

# CLINTON HIGH SCHOOL



## Student and Parent Handbook 2021 - 2022

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**CLINTON HIGH SCHOOL  
CLINTON, MASSACHUSETTS**

**PART I - INTRODUCTION**

**WELCOME TO CLINTON HIGH SCHOOL**

This Student Handbook has been prepared to aid you in obtaining the greatest benefit possible from your educational experience at Clinton High School. If you have any questions regarding any of the information contained in this Handbook, please feel free to call upon your teachers, members of the Guidance Department and the Principal or Assistant Principal for assistance.

**CHS 21<sup>st</sup> CENTURY LEARNING EXPECTATIONS**

**Mission Statement**

The mission of Clinton Public Schools is to provide students with rigorous, engaging, and academically challenging educational opportunities in a safe and secure environment. These opportunities aim to develop academic and social skills while recognizing individual differences and promoting the discovering and development of individual strengths, talents and interests. Through partnerships with the community, Clinton Public Schools aims to teach students how to learn and adapt to be competitive and successful in a global society.

**CHS Beliefs About Learning**

*(What we as a school hope to provide students throughout their education here.)*

1. All students are given equal opportunity to learn and succeed in a safe environment.
2. All students will productively and ethically utilize technology.
3. All students will develop collaborative skills while respecting the diversity of others.
4. All students will understand the value of community involvement.
5. All graduates will be “college/career ready”.

**Core Values**

**Academic Achievement:** Clinton Public Schools strives for all students to achieve at their highest level of academic performance while stimulating intellectual curiosity and developing the skills necessary to adapt and change to ensure college and career readiness.

**Safety and Wellness:** Clinton Public Schools aims to provide a safe and supportive learning environment which promotes social-emotional and physical wellness for all.

**Global Community:** Clinton Public Schools embraces diversity and aspires for all of our staff and students to be productive, active, and caring members of not only the local community, but the global society as well.

## **Performance**

### **21st Century Learning Expectations of Students Performance**

*Skill sets our school community models for students. CHS hopes that all graduates leave here proficient in each skill set. **Click on the underlined word to view Rubric.***

The expectations of the student are the **5 C's**:

1. CHS students, through a variety of verbal, written and non-verbal formats, across disciplines, will demonstrate effective **communication** skills.
2. CHS students, through research, analysis, synthesis, and evaluation, will demonstrate effective **critical thinking** skills.
3. CHS students, through shared responsibility within diverse groups, will demonstrate effective **collaborative** skills.
4. CHS students, through innovation and self-expression, will demonstrate **creativity**.
5. CHS students, through personal responsibility and participation in school and in the wider community will demonstrate effective **citizenship**.

## **Vision Statement**

Clinton Public Schools' vision is to be a high performing school system where students develop as lifelong learners who are healthy, able to work collaboratively, think critically to solve complex problems, overcome adversity, and effectively utilize technology. Our students will be prepared to connect with our local community as well as be responsible, knowledgeable, and productive members of our global society.

## **NON-DISCRIMINATION AND SEXUAL HARASSMENT**

### **Non-Discrimination**

It is the policy of the Clinton Public Schools not to discriminate on the basis of race, color, national origin, age, religion, sex, gender identity, and sexual orientation and/or disability in the admission to, access to, treatment in, or employment in its programs and activities.

All persons associated with the Clinton School System, including but not necessarily limited to, the school committee, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment.

Each school year a 504 Coordinator is appointed for the high school, and the District appoints a Title IX Compliance Officer. Section 504 of the Federal Rehabilitation Act of 1973 is a civil rights law that protects individuals with disabilities from discrimination. Title IX is a federal law prohibiting discrimination on the basis of sex in educational programs and activities of public schools.

References: School Committee Policies File: AC, File ACA and File ABA; Title IX; and Section 504.

## **HARASSMENT**

Harassment of students by other students, employees, vendors and other 3<sup>rd</sup> parties will not be tolerated in the Clinton Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including termination of employment, subject to contractual disciplinary obligations.

**Employee-to-Student Harassment** means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

**Student-to-Student Harassment** means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.



By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

**Sexual harassment** is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

### **NOTICE OF SEXUAL HARASSMENT**

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where

there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

### **DUE PROCESS PROTECTIONS**

Due process protections include the following:

- 1) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2) A prohibition of the single investigator model, instead requiring a decision –maker separate from the Title IX Coordinator or investigator;
- 3) The clear and convincing evidence or preponderance of the evidence, subject to limitations;
- 4) The opportunity to test the credibility of parties and witnesses through cross examination, subject to “rape shield” protections;
- 5) Written notice of allegations and an equal opportunity to review the evidence;
- 6) Title IX Coordinators , investigators, and decision-makers must be free from bias or conflict of interest;
- 7) Equal opportunity for parties to appeal, where schools offer appeals;
- 8) Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A district may establish an informal investigation process that may, upon the request of the complainant, be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in

such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

### **RECORD KEEPING REQUIREMENTS**

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Clinton Public School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

List the name and phone number of the District's Title IX Coordinator, Loretta Braverman  
978-365-4200 ext 12226

List the appropriate party by name and phone number to receive a complaint in each District School

Loretta Braverman 978-365-4200 ext 12226

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601  
Boston, MA 02108.  
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109.  
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission,  
John F. Kennedy Bldg.  
475 Government Center  
Boston, MA 02203.

LEGAL REF.: M.G.L. 151B:3A  
Title IX of the Education Amendments of 1972  
BESE 603 CMR 26:00  
34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

**Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.**

SOURCE: MASC July 2020

Reviewed & Adopted August 24, 2020

***PART II - GENERAL INFORMATION***

**PARENT/GUARDIAN EXPECTATIONS**

**Conferences**

In addition to the parent/guardian teacher night that is regularly scheduled, parents/guardians are invited to make appointments for conferences with counselors and/or the administration by telephoning the High School Guidance Office, main office, or via email. Parents are encouraged to keep updates on the iParent accounts.

**School Newsletter and Guidance News**

The daily school bulletin and Guidance Newsletter that contains important information regarding Clinton High School is available via email at the parent's request. Additional information is distributed on an as needed basis via OneCall. The Principal's message will be available via e-mail/OneCall.

**Change Of Address**

Students who move during the school year must report their new address and/or change of phone number to the Guidance Office, Administration and the school nurse.

**ATTENDANCE POLICY**

**Class Attendance**

Student attendance in class is essential for successful academic performance to take place. It is important that students be punctual and attend school except when absence is unavoidable due to illness or an emergency.

Parent/guardian must either visit or call the school attendance line at 978-365-4208 ext. 13400 before 9:00 AM. As an alternative to phoning in an absent or tardy child you can now report through email to [kachj@clinton.k12.ma.us](mailto:kachj@clinton.k12.ma.us). In your email please indicate:

- the student's name
- reason for tardiness or absence from school
- a contact phone number

***PLEASE REPORT ALL ABSENT OR TARDY  
STUDENTS BEFORE 9:00 AM***

*Student attendance in class is essential for successful academic performance to take place. It is important that students be punctual and attend school except when absence is unavoidable due to illness or an emergency.*

Habitual tardiness will necessitate a parent/guardian conference. The administration reserves the right to accept a reason for absence/tardy as excused or unexcused.

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1. Attendance is taken and recorded each period by the classroom teacher.
2. Students are expected to attend school every day. Absences for all or part of a school day may be excused only if they meet one of the following specific criteria:
  - a. Observance of religious holidays needs parent verification in the Main Office.
  - b. Educational trips & family vacations, which have been approved in advance by the administration. Students are responsible for all work missed during the days of absence. Assignments are due the day the student returns.
  - c. Health care: Absences for a portion of the school day for medical or dental appointments, which cannot be arranged after school hours. A statement from the doctor or dentist's office to verify the appointment is required provided assignments are previously given.
  - d. Illness (physician's verification may be required). Students who are absent for five (5) consecutive days because of an illness must submit a doctor's note immediately upon their return to school.
  - e. College/school visitations, college fairs, and college presentations (in house), which have been approved in advance by the administration. A maximum of **four (4)** absences combined are allowed to students during their **junior** and senior year. Proof of attendance is required upon return to school.
  - f. Court appearance: need court verification filed with the Main Office and a copy to the Assistant Principal.
  - g. Death in family or family emergency.
  - h. Scheduled family events require prior notification from parent/guardian to the administration.
3. Students are considered officially absent if they **arrive after 10:30 AM or are dismissed before noon**, unless excused by the administration.
4. Students absent or dismissed from school will not be allowed to participate in or attend any school activity or athletic contest, athletic event or school activity held on that day, evening, or weekend unless prior approval for the absence or dismissal has been given by the school administration.
5. A student who accumulates ten (10) unexcused absences from a ten (10) credit course will receive no credit for that course. Parent/guardian will be notified when a student has five (5) absences and a parent/guardian conference will be scheduled to review the situation.
6. Administration reserves the right to request physician's verification of illness in the case of excessive absences, and in the absence of such provision of verification may lose credit.

