (43 days): Last day of term: June 10th**

Progress Reports: Grades due: Friday, May 13th at 11:00 a.m.  
Available to students: Friday, May 13th at 3:00 p.m.

Report Cards: Grades due: Monday, June 20th at 11:00 a.m.  
Available to students: Monday, June 20th at 3:00 p.m.

### **J-TERM (5 days): June 13th - 17th**

#### **Important Dates for Seniors**

Last day of senior classes: May 27th  
Senior Grades due: Wednesday, June 1, at 11:00 a.m.  
Available to students: Wednesday, June 1, at 3:00 p.m.  
Class Night: June 2nd, 9:00 p.m.  
Graduation: June 3rd, 4:30 p.m.

**High School Personnel (Updated: 8/20/21)**

|   |  |
|---|--|
| <p><b><u>Administration</u></b><br/>                 Davenport, Amy <i>Principal</i><br/>                 Millett, Tom <i>Assistant Principal</i><br/>                 Flanagan, Aishleen <i>Interim Dean of Students</i></p> <p><b><u>Administrative Staff</u></b><br/>                 Curtis, Sue <i>Admin. Asst. for Guidance</i><br/>                 Drury, Carolyn <i>Admin. Asst. for Special Ed.</i><br/>                 Kinsman, Jacqueline <i>Admin. Asst. to Principal</i><br/>                 Feldman, Sabrina <i>Admin. Asst. for Guidance</i><br/>                 Patrizi, Kim <i>Admin. Asst. for Ass't Principal and Dean</i><br/>                 Singleton, Denise <i>Admin. Asst. for Main Office</i></p> <p><b><u>Building Support Staff</u></b><br/>                 Hanlon, Linda <i>Student Support Liaison</i><br/>                 McGillvray, John <i>Building Substitute</i><br/>                 Narag, Anthony <i>Academic Support Class Liaison</i></p> <p><b><u>METCO</u></b><br/>                 Franck, Lateefah <i>Director</i><br/>                 Bagwell, Cira <i>Academic Liaison</i></p> | <p><b><u>Technology</u></b><br/>                 Ouellette, Steven <i>Director</i><br/>                 Kearns, Joe <i>Technology</i><br/>                 Hebb, Andrew <i>Technology</i><br/>                 Misuta, Mary Alice <i>Instr. Technology Coach</i><br/>                 Schwanbeck, Gregory <i>Instr. Technology Coach</i><br/>                 Wilson, Angela <i>Instr. Technology Coach</i></p> <p><b><u>Health Office</u></b><br/>                 Cucchi, Laura <i>Nurse</i><br/>                 Shu, Dawnmarie <i>Nurse</i></p> <p><b><u>FLEX</u></b><br/>                 Houston, Paul<br/>                 Kimbar, Whitney <i>Psychologist</i><br/>                 Mehigan, Seamus</p> <p><b><u>Athletics</u></b><br/>                 Gillis, Matthew <i>Athletics Director</i><br/>                 Laughna, Martha <i>Admin. Asst. for Athletics</i><br/>                 Lilla, Paul <i>Athletic Trainer</i></p> |
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|   |  |  |  |
|---|--|--|--|
| <p><b><u>Art</u></b><br/>                 Pasquan, Maggie <i>Chair</i><br/>                 Houston, Liza<br/>                 Jellinghaus, Kate<br/>                 Johnson, Zoe<br/>                 Meegan, Bryan</p> <p><b><u>English</u></b><br/>                 Holmes, Kate, <i>Chair</i><br/>                 Baum, Julia<br/>                 Bresnick, Helena<br/>                 Briggs, Leslie<br/>                 Gulla-Devaney, Rebecca<br/>                 Han, Carol<br/>                 Howard, Jim<br/>                 Lucas, Paige<br/>                 Moriarty, Keiran<br/>                 Proctor, Dana<br/>                 Stewart, Hunter<br/>                 Werth, Sarah<br/>                 Whelan, Caitlin<br/>                 Wilson, Angela<br/>                 Wright, Fritha</p> <p><b><u>World Languages</u></b><br/>                 Lee, Kathy, <i>Chair</i><br/>                 Altenbach, Julia<br/>                 Aykanian, Nancy<br/>                 Binus, Joshua<br/>                 DeLeon, Andrea<br/>                 Flanagan, Eileen<br/>                 Hebner, Aurora<br/>                 Sklarwitz, Anne-Marie<br/>                 