7. Upon extenuating circumstances, a note must be brought in upon return to school within 24 hours. The administration reserves the right to accept a reason for any absence as excused or unexcused.
8. A student who accumulates five (5) unexcused absences from a five (5) credit course will receive NO credit for that course. Parent/guardian will be notified when a student has three (3) absences and a conference will be scheduled to review the situation.
9. A parent/guardian may appeal to the Attendance Committee if extenuating circumstances exist. It will be the parents/guardian responsibility to furnish the appropriate documentation to justify consideration for exemption.
10. M.G.L. c. 76 s. 1B requires a pupil absence notification program. In addition, there is a policy of notifying the parent or guardian of a student who has missed 2 or more periods unexcused over at least 5 days in a school year or missed 5 or more school days in a school year. Under this same policy, the Principal or designee must make reasonable efforts to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop an action plan for student attendance.

This Committee, appointed annually by the Principal, will consist of the Assistant Principal, one guidance counselor, school nurse, one faculty member and one student. A majority vote of this Committee will determine if an absence is excused.

### **Tardiness to School**

Students are tardy to school if not seated in their homeroom when the school bell rings at 7:25 AM. Each time a student has an unexcused tardy to school he/she will be assigned an office detention that will be served the same day or, if extenuating circumstances exist, the following school day.

If a student is tardy to school due to what he/she believes to be unavoidable and/or extenuating circumstances, these reasons must be presented and/or documented to the administration for possible consequences.

All students must report to the office for a late slip after the start time of 7:25 AM. Failure to do so will result in a General Detention or possible suspension.

### **Tardiness to Class**

Students are tardy to class if they arrive after the bell has rung. For every one (1) unexcused tardies, the student will be assessed an unexcused absence. A student who is more than ten (10) minutes late to class without proper authorization will be assessed an unexcused absence.



**After Dismissal**

Students are expected to leave the school building immediately after dismissal unless they have a scheduled appointment(s), an extra-curricular activity, or wish to meet with a teacher for assistance.

**School Cancellation or Delayed Openings**

In case of emergency or due to inclement weather, **NO SCHOOL** notices will be made via “OneCall” notification message, posts on the school website, [www.clinton.k12.ma.us](http://www.clinton.k12.ma.us), and the following television stations:

**TELEVISION STATIONS:**

- WBZ-TV                      CHANNEL 4
- WCVB-TV                    CHANNEL 5
- WHDH-TV                    CHANNEL 7
- FOX 25

If school is to be released early due to an emergency, the same stations and a “OneCall” notification message will be sent thirty minutes prior to the release of the students.

DO NOT contact the Police or Fire Departments for School cancellations.

**HOMEWORK AND TESTING POLICY**

Students will be assigned homework to reinforce material studied in class, to prepare for future study, and to study independently in areas of interest and areas assigned.

Homework assignments will be graded in accordance with the individual teachers’ grading philosophy. Students should be assigned homework every day in every class which will be corrected by the teacher.

Departmental testing will be conducted on the extended block period or other designated days. or the assigned testing days.

Any student that reports to class (s) without completed homework will be required to stay on that day to complete homework assigned. Homework may be assigned 10 times the grade level as follows:

- Grade 9 = 90 minutes
- Grade 10 = 100 minutes
- Grade 11 = 110 minutes
- Grade 12 = 120 minutes

Students in the following grades must carry the minimum credits listed below, with the exception of students in grade 12 that are carrying 3 or more Advanced Placement courses; the following credits must be carried.

- Grade 9 - 70
- Grade 10 - 70
- Grade 11 - 65
- Grade 12 - 60

### **TEXTBOOKS AND/OR E-READERS**

All students that are issued a textbook for each subject are responsible for the care and condition of these books. Students will be expected to pay for all lost or damaged books.

### **CHROMEBOOKS**

**Procedures:** The following is a list of the rules, procedures, guidelines that students will be expected to follow in order to not only maintain the Chromebook but ensure that it remains in good working order. If a student is determined to have violated the use of the Chromebook or neglected the item, it may be removed or the privilege suspended for a period of time. Further, if a student destroys, defaces, or otherwise damages the unit beyond repair, the student will be expected to reimburse the school district the full cost of the unit and may face disciplinary consequences. In addition, if a student breaks the Chromebook, in order to be eligible for a loaner unit the student must meet with the Principal and/or Assistant Principal to review expectations. Outstanding debts or failure to return the Chromebook at the end of the school year will exclude students from extracurricular activities (i.e., graduation ceremony, Prom, athletics, plays, etc.) and events until such time as the Chromebook is returned or the debt is paid. Students do have the right to opt out of the Chromebook program and bring their own device with the permission of CHS administration.

- Make sure the device is charged each day for school.
- Students are responsible for the care and protection of the Chromebook. This includes to and from school, field trips, and co-curricular activities like athletics, band, drama, etc.
- Use your school assigned locker to secure the item when it is not in use while at school.
- Keep the Chromebook in its case when it is not in use.
- Keep away from liquids.
- Students must not remove or alter any identification tag or label from the device.
- Students will leave all settings as installed and not attempt to "jailbreak" or remove or bypass the device from the CPS management system.
- Maintain a current, signed CPS Acceptable Use Policy and agree to abide by the AUP terms.
- The Chromebook is owned by the Town of Clinton so there is no expectation of privacy; as such, students may have their Chromebook inspected by an administrator for reasonable suspicion of violation of school rules.

## ENGLISH LEARNER EDUCATION PROGRAM (ELE)

The English Learner Education Program at Clinton Public Schools is offered to English learners in grades K-12. State law defines the term “English learner” as “a student who does not speak English or whose native language is not English, and who is not currently able to perform ordinary classroom work in English”.

Initially, an incoming student’s “ability to perform ordinary classroom work in English” is based upon information provided in his/her home language survey, English language proficiency screening results, as well as the student’s previous record.

In Massachusetts, after a school district identifies a student as an English learner, it must place the student in an ELE program. Sheltered English Immersion is the ELE program type offered to English learners at Clinton Public Schools.

### **Sheltered English Immersion**

“Sheltered English Immersion” is defined in G.L. c. 71A as “an English language acquisition process for young children in which nearly all classroom instruction and instructional materials are in English, but with the curriculum and presentation designed for children who are learning the language. Books and instruction materials are in English and all reading, writing, and subject matter are taught in English. Although teachers may use a minimal amount of the child’s native language when necessary, no subject matter shall be taught in any language other than English, and children in this program learn to read and write solely in English.”

In Sheltered English Immersion programs, districts must ensure the progress of EL students in developing listening comprehension, speaking, reading, and writing in English, and in meeting academic standards by providing instruction in the two components of SEI: Sheltered Content Instruction and English as a Second Language.

1. *Sheltered Content Instruction:* SCI instruction is instruction that includes approaches, strategies and methodology that make the content of the lesson more comprehensible to students who are not yet proficient in English. English Learners at CPS receive Sheltered Content Instruction in content area classrooms with SEI endorsed teachers.
2. *English as a Second Language:* ESL instruction is systematic, explicit, and sustained language instruction, and prepares students for general education by focusing on academic language. ESL instruction also includes social and academic language in all four domains, including listening, speaking, reading, and writing. Effective ESL instruction supports student success in school, including improvement of ACCESS scores and acceleration of academic achievement. Effective ESL instruction also supports long term goals such as college, career and civic readiness. All students in ESL classrooms are EL students. English learners at CPS receive ESL classes in ESL classrooms with qualified ESL teachers.

### Initial Identification and Placement Procedures

1. The Clinton Public Schools administers a Home Language Survey to every Pre-K-12 student upon enrollment to the district.
2. The Clinton Public Schools screens every newly enrolled student whose home language survey indicates that there is a language other than English spoken at home.
3. The district administers a language proficiency screening test when the answer to any question on the home language survey is a language other than English with the following limited exceptions:
  - a. students who were previously classified as ELs and were then reclassified as FELs in their former districts;
  - b. students who transferred from another district within Massachusetts or another WIDA state and who did not qualify as ELs on the English proficiency screening test administered in their former districts; and
  - c. students who transferred from another district within Massachusetts or another WIDA state with ACCESS results from the last calendar year.

To screen students in grades 1-12, the district uses WIDA screening assessments, including WIDA Screener online and paper forms. To screen students in kindergarten, the district uses Kindergarten W-APT for initial identification (Beginning Fall of 2021, WIDA Screener for Kindergarten will be used). For students in pre-kindergarten, the district uses Pre-IPT.

4. The district determines whether the student is or is not an EL using the screening test results and makes an initial placement decision.

Any student who takes the WIDA Screener and scores an overall composite proficiency level and a composite literacy (reading/writing) proficiency level of 4.0 or below is an EL and is eligible for district ELE services. Only students who achieve a 4.5 composite proficiency level as well as 4.5 composite literacy (reading/writing) proficiency level are deemed English proficient. Students in the first half of Grade 1 take W-APT as the Screener Test Administration Manual recommends; the cut scores used for the second semester of Kindergarten will determine eligibility for ELE services.

5. The district notifies parents of screening test results and initial placement decision in a language that the parent can understand, to the extent practicable.
  - a. The district will, at least annually, provide parents of ELs with a notification that must be sent by mail no later than **10 days** from enrollment of the student in the school district.

- b. The district will also provide parents of ELs identified for participation or participating in the ELE program with a notification within the first **30 days** of the school year.

The district uses the templates provided by the Department of Elementary and Secondary Education located at: <http://www.doe.mass.edu/ele/resources/communications.html>

### **Annual Assessment: ACCESS for ELLs**

In accordance with federal and state laws, ELs at CPS are assessed annually, using the ACCESS for ELLs, to measure their proficiency in reading, writing, listening, and speaking English, as well as the progress they are making in learning English.

### **ELE Program Exit**

When an EL is determined to be proficient in English and can participate meaningfully in all aspects of the district's general education program, that student will be exited from the English learner program and monitored for up to four years. Students with at least an overall score of 4.2 and a composite literacy score of 3.9 on ACCESS for ELLs may have acquired enough English language skills to be reclassified by the district. Such students may be reclassified as former English learners (FELS) if they are able to demonstrate the ability to perform ordinary class work in English as determined by the district's Other Relevant Data.

### **“OPT OUT” Requests**

Parents have the right to decline ELE services and may visit their child's school to opt their child out of the ELE program. The decision to opt out must be voluntary and informed. Parents should revisit their decision to opt out every year and submit a new request for the current academic year.

## **SECTION 504 SERVICES**

With regard to education, Section 504 is designed to ensure meaningful access to public school policies and practices for students with disabilities. The person responsible for assuring that the school complies with Section 504 is Mr. Scott R. Czermak, Principal and the 504 Coordinator is Mrs. Jaime L. Kach, Assistant Principal.

\*For more information about English Learner Education in Massachusetts, please visit: <https://www.doe.mass.edu/ele/>

## **PART III- ACADEMIC INFORMATION**

### **SCHOOL GUIDANCE COUNSELING**

#### **Clinton High School Counseling Mission**

The mission of the Clinton High School Guidance Counseling Program is to promote a comprehensive, developmental counseling program that addresses the personal/social, academic, and career development of all students. School counselors are professional school advocates who provide support to maximize student potential and academic achievement.

The Guidance Counseling Department partners with other educators, parents or guardians, and the community to facilitate the support system to ensure that all students at Clinton High School have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society. The Clinton High School Guidance Counseling mission is based on guidelines set forth by the American School Counselor Association.

Our certified School Guidance Counselors provide a variety of services including classroom guidance, crisis intervention, individual and group counseling, consultation with parents, teachers and administrators, and coordination of services with outside agencies. Students are encouraged to meet with their counselor on a regular basis to discuss any issues related to Guidance services. Appointments can be made through the School Guidance Counseling Secretary in person, by phone or by email.

### **NATIONAL HONOR SOCIETY**

Academic achievement has been recognized for over a century at Clinton High School. The Clinton Rotary Club has sponsored the National Honor Society Induction Ceremony and the Award Dinner as one of its service projects. The Society was chartered June 20, 1950, as the Clinton Rotary Sponsored Chapter, No. 4123, of the National Association of Secondary School Principals.

Students may become candidates for membership after the first semester of their Sophomore year, if they have maintained a scholastic average of 3.2 or better. Students who fail to meet this requirement during their Sophomore year may become candidates for membership after the first semester of their Junior year, if they have maintained a scholastic average of 3.2 or better. All subjects are used in the determination of this scholastic average, with the exception of physical education.

After the first semester of each year, the Society Advisor will submit to the Faculty Council the names of students who qualify academically for membership, in addition, sophomores will need to complete 25 hours of service and juniors will need to complete 50 hours of service to be considered for membership. At this time, the Council will be asked to comment on the character, leadership and service within the school of those students. The Faculty Council is composed of five faculty members appointed by the Principal. The Faculty Council recommends candidates to the Principal for selection based on the four tenants of the National Honor Society. For a

recommendation a candidate must get a majority of the Faculty Council's vote.

There are two classes of membership in the Society: active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice in chapter affairs. Members who resign or are dismissed are never again eligible for membership or its benefits.

The procedure for dismissal occurs when a member falls below the standards, which were the basis for selection. Each member will be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civic laws, a member does not necessarily have to be warned. In case of impending dismissal, a member shall have the right to a hearing before the Faculty Council.

The Chapter shall determine one or more service projects for each year and all members shall regularly participate in these projects. The projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized and executed. Each member shall have the responsibility for choosing and participating in a service project, which reflects his or her particular talents and interests.

All chapters are governed by the NATIONAL HONOR SOCIETY National Constitution effective September 4, 1984, and the by-laws of the local chapter will specify which officers are needed, how they will be elected, when meetings will be held, what obligations members have, and similar locally pertinent information. A copy of the National Honor Society Handbook, which has the National Constitution, is on file with the local advisor as are the by-laws.

### **GRADUATION REQUIREMENTS**

The requirements for graduation from Clinton High School will be 230 credits. To be considered for the next grade level students must accumulate the following credits: To be considered a Sophomore: 50 credits; a Junior: 110 credits; and a Senior: 170 credits.

ALL graduation requirements must be completed at the end of the Senior academic year, which includes passing the State MCAS test requirements in order to receive a diploma from Clinton High School.

Those students fulfilling Clinton High School academic requirements but not passing the state MCAS test will receive a certificate of achievement. Only students attaining diplomas and certificates of achievement will be allowed to participate in Baccalaureate and Graduation ceremonies.

	<b><u>COURSES REQUIRED</u></b>	<b><u>YEARS</u></b>	<b><u>UNITS</u></b>
ENGLISH		4	40
MATH		3	30
	Algebra I		
	Geometry		
	Math elective		
SCIENCE		3	30
	Physical Science with Lab		
	Biology with Lab		
	Science elective		
SOCIAL STUDIES		3	30
	World History		
	U.S. History I		
	U.S. History II		
	<b>FRESHMAN SEMINAR</b>	<b>½</b>	<b>5</b>
Wellness/Health	2 semesters	1	10
	Class of 2022 - Health or Wellness required		
	Class of 2023 - 2 semesters of Health or Wellness required		
	Class of 2024 - Wellness 1 and 2 required		
FINE/APPLIED ARTS		1	10
	<b>ENGINEERING INNOVATIONS</b>	<b>1</b>	<b>10</b>
PHYSICAL EDUCATION		1/2	5

### **PROGRESS REPORTS**

Progress Reports can be viewed on a daily basis using your iparent or istudent account. Parents/Guardians are encouraged to review the progress reports.

### **REPORT CARDS**

Report cards can be viewed at the end of each quarter on your iparent or istudent account. Report cards will be issued to students on the last day of school and they will be made available electronically. Parents/Guardians are encouraged to review the report cards. A OneCall message will be sent prior to posting of report cards. Refer to the school calendar for specific dates for the issuing of report cards.



**GRADING SYSTEM**

90 - 100.....	Excellent
80 - 89.....	Good
70 - 79.....	Fair
60 - 69.....	Poor
Below 60.....	Failing - <b>NO</b> credit
Inc. ....	Incomplete work

**HONOR ROLL REQUIREMENTS**

The Clinton High School Honor Roll is based on an **average** of all grades students earn each quarter. To be eligible for this recognition a student must be enrolled in a minimum of six (6) classes, which meet on a seven day rotation (7) times a week. Honor Roll status will be earned in one of the three categories. These are:

- Highest Honors.....**Average** of 93 with no grade less than 90
- High Honors.....**Average** of 85 with no grade less than 80
- Honors.....**Average** of 80 with no grade less than 75

A student who earns an incomplete in a course **is not** eligible for Honor Roll.