Zarrow, Edward</p> | <p><b><u>Guidance</u></b><br/>                 Higgins, Caroline, <i>Chair</i><br/>                 Erilus, Max<br/>                 Fredrickson, David<br/>                 McKearin, Mallory<br/>                 Parker, Ember<br/>                 St. Jean, Julia</p> <p><b><u>Social Studies</u></b><br/>                 Hilton, Chris, <i>Chair</i><br/>                 Cono, Alex<br/>                 Donahue, Alison<br/>                 LaVigne, Martin<br/>                 McEachern, Brian<br/>                 Patton, Sally<br/>                 Rocha, Corey<br/>                 Sherr, Jonas<br/>                 Shuman, Brian<br/>                 Steltzer, Emily<br/>                 Taylor, Emily<br/>                 Ward, Isobel</p> <p><b><u>Mathematics</u></b><br/>                 Ferguson, Tanya, <i>Chair</i><br/>                 Clifford, Katherine<br/>                 Fernandez, Tyler<br/>                 Flynn, Rob<br/>                 Griffin, Katherine<br/>                 Keene, Nathan<br/>                 Kinugawa, Miki<br/>                 Mao, Michael<br/>                 McGarey, Tom<br/>                 McGrath, Ashley<br/>                 Mehigan, Brianne<br/>                 Monahan, Eavan</p> | <p><b><u>Science</u></b><br/>                 Miller, Andrew <i>Chair</i><br/>                 Bean, Douglas<br/>                 Daly, Sophia<br/>                 Holzman, Anne<br/>                 King, Erin<br/>                 Looney, Jim<br/>                 MacEachern, Suzanne<br/>                 Madera, Raul<br/>                 Miller, Emily<br/>                 Parrish, Mark<br/>                 Rycroft, Nate<br/>                 Schwanbeck, Gregory<br/>                 Taylor, Chris<br/>                 Warner, Erin</p> <p><b><u>Special Education</u></b><br/>                 Fabiano, Robin, <i>Chair</i><br/>                 Anyomitse, Cecilia, <i>Nurse</i><br/>                 Ball, Jessica, <i>ABA Tutor</i><br/>                 Barclay, Kate, <i>Psychologist</i><br/>                 Bengel, Joanna, <i>Social Worker</i><br/>                 Bergiel, Lauren<br/>                 Bertrand, Esther, <i>OT</i><br/>                 Bianculli, Kristin, <i>ABA Tutor</i><br/>                 Cabeceiras, Meghan, <i>ABA Tutor</i><br/>                 DiBasie, Kayla, <i>Psychologist</i><br/>                 Durant, Christina, <i>ESL</i><br/>                 Estremera, Rachel<br/>                 Goldstein, Cheri<br/>                 Jones, Miracle, <i>ABA Tutor</i><br/>                 Smith, Breanna<br/>                 Spriggs, Deseree, <i>ABA Tutor</i><br/>                 Peters, Elizabeth<br/>                 Rau, Evan<br/>                 Scully, Matthew</p> | <p>Tobin, Sarah, <i>ABA Tutor</i><br/>                 Williamson, Nancy, <i>Speech Pathologist</i></p> <p><b><u>Instructional Assistants</u></b><br/>                 Baird, Tom<br/>                 Denman, Jeff<br/>                 Erickson, Maureen<br/>                 Fletcher, Christopher<br/>                 Keaney, Jenna<br/>                 Kimball, Faith<br/>                 Kral, Robyn<br/>                 Kurkjian, Adam<br/>                 Lurore, Stephanie<br/>                 Pease, Harley<br/>                 Perry, James<br/>                 Shapiro, Sarah<br/>                 Willett, John</p> <p><b><u>Performing Arts</u></b><br/>                 Cote, Heather, <i>Chair</i><br/>                 Fritz, Theresa<br/>                 Goldman, Robert<br/>                 Howard, Jim</p> <p><b><u>Wellness</u></b><br/>                 Chant, Tim, <i>Chair</i><br/>                 Costello, Nathan<br/>                 McCord, Michelle</p> <p><b><u>Library/Technology</u></b><br/>                 Fisher, Theresa, <i>Librarian</i><br/>                 Harris, Drew, <i>Library Aide</i></p> |
|---|--|--|--|