**GRADE POINT AVERAGE & CLASS RANK**

1. Grade Point Average (GPA) and Class Rank will be run at the end of each marking period.
2. Dual Enrollment students must attend CHS for at least two years to be included in Class Rank.
  - a. Final decision will be at the discretion of the CHS Administration
3. Transfer Students must be enrolled at CHS before the end of their junior year to be included in class rank
  - a. Final decision will be at the discretion of the CHS Administration
4. To Graduate with honors from CHS a Career Grade Point Average, after the 3<sup>rd</sup> marking period senior year, will determine your honor status at graduation. A career GPA of 3.0 and above will graduate with honors, 3.5 and above will graduate with high honors and the highest career GPA will be determined the class Valedictorian
  - a. The graduation speakers will be determined based upon the 3<sup>rd</sup> term career GPA and Senior Class Rank
  - b. Final GPA will be run after graduation and will be sent to colleges. Class rank can change with final GPA

**Dual Enrollment at Clinton High School**

Dual enrollment at Clinton High School is for any student who has an overall GPA of 3.0 and who would like to begin his/her college career while in high school. Dual enrollment is an agreement between CHS, a college, a student and their parent/guardian, whereas the student will take college courses while still enrolled at CHS and receive **both college credits and CHS credits** for those courses. Students must adhere to the following guidelines.

1. All students must first meet with the administration, guidance and their parent(s)/guardian before the student is approved for dual enrollment
  - a. It is recommended that students and parent/guardian meet with the dual enrollment coordinator at the college of application
2. Guidance will be the primary contact for dual enrollment at CHS
3. Students must take at least **3** courses each semester and may take a 4th class as an elective
  - a. Students must take a **Math and English** course each semester in order to fulfill their CHS graduation requirements. Once a student registers for courses at the college they must send their course schedule to CHS for final approval by guidance/administration
  - b. Students must enroll in both fall and spring semesters at college to be given credit for the full school year
  - c. Students must receive a 3.0 GPA or higher in each course or they will be removed from dual enrollment agreement and will return to CHS full time at the end of the semester
  - d. Each completed semester course will be awarded 10 credits at CHS and will be noted on the student’s transcript
  - e. Each course taken will be weighted at CHS as an **Honors Course at CHS** and students will receive 10% on their weighted GPA
  - f. Students who rank in the top 4 of their graduating class **will not** be eligible to speak at graduation. Only students who attend CHS full time will be eligible to speak at graduation
  - g. Course letter grades will be converted as follows for the students rank and GPA

Letter Grade	Converted Grade	4.0 Scale	Letter Grade	Converted Grade	4.0 Scale
A+	98	4.0	C+	78	2.3
A	95	4.0	C	75	2.0
A-	92	3.7	C-	72	1.7
B+	88	3.3	D+	68	1.3
B	85	3.0	D	65	1.0

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B-	82	2.7	D-	62	0
			F	0	0

4. Students must:
  - a. Pay for the college courses/credits themselves
  - b. Attain their own transportation to and from all college courses
5. Students are able to participate in all CHS extra curricular activities in adherence to their college course schedule
6. Students who are participating in Dual Enrollment are not eligible to hold positions of office at CHS

**CMS/CHS GRADE 8 DUAL SCHOOL**

The partnership with CMS and CHS dual students began in the 2012/2013 school year. Each spring CMS administration distributes the applications for the dual school program to CMS grade 7 students who qualify and meet the criteria set by CMS administration. The students are required to submit the complete application in May to the CMS administration.

The CHS Administration reviews all applications and will notify parents of acceptance. The students are able to take Spanish 1 or Honors Geometry courses at CHS. The dual students are expected to report to Clinton High School daily during period 7. Attendance expectations and guidelines should be followed in accordance with the Clinton High School handbook.

All dual students are graded according to the same measures used to grade CHS students. Grades are given on a quarterly basis and each quarter grade is 20% of the student's final grade. All dual students take a mid-term exam and a final exam unless exempt according to department guidelines. Each exam counts as 10% of the students' final grade.

- Quarter 1- 20%
- Quarter 2- 20%
- Quarter 3-20%
- Quarter 4-20%
- Mid term exam- 10%
- Final exam- 10%

All dual students will receive a final grade for the course as well as the credits associated with the course on their transcript at CHS. The grades for the classes that the students take in grade 8 are not considered in the calculation of the students' overall cumulative GPA or Class Rank at CHS.

**MAKE-UP POLICY, ABSENCES, AND INCOMPLETE GRADES**

Absences will generally be marked "excused" when the student has been ill, when there is a serious illness or death in the family, or if there is an extreme hardship over which the student

has no control. Students will not be allowed to make up work missed due to an “unexcused” absence. (See Attendance Policy)

1. It is the responsibility of the student to make up work and tests missed due to absence. Unless there are extenuating circumstances, work must be made up within one (1) day after the student's return to school for each day's absence. For example, if a student is absent on Monday, make-up work must be submitted in class on Wednesday (or the **beginning** of the day if that class does not meet). The administration has the final discretion on absences.
2. When the date of a test and/or research project has been announced in class and the student is aware of this information, he/she will be expected to take that test or pass in the research project the day of his/her return to school unless the teacher grants an extension. Make up work is not allowed in cases of unexcused tardies or unexcused absences.
3. If a student receives an incomplete at the end of a marking term, work must be made up within two (2) weeks after the issuance of the report cards for 1st, 2nd, and 3rd quarter. A 4th quarter incomplete must be made up within two (2) weeks after the end of the school year.
  - a. A student who missed a mid-year exam as a result of an excused absence must have a make-up mid-year exam within two (2) weeks of the date of his/her return to school.
  - b. A student who missed a final exam, as a result of an excused absence, must take a make-up final exam within two (2) weeks into the Summer break.
4. Teachers will notify the Guidance Department at the end of the allotted time to make up work as to the status of the student and his/her make-up work.
5. Failure to complete any missing assignments will result in a grade of zero (0) for each missing assignment. Time frame is established in this policy.

### **MAKE-UP POLICY - FAILED COURSE**

During the summer, a student may make up a maximum of two (2) courses per year if they have:

1. Failed the course with a minimum average of fifty (50)
2. Obtained administrative and/or teacher approval
3. Received thirty (30) hours of tutoring with a qualified instructor, or enrolled in a Summer School approved by the administration.

At summer school, a maximum of two (2) courses per year may be made up while attending Clinton High School. Information may be obtained in the Guidance Office.

### **PEER TUTORING**

Members of the National Honor Society are available to tutor students. Requests for this service must be made in the Guidance Office or to the Administration.

### **DROPPING A SUBJECT**

In order to withdraw from a subject at any time during the year, a student must have the approval of his/her subject teacher, his/her guidance counselor and approval of the administration. Written parent/guardian approval is also required. A meeting of all involved is required and all decisions will be at the discretion of the administration.

### **WITHDRAWAL FROM SCHOOL**

M.G.L. c. 76, s. 18

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of five days from the student's tenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the Superintendent, or a designee, prior to the student permanently leaving school, within ten days after sending of the notice, offering at least 2 dates and times for a meeting. The time for meeting may be extended at the request of the parent or guardian and with the consent of the Superintendent, or a designee, provided no extension shall be for longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements.

The Superintendent, or a designee, may proceed with any such interview without a parent or guardian if the Superintendent, or a designee, makes a good faith effort to include the parent or guardian.

### **STUDENT RECORD REGULATIONS**

In accordance with State regulations, the student record is divided into two (2) sections: The transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress: name and address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about students. This may include such things as standardized test results, comments by teachers, counselors, and other persons as well as other similar information.

Individuals may request the contents of their temporary records up to seven (7) years after their transfer, graduation, or withdrawal from the School District. Any temporary record not requested prior to June 30th of that 7<sup>th</sup> year will be destroyed.

Upon reaching the age of eighteen (18), students may limit the rights extended to their parents/guardians regarding their student records by making such a written request to the principal or superintendent. The school will notify the students' parents/guardians of the request.

**NON-CUSTODIAL PARENT ACCESS TO STUDENT RECORDS**

Access to a student’s records by a non-custodial parent is subject to the following:

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
  1. The non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
  2. The non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
  3. The non-custodial 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 for access to the information contained in the student record, or
  4. There is an order of a probate and family court judge which prohibits the distribution of student records to the non-custodial parent.
  
- (b) In order to obtain access, the non-custodial parent must submit a written request for the student record to the School Principal.
  
- (c) Upon receipt of the request, the school will 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 to the student’s record 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 above.

**SCHOOL-SPONSORED DANCES**

Students attending school-sponsored dances with the exception of the Junior Prom and the Senior Hop must be a CHS student.

Any Clinton High School student who wishes to attend the Junior Prom or the Senior Hop must be:

- A CHS junior or the guest of a CHS Junior (Prom)
- A CHS senior or the guest of a CHS Senior (Hop)
- The guest must be at least a high school student or no older than 20 years of age

Any guest who is not a Clinton High School student must be approved by the Administration before tickets are purchased.