## **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 Main Office. 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 virtually during school hours and accessible to all members of the High School Community.
4. Candidates or their authorized representatives may be present virtually for the tabulation of the votes. All ballots shall be 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/she/they 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 obtain “intent to file” forms through 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/their 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](mailto: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/guardians, 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**

#### ***Announcements***

Announcements will be presented weekly at the beginning of the second block, and time-sensitive information will be emailed daily in the morning to all members of the WHS community. A student may submit an announcement by emailing [WHSannouncements@westwood.k12.ma.us](mailto:WHSannouncements@westwood.k12.ma.us). A copy of the announcements will also be posted on the [high school web page](#) under Announcements.

#### ***Communication with Families***

The link to the WHS web site from the Westwood Public Schools home page ([www.westwood.k12.ma.us](http://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 addresses (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.

**Aspen Portal:** Report cards are available for students to view through Aspen 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.

#### ***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, students and staff may be directed to follow a "lock down" protocol in which all persons remain in secured areas until given further instruction.

#### ***Lost Items***

Any student who fails to return district-provided materials (i.e. chromebooks, books, uniforms) will not receive his/her/their diploma until the item is returned, the district has been reimbursed for lost items, 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.

#### ***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.

### ***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 families. 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***

The guidance office will make sure to communicate to seniors the dates and times that specific schools will be holding in-person and virtual visits. The majority of college admissions representative visits will be scheduled during

S-block or after school. To attend a meeting during S-block, register for the meeting via your MyFlexLearning account. To attend a meeting with a college admissions representative during the regular school day outside of S-block, 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 in person should email their counselor. The counselor will then send an email confirmation of this appointment. Appointments should be made during the student's R&R, study, S-block, free block, or lunch block, and should not infringe upon class time. Students are also encouraged to email their counselor to set up virtual appointments during remote days.

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

- Caroline Higgins, *Chair* (781) 326-7500 (ext. 3134)
- Max Erius, *Counselor* (781) 326-7500 (ext. 3135)
- David Fredrickson, *Counselor* (781) 326-7500 (ext. 3120)
- Mallory McKearin, *Counselor* (781) 326-7500 (3123)
- Ember Parker, *Counselor* (781) 326-7500 (ext. 3138)
- Julia St. Jean, *Counselor* (781) 326-7500 (ext. 3312)
- Sue Curtis, *Admin. Asst.* (781) 326-7500 (ext. 3319)
- Sabrina Feldman, *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 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 Beth Israel Deaconess Hospital

Needham. 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/her/their 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, COVID-19, 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](http://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 an 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, 2022, the student will not be allowed to attend school until written confirmation of a health care provider's physical is presented. Parents/guardians 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)  
Height, weight, BMI - 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 stations are available for guided school work. Tables are intended for small groups of students pursuing quiet, guided, 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).
3. Texting and other silent use of electronic devices are permitted in the library.
4. 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.

5. Students who use the computers will be expected to use the resource appropriately as stated in the Acceptable Use Policy.
6. Students must be seated four to a table or one to a computer.
7. 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 and the Writing Lab are available periodically throughout the school day for students seeking extra help in math and writing.

### **Support Block**

Support Block ["S-block" is designed to provide all WHS students with time within the school schedule to work on academic and/or social emotional growth. S-block will not completely eliminate the need for before, during, or after school help with a teacher.

S-block meets daily for 30-40 minutes. Students grades 9-11 are assigned an S-block Anchor classroom to report to directly at the start of S-block. Students may remain in the Anchor to complete independent work, or students may select a different S-block offering for the entirety of that block. Students in grade 12 may access open campus privileges during S-block, or may select an S-block offering for the entirety of the block. S-block offerings include teacher or departmental extra help, collaborative workspace, departmental enrichment, open gym, science labs, Guidance seminars, college representative visits, social-emotional support, skill-based seminars, and silent study.

Students engagement during X-block includes:

- Clarifying assignments given by a teacher
- Reviewing concepts that have been presented in class
- Discussing and reviewing assigned reading material.
- Practicing fundamental academic and social-emotional skills
- Working individually on major projects or class assignments
- Collaborating with classmates on group or whole-class projects
- Receiving assistance with incomplete class assignments
- Completing tests, quizzes or other assessments
- Conferring with a teacher/counselor to advance studies
- Extended studio work in the visual arts
- Extended lab work in the computer sciences
- Musical practice or rehearsal
- Meeting with a counselor or school social worker

All school rules apply during S-block, including CLEAR technology guidelines and attendance and discipline policies. Students will come prepared to S-block by bringing all the materials needed for support such as:

- Something to write with
- The materials for the course in which help is needed
- Class notes
- A calculator
- Your device

## **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 Portal. Students and parents will be alerted by email 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 5 days of the 7-day cycle typically receives 5.00 credits toward graduation. Please refer to the [Program of Studies](#) for more detailed information about courses and 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 **A, B, C, or D** will receive full credit for the course.
  2. A grade of **F** denotes failure and awards no credit. In order to make up the unearned 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 passing grade 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 D or higher in the same course to receive full credit for the course.
3. 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 upper-classman standing may not be advanced to the next grade.

*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**

Many courses at WHS will administer summative assessments at the end of each quarter and/or semester. Term, midyear, and final assessments may be given in all courses, but there is no formal midyear or final exams period. Exams are prepared by members of each department and administered during the regular academic calendar. Students should make every effort to be present at an exam. Knowing that extenuating circumstances can develop for students and families, the following protocol will be observed:

1. Major assessments missed because of family emergencies verified by a parent/guardian, or because of an illness verified by a doctor and/or the COVID Monitoring and Response Team (when applicable), can be made up by individual arrangements with the teacher and the department chair.
2. Commitments to school-endorsed programs, (i.e. Boys' State, Girls' State), will be honored. Individual arrangements to make-up the assessment will be made with the student's teacher(s).
3. Make-up assessments will be scheduled at the convenience of the teacher. 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.