Permission forms for non-Clinton High School guests are available from the Junior and Senior Class Advisors and the Main Office.



## **PART IV-STUDENT ISSUES**

### **SCHOOL REPRESENTATIVES AT FUNERAL SERVICES**

Whenever funeral services are held for a parent/guardian or close relative of a student, the class officers and the class advisor will represent the student's class at the funeral.

### **STUDENT ELECTIONS**

Election of class officers and Student Council Executive Board members will take place by the end of the school year. Elections for Freshmen Class Officers, Student Council Executive Board members will be held in September. Students must be academically eligible in order to run for office.

Elections for various other positions, i.e., Student Government Representative, CHS School Council etc., will be held during the year. Information pertinent to these elections will be detailed in the daily bulletin.

### **STUDENT CARS**

The privilege of using the high school parking facilities is contingent upon safe and proper operation of your vehicle during the school day or during extracurricular school activities. Any violation of this rule will result in suspension and/or loss of your driving/parking privileges.

Students with a valid driver's license and a current school year Clinton High School parking tag may park their vehicles only in the designated student parking area. Under NO circumstances are students to park in the teacher/staff-designated area.

Student vehicles may be subject to search if the Administration has reason to believe that contraband such as illegal drugs, alcohol, or dangerous weapons may be in the vehicle. NO student is to be in, on, or around an automobile during the school day without the permission of the Assistant Principal or Principal.

#### **Students who drive cars to school must obey the following rules:**

1. Complete registration in the General Office
2. Park car in designated area of school parking lot
3. Enter and leave parking area at designated areas
4. Not allowed to go to car during the school day without permission
5. Not travel in excess of 10 mph on school property
6. No idling of motor vehicles on school property

Students who fail to adhere to the above rules and regulations will have their parking privilege revoked and will no longer be permitted to park in the school parking lot during the school day.

### **ASSEMBLY PROGRAMS**

Students will go to the gymnasium or auditorium for assembly programs according to the procedure announced over the intercom.

Teachers will accompany and sit with their class. When the program begins, courtesy demands that all talking cease immediately and that all students give their undivided attention to the speaker or performer.

Failure to act in a courteous manner will result in loss of the privilege of attending assemblies and could result in detentions, suspension or expulsion.

### **FIRE AND EVACUATION DRILLS**

Every student must be familiar with the fire drill procedure, which is posted in each classroom. Pupils are to leave rooms quickly and quietly when the fire alarm rings. Silence during a fire drill is

most important. All students are to remain with their teacher and move away from the building to the designated areas. Teachers will provide further directions as needed.

#### **Fire Evacuation Plan**

In the event of a fire evacuation, students and staff will follow the instructions posted inside of the classroom, lab, cafeteria or the main office and evacuate the building. Students and staff will evacuate through the 2 front exits, the rear 2 exits or the preschool exit. Students will remain with their teachers and move at least 500 feet away from the building or as otherwise instructed. Teachers must carry their class lists outside and take attendance once outside of the building and immediately notify administration of any student(s) missing. Students and staff will be allowed to re-enter the building once the all clear has been given.

#### **Complete Evacuation**

In the event that a complete evacuation is needed, (bomb threat, gas leak, etc.) students and staff will report to the Clinton Middle School. Staff members should bring their class lists with them. Students in the first floor classrooms, accompanied by their respective teachers will report to the CMS gymnasium and students in the second floor classrooms, including the Science and Computer Labs will report to the CMS Cafeteria (capacity of 600). Students must remain with their respective teachers once inside of CMS and CHS teachers will take attendance to determine if anyone is missing. If a student is missing, Administration should be notified immediately. The building Principal will report to the cafeteria to check classes in and should be notified of any student missing. The Assistant Principal will report to the gymnasium to check classes in and should be notified immediately of any student missing. Any CHS staff member who is not assigned a class should report to the CMS library after checking in with an Administrator.

In the event that an evacuation of CHS takes place during lunch hours of CMS, students on the first and second floors of the school WITH THE EXCEPTION OF THE SCIENCE LABS will



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report to the CMS gym. The science labs will report to the CMS library (capacity 160) with the principal. Students should remain with their teachers and the same plan will be followed as stated above.

If in session (Tuesdays, Wednesdays and Thursdays 8:30 – 2:30) all students in the preschool will evacuate to the CMS library.

### EVACUATION PLAN

CHS First Floor Classes	CMS Gymnasium	Assistant Principal
CHS Second Floor Classes	CMS Cafeteria	Principal
Faculty without a class and Preschool	CMS library	

### DURING LUNCH OF CMS: (from 11:05-1:00)

CHS science labs and Preschool	CMS library	Principal
Remaining CHS (1st and 2nd floors)	CMS Gymnasium	Assistant Principal

However, in the case that both CMS and CHS need to be evacuated and weather permits, students and staff from CHS will evacuate to the parking lot of the athletic complex across the street. In the event of inclement weather, the bus company will be notified by the administration to pick up and shuttle students to the Clinton Elementary School. Directions will be given by administration at the time of this type of evacuation and the same attendance procedure and check-in will be followed.

**In the event of fire or other emergency evacuation, staff members are asked to notify administration immediately if a neighboring class is unable to evacuate.**

### CAFETERIA RULES

#### THE FOLLOWING RULES ARE TO BE OBSERVED AT ALL TIMES:

- Absolutely **NO FOOD OR BEVERAGE** to be taken out of the cafeteria or approved food areas
- Students will keep tables and surrounding area clean
- When finished with lunch return trays, dishes, drink containers, papers, etc., to the receptacles provided
- Students may attend only one (1) lunch period
- Students are not to leave the cafeteria area until their lunch period is over unless they have permission from the teacher on duty
- Any kind of cafeteria disruption, unruly conduct, or failure to observe the above rules and regulations will result in suspension of cafeteria privileges. Consequences will be at the discretion of the School Administration
- Misappropriation of students personal identification number (PIN), will result in disciplinary action

Any student who brings food or beverage to school in the morning must dispose of it (excludes bagged lunches) in the receptacles provided at the door upon entering the building. A student will not be permitted to have a beverage (other than water and **only** in a clear see-through container) or food in any area other than the cafeteria. Failure to comply will result in an office referral and the food/beverage will be confiscated.

### **SCHOOL BUS REGULATIONS**

Students using the bus who display poor behavior, including but not limited to bullying, and /or harassment, pushing, shoving, inappropriate language, throwing articles out of the bus, extending arms or heads out of the bus windows, not sitting, violating the rights/safety of other students and drivers, while riding on the bus, will be given one (1) warning in writing or lose your privilege to ride the bus. The second notice will inform you that your riding privileges have been suspended for five (5) days or more. Future violations will result in longer periods of suspension and possibly permanent suspension from riding the buses.

Any behavior on the bus that violates School District rules will be subject to school punishments including, detentions, suspensions, and expulsion. Due to the many eye injuries and other accidents, there will be no snow throwing in the vicinity of our school property or at the school bus stops.

Any student who does not comply with the above policy will be subject to disciplinary actions (e.g., detention, suspension, loss of bus transportation privileges, or expulsion).

### **PROCEDURE AND POLICY FOR LIBRARY USE**

Your library has print and electronic resources for educational and recreational use. Students are encouraged to use the library before and after school and during the day with a class or during a tutorial period. Students that would like to go to the library during their tutorial must see the librarian and/or the librarian assistant before homeroom to sign up. Library materials may be borrowed for three (3) weeks and renewed for longer if no other student needs them. Students are reminded that the loss of or damage to library materials will result in the student paying the replacement cost of the materials.

### **BANKING PROGRAM SPONSORED BY LEOMINSTER CREDIT UNION**

The Leominster Credit Union was founded in 1954 and is a member-owned, not for profit financial cooperative that provides a full range of deposit, lending and other financial services.

One of the most important initiatives is the School Banking Program, which includes a full-service branch located on the first floor of the school across from the cafeteria. The Banking Program provides students with the tools they need to understand and successfully manage their personal finances. The class consists of training in Financial Literacy; how to handle bank accounts; how to avoid getting into financial debt; how to dress for success; as well as how to become a professional bank teller. Students who take the banking class are eligible to apply for a paid summer internship at Leominster Credit Union, as well as part time internships during the following school year.

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This program provides a range of financial knowledge and essential life skills that will benefit the students well into adulthood.

The Clinton High School Branch hours are 7:30 AM – to 1:45 PM, when school is in session. **Banking will be conducted during student’s free time only.** An ATM machine is available for use and located in the corridor outside the branch.

For information about this program, please contact the High School Branch Supervisor at 978-365-4208 ext. 13450.

### **CLINTON SCHOOL DISTRICT ACCEPTABLE USE POLICY**

The purpose of the Clinton School District Network and Internet is to enhance educational research. Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate and/or potentially offensive to some people.

While the District’s intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the District’s position that the benefits to students in the form of information resources and opportunities for collaboration exceed the potential disadvantages.

### **Rules for Student Use of Internet and E-Mail**

Student behavior on school computer networks is governed by the behavioral expectations, which appear in the Student Handbook. In conjunction with these behavioral expectations, students may use the computers or Internet for approved school-related activities **only**.

#### ***STUDENTS WILL NOT BE PERMITTED TO:***

- Reveal their own personal information, such as addresses, telephone numbers, user names, passwords, etc., or that of other students
- Use another password and/or trespass in another folder(s), work, and/or files(s)
- Access E-mail accounts or chat lines without permission or supervision
- Attempt to gain access to unauthorized resources or entities
- Post anonymous messages
- Download software, such as games, applications, etc., for personal use
- Unauthorized use of resources, such as copy paper, printer toner, etc.,
- Access, send or display sites that provide material, which does not conform with acceptable school use, such as pornography, obscenity, etc.,
- Violate copyright laws
- Vandalize computers, computer software, computer systems, data, and/or the computer network
- Use of the computer, network, or other school property for non-school related purposes, such as commercial ventures, to set up personal web pages, advertising, etc.

*Violations may result in a loss of access as well as other disciplinary or legal action such as: 1<sup>st</sup> offense, ten days, 2<sup>nd</sup> offense: up to one year and/or other disciplinary measures.*

- The administration reserves the right to review students' files and communications to maintain system integrity and ensure that the users are using the system within the authority provided by the District.

Teachers and other staff members will make every attempt to monitor and guide students toward appropriate materials and the use of the system.

***ALL STUDENTS MUST HAVE A SIGNED AUP ON FILE WITH THE TECHNOLOGY DEPARTMENT WITH PERMISSION TO ACCESS THE SCHOOL DISTRICT'S INTERNET. COMPLETED FORMS MUST BE GIVEN TO THE HOMEROOM TEACHER AND WILL BE FORWARDED TO THE GENERAL OFFICE PRIOR TO USE OF THE INTERNET. STUDENTS WILL BE GIVEN AUTHORIZATION UPON COMPLETION OF THIS WAIVER.***

### **“Cyber Bullying”**

Neither the school's network nor the broader Internet (whether accessed at school or out of school, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Community members who feel that they have been the victims of such misuses of such technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to the Administration. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation, expulsion from the school, or police notification.

### **EARLY DISMISSAL**

Requests for early dismissal during the school day should be made in writing by the parent or guardian. Students who are granted early dismissal must leave the building immediately. These written requests should be presented to the Administration before the start of school. Requests for early dismissal should not be made unless it is absolutely necessary. Dental and medical appointments or other engagements should be made after school.

The student is responsible for all make-up work due to early dismissal.

The administration reserves the right to accept a note as excused or unexcused for an absence. Any student leaving upon denial will be open for disciplinary action.

Students in this situation **MUST** still sign out in the main office.

### **STUDENT APPEARANCE**

Dress should be neat, modest, and clean. Decisions concerning dress should be personal and should be the responsibility of individual students and their parents. However, the School District may specifically regulate student dress and attire in accordance with health and/or safety standards, or if the dress is disruptive to the educational process, as determined by the School District, including but not limited to coats, jackets and headwear.

Parents have the right and responsibility to determine how the student will dress providing that the attire is not destructive to school property, complies with requirements for health and safety, and does not interfere with the educational process.

The role of the School District is to maintain a sound educational atmosphere conducive to learning. If student dress creates a disturbance, which interferes with the function of the school, the Administration is empowered to take proper steps to correct the situation.

Students, faculty, or parents groups may recommend appropriate dress for school or special occasions. It means that a student will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and appearance meet the requirements set above.

The Administration reserves the right to define what proper attire is and take appropriate action.

### **ELECTRONIC DEVICES**

Students are not permitted to use/have inappropriate computer/cell phone applications, or laser pointers in their possession during the school day.

Cell phones and electronic devices may be used before and after school, during passing times and at lunch. While these devices may be used, they should be used appropriately; all ringers, speakers, and any other distracting noises should be silenced. Also, all students must be able to respond to a verbal request.

Additionally, these devices may not be used, and should not be visible, in classes unless otherwise directed by the teacher. They should never be used during a quiz or a test, use of these during a quiz or a test will be considered cheating.

These devices may never be used in the restroom, locker room, or gym areas. Additionally, recording capabilities, audio and/or video, may never be used during the school day.

The use of these devices is not an acceptable reason for being tardy to class. Additionally, any use of these devices to violate any of the rules in this handbook, such as harassment, bullying,

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and/or academic dishonesty, may result in revoking these privileges as well as additional consequences based on the offense.

Violation of CHS cell phone policy will result in the following disciplinary action: First offense: warning. Second offense: cell phone registration. Third offense: cell phone restriction for one week and general detention. Subsequent offenses: general detentions and/or suspension and/or cell phone restriction corresponding to the frequency and severity of the offense.

Students who are on cell phone restriction may not use their cell phone or any other electronic device.

Students who refuse to comply with cell phone restriction are subject to suspension.

### **EMERGENCY TELEPHONE USE**

In cases of an emergency, the School Nurse **or** the Administration will call the Parent/Guardian.

### **MEDICAL REQUIREMENTS TO ATTEND CLINTON HIGH SCHOOL**

Under Massachusetts General Law c. 76 § 15 **ALL** children **MUST** be fully immunized and have a current physical on file.

5 Doses of DPT/DT/Dtap

4 Doses of Polio

3 Doses of Hepatitis B

2 Doses of MMR

2 Dose of Varicella or proof of Disease

1 Dose of Meningococcal (MCV4P) in 7<sup>th</sup> grade. 2nd dose for all 11<sup>th</sup> grade students.

TD Booster required in 7<sup>th</sup> grade

- A current physical is required to enter CHS.
- Students are required to have a physical during 10<sup>th</sup> grade, mandated by Mass DPH.
- Students participating in sports need a yearly physical. Physicals are valid for up to 13 months according to MIAA rules.
- Students with medical and religious exemptions for immunizations are required to have an annual letter from MD (medical) or parent (religious) submitted to school nurse by October.
- Massachusetts does not accept philosophical reasons for immunization requirements for enrollment.
- If students lack documentation regarding immunizations, a blood titer drawn ordered by MD showing immunity to disease will be accepted.

### **YEARLY SCREENINGS AT CHS**

Mandated by Massachusetts Department of Public Health

- Postural 9<sup>th</sup> grade
- Vision and Hearing 10<sup>th</sup> grade
- Height, Weight, BMI 10<sup>th</sup> grade

If you wish your student not to participate in health screening, please call the school nurse before October 1<sup>st</sup>.

### **Substance Screening and Brief Intervention Survey**

Mandated by Mass General Law 71:97

This is a verbal, confidential survey regarding substance use. Target grades will be 7<sup>th</sup> and 9<sup>th</sup> grade. Parents and/or students can opt out for this screening but need to contact the school nurse by December 31<sup>st</sup>.

#### **STUDENT ILLNESS & ACCIDENTS**

A student who becomes ill during the school day should ask his/her teacher for permission to go to the Nurse's Office. If the Nurse is not present the student should report to the Administration.

Students may not be given any medication (prescription or over-the-counter) without the written direction of their doctor and the written permission of their parent/guardian. Consent forms are available from homeroom teachers and the school Nurse. Any medication taken during school hours **MUST** be brought to the Nurse in the pharmacy container upon entering school in the morning. Students will not be dismissed by the Nurse without first contacting the parent/guardian.

Dismissal by the school Nurse will not be granted without a physical assessment.

All student accidents must be reported **IMMEDIATELY** to the school Nurse. If the school Nurse is not present, the accident must be reported to the Principal or the Assistant Principal.

#### **CPSD ILLNESS GUIDELINES FOR ATTENDANCE**

##### **When to keep my sick child at home?**

- If the student has a fever over 100F, the student may return to school once the fever is under 100F without Tylenol/Advil/Motrin for 24 hours.
- May return if no vomiting and/or diarrhea for twelve hours.
- Skin conditions including impetigo, ringworm, scabies and other unidentified rashes need to be evaluated by a physician and have a note stating that the rash is not contagious.
- Pink Eye with active drainage---may return once antibiotic has been started.
- Active Strep Throat---may not return to school until at least 24 hours after beginning appropriate antibiotic treatment and resolution of fever.