If a student has been assigned three or more major assessments in one day, that student may self-advocate and make a plan with his/her/their teachers to reschedule the most recently announced assessment. A major assessment is one that takes 50 minutes or more to complete.

Students in this position should:

1. Identify the assessment that needs to be rescheduled.
2. Communicate in person with the classroom teacher about rescheduling the assessment.
3. Determine a rescheduled time as soon as possible after the original date of the exam.

### **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/guardians 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  | 66-63 |
| B- | 80-82 | D- | 62-60 |
| 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/her/their 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.***

| <b>Grade</b> | <b>Level One</b> | <b>Level Two</b> | <b>Level Three</b> |
|--------------|------------------|------------------|--------------------|
| 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.

Term grades for Terms 1, 2, 3, and 4 each comprise 25% of the student's final grade; end-of-term, end-of-semester, and end-of-year assessments are factored into term grades.

### **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/her/their 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 11<sup>th</sup> grade: 52.5 credits

To advance to the 12<sup>th</sup> 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.

### **Requests for Course Credit for Online Courses through Outside Providers**

Requests for online coursework from providers other than WHS 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.

### **Grading and Credit Approval**

All online coursework taken for credit from a provider other than WHS 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.

### **Outside Coursework Deadlines**

Westwood High School cooperates with several online providers to make online learning opportunities outside of WHS 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(s) in the graduating class with the highest cumulative weighted GPA (based on coursework completed at WHS) will be selected as 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 cumulative grade point average of 3.7 or higher. 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/guardians 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, Spanish, and Chinese 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/they 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 speak with 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 present in school for any part of the day (i.e. arrives/joins 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***

The first two weeks of school (September 1 - September 17th) are designated as the **Add/Drop period** for schedule changes. During this time, students should confer with their current teacher and guidance counselor to initiate any schedule or level change. At the conclusion of the Add/Drop period, we will be unable to accommodate any change requests until the conclusion of Term 1 (from Monday, September 20th, through Friday, November 5th). This process will repeat at the start of the second semester for semester-based courses only. Schedule change and level change requests after Friday, November 5th will be processed on an individual, case-by-case basis, in consultation with the relevant department chair, guidance counselor, student, family, and building administrator when appropriate.

In some rare instances, we may not be able to grant schedule change requests, and will need to develop alternative plans to support students in this position. We are confident we will be able to support students’ varied interests and needs, and create and maintain schedules that both challenge and support our students.

### ***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 2 weeks or more prior to the end of the first term of the 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. All textbooks must be 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/her/their 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 families 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/guardian should call the attendance line at (781) 326-7500 x1512 or submit the student's absence electronically to [hsattendance@westwood.k12.ma.us](mailto:hsattendance@westwood.k12.ma.us) by 9:30 AM.

### **Attendance Records and Reports to Families**

Official school attendance records will be kept by the main office. Daily attendance is taken at the start of the second period each day. Class attendance records are maintained by each classroom teacher.

The school will endeavor to keep parents/guardians informed of any potential problems regarding a student's school attendance. Parents/guardians will receive an electronic notification 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 students and families, and disciplinary action when warranted. Parents/guardians are also encouraged to communicate with the school if they have any concerns about their child's attendance.

### **Tardiness to School**

School begins at 7:25 AM. Any student arriving after that time, without open campus privileges, is considered tardy to school. If a student arrives after 7:25 AM, he/she/they must report to a main office staff member to sign into school. Students who arrive tardy to school without parent approval will be assigned an office detention.

To excuse their student's tardiness, a parent/guardian must submit a written or electronic tardy note to the attendance secretary via the [hsattendance@westwood.k12.ma.us](mailto:hsattendance@westwood.k12.ma.us) account prior to 9:30 AM.

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 7:25 AM. However, if there are extenuating circumstances affecting the student's inability to arrive at school by 7:25 AM, then the student's parents/guardians must contact the Assistant Principal or Dean of Students' office to address the tardiness issues.

Finally, a student will lose privileges immediately for exceeding 10 tardies in one term (with and without notes).