### **ADMINISTERING MEDICATIONS TO STUDENTS**

The school nurse will be the supervisor and administrator of prescription and nonprescription medications in the school. In order for medication to be administered to a student the following criteria must be met:

#### Responsibilities of the School Nurse Regarding Medication Administration

- A written medication order from a licensed health care prescriber that includes:
  1. Student's name
  2. Name of the drug, dosage, frequency, time and route of administration
  3. Diagnosis
- Parent/Guardian written authorization.
- Medication must be in a pharmacy or manufacturer labeled container.
- Medication must be brought to the school nurse's office by an adult.
- Medication orders must be renewed each school year.

For short-term prescription medications, i.e. those requiring administration for ten school days or less, the pharmacy-labeled container may be used in lieu of a written order.

#### Handling, Storage and disposal of prescription and nonprescription medications

- Medication must be brought to the school nurse's office by an adult, in an original pharmacy or manufacturer labeled container.
- School nurse will document the quantity of prescription medication delivered.
- Prescription and nonprescription medications will be kept in a securely locked cabinet.
- Medications not retrieved by parent/guardian by 11 AM of the last day of school will be destroyed by the school nurse.

This policy shall be reviewed and revised as needed, with a review occurring at least every two years.

LEGAL REF: M.G.L. 71:54B

Department of Public health Regulations: 105 CMR 210.00

Adoption: April 12, 2011

***Narcotics will not be administered in the school setting. Students requiring narcotics are strongly advised to remain home.***



**Opt-Out Substance Use Letter**  
**Attention:Parents/Guardians**

Dear Parent or Guardian:

As your child’s caregiver, we know that you desire the best resources for your child and the young people in our community. Data from the Massachusetts Department of Public Health consistently demonstrates that a small number of students try alcohol, marijuana and other drug and by the end of high school, many more students report substance use.

In order to help prevent students from starting to use substances, or intervene with early use, Clinton Public Schools nursing and counseling staff will be providing an interview-based screening for 7th and 9th grade students about the use of alcohol, marijuana, and other drugs. This screening utilizes the most commonly used substance use screening tool for adolescents in Massachusetts, the CRAFFT II. Student screening sessions will be brief (approximately 5 minutes) and conducted confidentially in private, one-on-one sessions conducted by the school nurse or mental health professional with the 7th and 9th grade students. Students who are not using substances will have their healthy choices reinforced by the screener. The screener will provide brief feedback to any student who reports using substances, or is at risk for future substance use. If needed, the student will be referred to our designated counselors for further evaluation. Results of the screening will not be included in your student’s school record, nor will results be shared with any staff other than the SBIRT (Screening, Brief Intervention, and Referral to Treatment) Team. The SBIRT Team is composed of the nursing staff, the mental health staff and your child’s guidance counselor.

As with any school screening, you have the right to opt your child out of this screening. Please contact your school nurse (978-365-4208 for CHS nurse/978-365-4220 for CMS nurse) if you wish to exclude your child in this screening. Additionally, screening is voluntary and students may choose not to answer any or all of the screening questions. Screening will be conducted throughout the school year (timeline may vary from year to year).

One way to prevent youth substance use is to talk with your child about your family’s values and expectations regarding substance use. Research shows that parents’ influence is the #1 reason young people decide not to drink alcohol. Together, schools and parents CAN make a difference for the youth in Clinton.

Sincerely,

CHS Nurse

CHS Principal

CMS Nurse

CMS Principal

### STUDENT LOCKERS and PHYSICAL EDUCATION LOCKERS

At the beginning of each school year, teachers will issue lockers to students. **Students are NOT allowed to share lockers. Lockers are to be kept LOCKED at all times.**

***DO NOT LEAVE VALUABLES IN THE LOCKER.***

If a locker does not lock, notify the administration. **Only school locks** are allowed on school lockers.

Clinton High School, for the school year, loans a student's locker to the student. The combination is given to the student. Students should recognize that allowing others access to a locker destroys much of its value. Students should have no expectation of privacy in their lockers or desks, and school officials reserve the right to inspect lockers or desks either with or without the student's presence and/or permission if the officials deem it necessary or advisable.

### CORRIDOR TRAFFIC

During class time students are not to be in the corridors unless they have written permission from a teacher. Pupils are allowed three (3) minutes to pass from one class to another. ***All corridor traffic should keep to the right and pass along quickly and quietly.*** Do not run in the corridors. Tardiness to class will result in disciplinary actions.

## **PART V - STUDENT ACTIVITIES**

### **PARTICIPATION IN SCHOOL SPONSORED PROGRAMS**

All school members are encouraged to participate in school-sponsored activities. Students absent from school will not be allowed to participate in any school activity or athletic event held on that day or evening, unless prior approval for the absence has been given by the school Administration. To participate in a school sponsored weekend (Saturday and Sunday) activity students must be present in school on the Friday preceding the weekend unless prior approval for the absence has been given by the school Administration.

### **ELIGIBILITY - SCHOOL SPONSORED ACTIVITIES & INTERSCHOLASTIC ATHLETICS**

Any student who participates in a school organization, holds an elective office, or participates in a school-sponsored activity or athletic program, is expected to comply with established school rules or such participation may be ended. The student must be academically eligible.

#### **ACADEMIC ELIGIBILITY POLICY**

To be eligible to represent Clinton High School in interscholastic sports, co-curricular activities, to hold office, or to participate in any school sponsored activity; a student must have received a passing grade in at least five (5) major subjects during the previous marking period. A major subject is considered to be one that is scheduled to meet five (5) days per week for an entire marking period and carries a credit value of ten (10) units for a full year course or five (5) units for a one (1)-semester course.

A student cannot be considered eligible unless he/she is enrolled in at least twenty-five (25) periods of instruction on a weekly basis. A grade of “incomplete” cannot be counted toward eligibility. A student must complete all incomplete work within the allotted two (2) week period to be considered eligible as set forth in the Clinton High School Handbook make-up policy.

Eligibility for the first term of each school year is determined on the basis of the previous year’s end-of-year grade average. A failed course taken and passed in summer school may restore eligibility.

A course that has already been taken and successfully completed or a course that is being audited cannot be considered for eligibility.

Students who have been promoted to Grade 9 will be considered eligible in September of their 9<sup>th</sup> grade year.

Students receiving services under Chapter 766 whose individualized education plan is 502.4 or a more restrictive prototype, may be declared academically eligible by the Principal provided all other eligibility requirements are met.

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Students who are absent or dismissed from school shall not be allowed to participate in or attend any school-sponsored activity or athletic contest or practice held on that day or evening unless prior approval for the absence or dismissal has been given by the school Administration.

Students must travel to and from any scheduled game/activity on the bus provided by the school, unless written permission is given by the Administration.

Students who are assigned a general detention **cannot** participate in any after school activity. Students who are assigned in or out of school suspension cannot participate in any school-sponsored activity during the day(s) of their suspension.

The Massachusetts Interscholastic Athletic Association (MIAA) handbook contains additional athletic eligibility rules.

### **ATHLETIC REQUIREMENTS**

Student Athletes must also have a current Physical on file with the School Nurse.

The Emergency/Consent form **MUST** be returned to the Coach.

The Student/athlete is not allowed to participate in any practice or game time until all forms are submitted.

### **DIRECTORY OF STUDENT OPPORTUNITIES**

Educational Talent Search	Local Student Advisory Council
Acoustic Café	March Madness
All-School Play	Math Club
Band	National Honor Society
Baseball	Public Announcers
Basketball--Boys & Girls	Principal's Advisory Council
Boys' State Convention	Regional Student Advisory Council
Cheerleading Fall, Winter Competition	School based Broadcast <i>REVOLUTION/Greenlight Studios</i>
Contemporary Music Club	School Council
Cross Country— Boys and Girls	School Newspapers- <i>The Gael Gazette</i> <i>The Spanish Newsletter</i> <i>The Green Scene</i>
Elizabeth Haskins Math Competition	Science Club/Greenhouse Club
ELL Homework Club	Lacrosse-Boys&Girls
Essay competitions	Soccer – Boys & Girls
Excel Club	Softball

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Exchange Club “Milestones of Freedom”	Spirit Week
Flag Corp	Step Up To Excellence (Mentoring Program)
Field Hockey	MIAA Student Ambassadors
F.I.R.S.T.	Student Government Class Officers Student Council
Football	Student Mentoring Program
The G.A.E.L.S. Recognition Program	Tennis
Girls’ State Convention	Student Government Day
Golf	Track & Field - Boys & Girls
Gymnastics	Swimming
Hannah M. Walsh Essay Contest	Volleyball – Boys & Girls
Hugh O’Brien Youth Foundation	Weight Training
Ice Hockey-Boys&Girls	Wrestling
International educational trips	Year Book Staff
Literary Club	Youth of the Month
Tutoring-CMS&CES	Youth of the Year

**ATHLETIC DEPARTMENT PHILOSOPHY**

The Clinton High School Athletic Department offers a number of diversified programs, which meet the needs, and interests of all students who attend Clinton High School.