## **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 electronic parental note 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 5 times in the 7-day cycle (e.g. most classes): 10 absences per semester
- Classes that meet 6-7 times in the 7-day cycle (e.g. many science classes): 12 absences per semester
- Classes that meet 3-4 times in the 7-day cycle (e.g. Public Speaking): 6 absences per semester

A student is considered absent from class if he/she/they miss more than 15 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 an administrator, counselor, or nurse pass
- A pre-approved college visit with required electronic 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/guardians 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 or R&R will not be eligible for open campus 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 Homecoming, attendance at the prom, and participation in clubs and student activities. If the student improves his/her/their attendance the following quarter, and does not exceed 5 absences in any class or R&R during that quarter, 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 via swipe ID card 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/guardian 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 parent/guardian must submit a written or electronic dismissal to the attendance secretary via the [hsattendance@westwood.k12.ma.us](mailto:hsattendance@westwood.k12.ma.us) account prior to 9:30 AM. Students must sign-out prior to exiting 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/guardian.

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. mandated quarantine, catastrophic illness, a documented chronic medical condition, etc.), he/she/they may submit a written appeal to the Attendance Review Board (ARB), no later than Tuesday, January 25th for Semester 1 violations and no later than Tuesday, June 14th for Semester 2 violations. 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/her/their parents/guardians 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/her/their parents/guardians.

The attendance policy described above holds students, parents/guardians, 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/her/their attendance, but has nonetheless exceeded the allowable number of absences due to circumstances beyond his/her/their 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 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/their 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, in-person and virtually, 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 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 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, including remaining in their assigned seat when applicable, 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/guardians 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.
6. Alcohol, CBD, and other illegal beverages are strictly forbidden.
7. Inappropriate consumption of food or beverages may result in confiscation by any faculty member. Subsequent offenses may result in further disciplinary action.

### **Corridor Usage**

From 7:25 AM to 2:05 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 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 relationships. 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, Parking, and Idling**

Parking on school grounds 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 seniors' last day of classes, restrictions to student parking are lifted.

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.

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, at school sponsored events, or while learning remotely.

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

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 (2:05 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.

Members of the Westwood High School community must adhere to the [WPS Technology Contract for Families and Students](#).

### **Face Coverings**

Students must adhere to all School Committee policies regarding face coverings. Violations of existing policies are grounds for discipline.

All exemptions to this policy, such as for students with medical, behavioral, or other challenges who are unable to wear masks, must be approved by the Student Services Department.

A student's mask is to be provided by the student's family. In the event that a student arrives at the school building, or attempts to board school transportation, without a mask, the district will provide a temporary, disposable mask to the individual and, if a student, will consult with the parent/guardian to ensure that the student has an appropriate mask going forward.

If a student is in violation of this policy, the building principal or designee will consult with the parent/guardian to determine whether an exemption is appropriate. If an exemption is not available, the student may be removed from the school building for in-person learning until such time as the student can comply with the requirement or the requirement is lifted. A student who refuses to wear a face mask and does not fall within one of the policy exemptions will be subject to Student Handbook Grounds for Discipline; specifically, endangering the safety and well-being of others.

### **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

Students will be assigned lockers upon request. Students must use their assigned lockers when applicable and are responsible for their condition. Students 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, they will be held responsible for restitution. Problems with lockers or requests for repairs should be reported immediately to the Assistant Principal's Administrative Assistant. Tampering with the locker mechanism to keep the door from locking may cause damage to the door and result in loss of locker privileges.

## 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 Privileges.***

## 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 the 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.

## Privileges and Reading and Research Blocks (R&Rs)

All freshmen students shall be assigned to supervised R&R blocks in the Cafeteria/Auditorium 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 **Privileges**. Any student who has received less than a D- 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. Privileges are attained when a student:

1. Is passing all courses with a "D-" 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).

Students with privileges are not required to report to a supervised R&R. Students have access to indoor or outdoor common areas, such as the athletic fields, courtyards, Library, Cafeteria, Gymnasium, Writing Lab, Math Seminar, or Guidance Office, during unassigned blocks. Upperclass students with privileges may access open campus privileges during unscheduled blocks.

The administration shall designate those students who qualify for privileges 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.

### **Open Campus Privileges**

Open campus privileges for eligible upperclass students include the ability to enter school after the initial start of the school day (before the second block) and/or leave school prior to the end of the school day (after the third block) if they are unassigned during the first block (or first two consecutive blocks) and/or the last block (or last two consecutive blocks) on a given day. Additionally, students may leave campus during an unscheduled block for the second, third, and fourth block and return to school for their next scheduled block during the school day. Seniors are also eligible for open campus privileges during S-block.

In order to invoke these privileges, students must:

1. At the beginning the school year, parents/guardians must opt their student into open campus privileges, indicating that, when the student has an unassigned block, they have permission to:
  - a. enter school late,
  - b. leave school early, and
  - c. leave and return to school during an unassigned period.
2. Students are not required to sign in or out of the main office when accessing open campus privileges.

3. Students are expected to arrive to school with ample time to check in and report to their next scheduled class. Students who are eligible to arrive late to school but are tardy for their class, for whatever reason, will be recorded as tardy in that class.
4. Once a student arrives on campus, he/she/they are required to report immediately to their next scheduled class and remain on school grounds unless otherwise excused from school.
5. Students are accountable for any announcements, emails, letters or general business that they may miss while utilizing this privilege.
6. If a parent/guardian declines open campus privileges for their student, the student will be assigned to an assigned seat in a supervised R&R block.
7. Failure to follow these procedures may result in revocation of privileges and assignment to an R&R.

## **Sexual Harassment**

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

## **Social Media**

All Westwood High School clubs, teams and organizations affiliated with the school are permitted to enjoy the responsible use of social media platforms (i.e. *Instagram*, *Twitter*) to publicly promote and inform others about their respective organizations. Accounts that publicly identify themselves as the "official page" of any Westwood High School-sanctioned club, team or organization must be maintained and monitored solely by the group's assigned administrators, such as presidents, captains or designees. These administrators are held responsible for the account and all content posted. Passwords must be kept private to protect the account and its material.

Posted content will follow all school policies as set forth in the student handbook. Specifically, the handbook prohibits "Conduct or language which is obscene, abusive, threatening, offensive, disrespectful, or harassing." Any student who fails to abide by these rules will be subject to disciplinary action at the discretion of school administration.

## **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>.

## **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 of, or use of, any recreational tobacco or nicotine product is forbidden at all times on the Westwood High School campus, or while attending or participating in school-related activities held off-campus. Though not exclusively tobacco products, electronic cigarettes, portable vaporizers, and other similar devices can 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.

## **Visitors**

Visitors will be limited to business that requires live interaction with staff and/or students. All visitors must adhere to all School Committee policies regarding face coverings. Virtual meetings and remote participation will be offered when possible.

All visitors, including parents/guardians, must sign-in at the office and pick up a visitor's badge to wear for the duration of their stay. Students may not bring visitors to school without permission from the principal. Visitors are allowed only if they are able to contribute to (and not distract from) the education experience for all students.

To drop-off items for a student during school hours, please use the Student Pick-up Table located in the Main Lobby of the high school.

## **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 or will be required to meet with an administrator virtually 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/their referral, his/her/their 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 (including violation of [WPS mask policy](#))
- Fighting/Roughhousing
- Forgery or fraud
- Harassment - verbal abuse, intimidation by threat or innuendo
- Hazing/Initiation
- Involvement with firecrackers, 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 10:00 AM 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/she/they are 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.

### **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/their 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/their 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](http://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/they 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/she/they 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/they are under 19 years old, as of September 1st of the school year.
2. He/she/they are 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/they have not been ejected from a contest by an official more than once during the current season.
4. He/she/they have 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/her/their players.
5. He/she/they have met all school obligations.

### **Sports Offered**

#### **Fall Sports**

Football

#### **Winter Sports**

Girls Basketball

#### **Spring Sports**

Baseball

|                        |                      |                   |
|------------------------|----------------------|-------------------|
| Boys Cross<br>Country  | Boys Basketball      | Softball          |
| Girls Cross<br>Country | Boys Ice Hockey      | Boys Track        |
| Field Hockey           | Girls Ice Hockey     | Girls Track       |
| Golf (co-ed)           | Swimming<br>(co-ed)  | Girls Tennis      |
| Boys Soccer            | Ski Team (co-ed)     | Boys Tennis       |
| Girls Soccer           | Boys Indoor<br>Track | Boys<br>Lacrosse  |
| Girls Volleyball       | Girls Indoor Track   | Girls<br>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 the 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/their 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/their 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/their designee.
3. ***School Committee*** - A quorum of the Westwood School Committee.
4. ***Superintendent*** - The superintendent or his/her/their 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, including violation of [WPS mask policy](#)

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/they 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 (virtual or in-person) activities for 10 consecutive days or less.

Long term suspension means the removal of a student from the school premises and regular classroom (virtual or in-person) 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/their 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 a 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/they are 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 (in-person or virtually) 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/her/their 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/her/their 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/she/they 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/their 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/they receive 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/her/their 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/their 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/their 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/their 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/they and his/her/their 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/they are truant and who is under the influence of any controlled substance, including alcohol or other intoxicant, is in violation of this policy. The parents/guardians of such a student shall be immediately notified and he/she/they 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/guardians 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.

### **NON-DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION**

The Westwood School Committee and Westwood Public Schools are committed to maintaining an education and work environment for all school community members that is free from all forms of discrimination, including harassment and retaliation. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Westwood Public Schools, subject to school authority.

This policy does not limit any other policies or authority of the Westwood School Committee or the Westwood Public Schools. This includes not limiting the authority of Westwood Public Schools under its Student Handbook or any other authority to discipline or take corrective action for educational and workplace conduct which the Westwood Public Schools deems unacceptable. This policy also does not limit the authority of the Westwood Public Schools to take immediate interim disciplinary action as set forth in any applicable guidance, practice or policy.

Westwood Public Schools does not exclude from participation, deny the benefits of, or otherwise discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, homelessness, ancestry, ethnic background, national origin, pregnancy or pregnancy-related conditions, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Westwood Public Schools requires all members of the school community to conduct themselves in an appropriate and respectful manner, consistent with this policy, with respect to all other members of the school community.

As Westwood Public Schools is committed to providing an environment that is free from all forms of discrimination, including harassment and retaliation, it shall be a violation of this policy for any member of the school community to engage in any form of discrimination, including harassment and retaliation, or to violate any other civil rights of any member of the school community. Discrimination, including harassment and retaliation, in any form will not be tolerated.

Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, that relates to an individual's actual or perceived race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial

status, homelessness, ancestry, ethnic background, national origin, pregnancy or pregnancy-related conditions, or any other category protected by state or federal law, and that has the purpose or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the district's programs and activities or by unreasonably interfering with that individual's education or work environment or, if the conduct were to persist, would likely create a hostile education or work environment. Westwood Public Schools will take the appropriate action against any member of the school community who is found in violation of this policy.

It shall also be a violation of this policy for any school community member to subject any other member of the school community to any form of retaliation, including, but not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment, for reporting or filing a complaint of discrimination, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or for opposing any act or practice reasonably believed to be prohibited by this policy.

Any member of the school community who believes s(he) or another school community member has been the victim of any form of discrimination, including harassment and retaliation, should report the conduct or file a complaint. Students may make a report or complaint to any school faculty, staff, or administrator. Reports or complaints by any other member of the school community should be to the designated official specified in the applicable policy or grievance procedure or to the Assistant Superintendent of Schools. Westwood Public Schools will promptly respond to and investigate all reports or complaints, formal or informal, written, oral, or otherwise given notice, of any discrimination, including harassment and retaliation, or other violation of civil rights.

Westwood Public Schools will investigate all reports or complaints promptly and in an impartial and as confidential a manner as possible, to ensure prompt and appropriate action. Any member of the school community who is found, after investigation, to have engaged in any form of discrimination, including harassment and retaliation, against another member of the school community will be subject to appropriate disciplinary and corrective action. Additionally, appropriate remedial action will be taken as necessary.

The Assistant Superintendent of Schools is designated as the District ADA, Title VI, Title IX, and Sexual Harassment Coordinator, and Grievance Officer for the School Committee, administration, faculty, staff, volunteers in the schools, and for parties who are contracted to perform work for the Westwood Public Schools, and can be reached at:

Assistant Superintendent of Schools  
220 Nahatan Street  
Westwood, MA 02090  
(781) 326-7500

The Director of Student Services is designated as the District ADA, Title VI, Title IX, and Sexual Harassment and Civil Rights Coordinator for students in the Westwood Public Schools. In addition, the Director of Student Services is the District 504 Coordinator, and can be reached at:

Director of Student Services  
220 Nahatan Street  
Westwood, MA 02090  
(781) 326-7500

Inquiries concerning the Westwood Public Schools' policies and protocols, compliance with applicable laws, statutes, and regulations, and complaints may also be directed to the Assistant Superintendent of Schools. Inquiries about laws, statutes, regulations and compliance may also be directed to the Massachusetts Department of Elementary or Secondary Education or the Office for Civil Rights, U.S. Department of Education, 5 Post Office

Square, 8th Floor, Suite 900, Boston, MA 02109; (617) 289-0111; Email: OCR.Boston@ed.gov; Website: [www.ed.gov/ocr](http://www.ed.gov/ocr).

Further information about the procedures for response to Harrassment or Discrimination can be found in the [Westwood Public Schools Protocol for Reporting and Investigating Harassment, Discrimination and Retaliation](#).

### ***Bullying Policy***

The Westwood Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

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

"Perpetrator", a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At 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 school district; or,
- Through the use of technology or an electronic device owned, leased or used by the District;

Bullying and cyber-bullying are prohibited 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 District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

### **Prevention and Intervention Plan**

The Superintendent and/or his/her/their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws.

Each plan shall recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. The plan shall include the specific steps that each school district, charter school, non-public school, approved private day or residential school and collaborative school shall take to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment. A school district, charter school, non-public school, approved private day or residential school or collaborative school may establish separate discrimination or harassment policies that include additional categories of students. Nothing in this section shall alter the obligations of a school district, charter school, non-public school, approved private day or residential school or collaborative school to remediate any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

The bullying prevention and intervention plan shall be reviewed and updated at least biennially. [The current Westwood Public Schools Plan can be found here.](#)

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his/her/their school.

## **Reporting**

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

## **Investigation Procedures**

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she/they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her/their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

## **Retaliation**

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

### **Target Assistance**

The Westwood Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

### **Training and Assessment**

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

### **Publication and Notice**

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

### ***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***

In order to provide students with appropriate instruction and educational services, it is necessary for the school district to maintain information about them and their families. It is essential that pertinent information in these

records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and be protected as confidential information.

The Superintendent provides for the proper administration of student records consistent with federal and state law requirements. The Family Educational Rights and Privacy Act ("FERPA") and corresponding regulations is a federal law that provides two basic rights to parents in regards to student records (20 U.S.C. § 1232; 34 C.F.R. § 99):

1. The right to inspect and review their child's education records
2. The right to prevent unauthorized persons from seeing the same records

The Commonwealth also has promulgated state regulations governing student records (603 CMR 23.00) that are designed to ensure parents and students of confidentiality, inspection, amendment, and 18destruction of said records, and to direct the school district personnel regarding their responsibilities under state law.

Under federal law, FERPA, education records are defined as those records, files, documents, and other materials which contain information directly related to a student and are maintained by an educational agency or institution or by a person acting for such agency or institution.

Under state law and regulations 603 CMR [23.00](#), school records are defined as the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public school.

### ***Transcript and Temporary Records***

The following is a summary of the current Student Records Regulations. The purpose of these regulations is to ensure parental and student rights are protected regarding the confidentiality, inspection, amendment and destruction of student records. For students aged 14-17, or in ninth grade or above, these rights shall be exercised by the student and his/her/their parent, or by either acting alone. If a student is 18 or older, he/she/they alone shall exercise these rights, although a parent may continue to exercise them until expressly limited by a student who has filed the appropriate form. The student record shall consist of the transcript and the temporary record. The transcript shall contain records that constitute a minimum amount of data and shall be limited to the name, address and phone number of the student and of the parent or guardian, the student's birth date, course titles, grades, grade level completed and year completed. The temporary record shall consist of all information not in the transcript that is of importance to the educational process. The transcript shall be maintained by the School Department and may only be destroyed sixty years following a student's graduation, transfer or withdrawal from the school system. The temporary record shall be destroyed within seven years after the student transfers, graduates or withdraws from the school system.

### ***Access***

The eligible student and his/her/their parent, or either one as applicable, shall have access to the student record and may obtain copies of any information in the record. Authorized school personnel shall also have access to student records. In general, no information in a student record shall be disseminated without the specific, informed, written consent of the eligible student or the parent. Please note that federal student record regulations under FERPA also apply. A log shall be kept to record the dissemination of any information in the student record.

A parent has the right to see a copy of his/her/their student's academic record and can exercise this right by writing to the school Principal or guidance counselor.

### ***Amendment***

The eligible student and his/her/their parent, or either one, has the right to add information or other relevant material to the record. They also have the right to request the deletion or amendment of any information in the record. The school Principal or his/her/their designee is required to make a decision regarding such a request which may be appealed first to the Superintendent and then to the School Committee.

“Parent” shall mean a student’s father, mother, guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother or guardian. The term, as used in these regulations, shall include a divorced or separated parent, subject to any written agreement between parents or court order governing the rights of such a parent that is brought to the attention of the school principal (M.G.L. c. 71, § 34H). Unless notified by the custodial parent to the contrary, and subject to the specific regulation below, the noncustodial parent may have access to the same information as the custodial parent.

### ***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.

### ***Access Procedures for Non-Custodial Parents***

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

1. A non-custodial parent is eligible to obtain access to the student record unless:
  - a. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  - b. the parent has been denied visitation, or
  - c. the parent’s access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  - d. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
2. The school shall place in the student’s record documents indicating that a non-custodial parent’s access to the student’s record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
3. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school Principal.
4. Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
5. The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial

parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

6. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

### ***Release of Student Information***

The school may release for publication a student's name, class, photograph, participation in officially recognized activities and sports, honors and awards. Parents who do not wish to have such information released to the news media should indicate "No" in Aspen.

Pursuant to 603 CMR 23.07(g), the school may provide student record information (including the special education record) to a school to which a student seeks or intends to transfer without the consent of the eligible student or parent, so long as the parent receives annual notification of this law/regulation.

### ***Right to Request That Student Information Be Withheld From Armed Forces Recruiters***

The National Defense Authorization Act requires that school officials provide military recruiters with student information including names, addresses, and telephone numbers. Parents and students of majority age have a right to request that their information be withheld from military recruiters. To do so, notify in writing your request to your child's Principal.

### ***Complaints***

Parents and eligible students have a right to file a complaint concerning alleged failures of a school district to comply with the requirements of the student records laws and regulations with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148.

Complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

## **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**

The Westwood Public Schools has a Memorandum of Understanding in place with the Westwood Police Department. This document is available by contacting the Superintendent's Office at 781 326-7500 x1341.