Each individual program is the direct responsibility of each of the respective coaches. The coaches are to be responsible individuals and must have a high degree of knowledge of their coaching area. All coaches are to base their decisions on whatever is in the best interest of all students involved in their program.

Diversified sports activities programs implemented under the direction of capable coaches will greatly enhance a strong balance between each individual's social and physical development. This will also encourage increased participation.

The Freshmen and Junior Varsity programs are structured and administered by their coaches to give every opportunity for players to compete in each interscholastic athletic event.

Every varsity program should be competitive with success being the primary emphasis. Success is defined as the positive development of the mental, physical and social skills of each individual who elects to participate in the program.

## PART VI-DISCIPLINARY POLICIES

### ALCOHOL AND DRUG USE ON SCHOOL PROPERTY

The possession of, use of, serving of or consumption of any alcoholic beverage, intoxicants or drugs on school property or at school related events is strictly prohibited.

Drinking or being under the influence of alcohol or drugs on school grounds or at any school related event will result in at least five (5) days suspension with a required parental conference before the student may return, or possible exclusion. Second offenses may result in a minimum suspension ten (10) school days or a possible exclusion from school.

**First Violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose, at a minimum, all privileges to attend any school function or activity, and shall be removed from any office or club for the next ten (10) consecutive school days. No exception is permitted for a student who becomes a participant in a treatment program.

**Second and Subsequent Violations:** If the student has not been expelled, when the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose, at a minimum, privileges as stated above for sixty (60) consecutive school days.

If after the second or subsequent violations the student of his/her own volition becomes a participant in a chemical dependency program or treatment program approved by the Principal, the student may be certified by the Principal for reinstatement in all school activities after a minimum of thirty consecutive school days. Certification must be issued by the director or a counselor of a chemical dependency treatment center.

In either case, the penalty could extend into the next school year and the student may be subject to expulsion from the school or School District by the Principal.

The School Nurse may conduct a medical assessment for possible substance abuse upon the request of the Administration.

In cases of sale or distribution of drugs/alcohol or possession of drug paraphernalia by a student, the student's Parent/Guardian and police will be notified and the student will be suspended subject to further disciplinary action including exclusion from school.

### **WEAPONS**

Guns, knives, brass knuckles, pipes, and any other implement that may be construed as a weapon will be confiscated immediately. Any student who has such a weapon in his or her possession, on school grounds, school related events, school busses, school trips, or in his or her locker, will be subject to:

- Suspension and possible exclusion
- Notification to police department
- Notification to social services
- Participation in a counseling program

### **VIOLENCE**

Any physical assault, or at least a threat accompanied by the means to carry out, on or off school premises, in circumstances that create a reasonable fear of imminent danger, will result in suspension and possible exclusion.

### **CONSEQUENCES FOR VIOLATION OF DRUGS, WEAPONS OR VIOLENCE POLICIES**

MGL c. 71, s. 37H

(A) Any student that is found on school premises or at a school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(B) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games, may be subject to expulsion from the school or school district by the principal.

(C) Any student who is charged with a violation of either paragraph (A) or (B) above shall be notified in writing of an opportunity for a hearing; provided however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After the hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (A) or (B) above.

(D) Any student who has been expelled pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the exclusion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be

limited solely to a factual determination of whether the student has violated any provisions of this section.

(E) When a student is suspended or excluded, the District will continue to provide educational services to the student during the period of suspension or exclusion. If the student moves to another district during the period of suspension or exclusion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.

(F) The District is required to report to the department of elementary and secondary education the specific reasons for all suspensions and exclusions, regardless of duration or type.

(G) If the District suspends or excludes a significant number of students for more than 10 cumulative days in a school year, the department of elementary and secondary education will investigate and recommend models that incorporate intermediary steps prior to the use of suspension or expulsion.

### **CRIMINAL COMPLAINTS AND FELONY CONVICTIONS**

MGL c. 71, s. 37H ½

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of Chapter seventy-six of the Massachusetts General Laws:

(1) 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 such a student for a period of time determined appropriate by said principal if said principal determines that the student's continued presence in should would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the school district with regard to the suspension.



(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 such principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the exclusion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the school district with regard to the expulsion.

When the District suspends or expels a student it shall continue to provide educational services to the student during the period of suspension or exclusion. If the student moves to another district during the period of suspension or exclusion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan.

### **STUDENT SUSPENSION OR EXPULSION FROM SCHOOL**

MGL c. 71, s. 37H <sup>3</sup>/<sub>4</sub>

This section shall govern the suspension or expulsion of students who are not charged with a violation of MGL c. 71, Section 37H or with a felony under Section 37H1/2.

When deciding the consequences for the student, the school district shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

For any suspension or expulsion under this section, the principal or a designee shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such a meeting may

take place without the parent or guardian only if the principal or designee can document reasonable efforts to include the parent or guardian in that meeting.

If a decision is made to suspend or expel the student after the meeting, the principal or designee shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

No student will be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

When the district suspends or expels a student it shall continue to provide educational services to the student during the period of suspension or expulsion. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the

student to its schools or provide educational services to the student under an education service plan.

### **TOBACCO AND SMOKING AND VAPING**

MGL c. 71, s. 2A

The possession and/or use of any tobacco product, smoking paraphernalia (including but not limited to electronic cigarettes) is prohibited in school buildings, school facilities, on school grounds, or on school busses at any time. This policy shall apply at all times, including during all school sponsored activities.

- **First Offense:** Parent/guardian notification/conference; and Five (5) detentions
- **Second Offense:** Three day suspension and participation in a school approved smoking cessation program
- **Third Offense (within a school year):** Five (5) day suspension
- **Fourth Offense (within a school year):** Ten (10) day suspension
- **Fifth Offense(within a school year):** Expulsion up to eighteen (18) weeks

### **SUSPENSION FROM ORGANIZATION, OFFICE OR ACTIVITY:**

The following are examples of offenses that may result in a student being suspended from an organization, office, or activity (including athletic activities), but such offenses are not limited to the following:

- Physical assault, or threat accompanied by means to carry out physical assault
- Unauthorized absence from class
- Truancy from school
- Excessive tardiness to school
- Smoking
- Chronic disciplinary referrals
- Alcohol use
- Drug use

### **DISCIPLINE PROCEDURES FOR DISABLED STUDENTS**

#### **Individualized Education Plan**

All students are expected to meet the requirements for behavior as set forth in the student handbook. Chapter 71B of the Massachusetts General Laws and its implementing regulations require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Education Plan (IEP).

The following additional requirements apply to the discipline of special needs students:

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. When a suspension constitutes a change in placement of a student with disabilities, District personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to discipline to conduct a “manifestation determination” which is a review all relevant information in the student’s file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the District’s failure to implement the IEP.
3. If District personnel, the parent, and other relevant members of the Team determine that the behavior is **NOT** a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the District must still offer:
  - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
  - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the District may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances:
  - a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances;
  - b. on the authority of a hearing officer if the officer orders the alternative placement after the District provides evidence that the student is “substantially likely” to injure him/herself or others.
5. In either Par. (3) or (4) above, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.
6. If District personnel, the parent, and other relevant members of the Team determine that the behavior **IS** a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with Par. 4, the student returns to the original placement unless the parents and District agree otherwise or a hearing officer orders a new placement.
7. Not later than the date of the decision to take disciplinary action, the School District notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the School District requests a

hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of a hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the School District agree otherwise.

### **Section 504 Plan**

The following procedures apply to students currently receiving services under section 504:

1. If a student is suspended for longer than 10 consecutive days or has a series of suspensions that are shorter than 10 consecutive days but constitute a pattern a Section 504 Team meeting is held.
2. District personnel, the parent, and other relevant members of the Team, as determined by the parent and the District, convene within 10 days of the decision to discipline to review all relevant information in the student's file, including the 504 Plan, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the District's failure to implement the 504 Plan. This process is referred to as a manifestation determination.
3. If District personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities.
4. If District personnel, the parent and other members of the Team determine the behavior IS a manifestation of the student's disability, the team will review the 504 Plan to make any appropriate changes to support the student's educational access and implement the revised plan.

### **PROTECTION FOR CHILDREN NOT YET ELIGIBLE FOR SPECIAL EDUCATION AND RELATED SERVICES**

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the Clinton Public Schools, including any behavior described in the Individuals with Disabilities Education Act and/or its implementing regulations (the "IDEA"), may assert any of the protections provided for students with a disability if the LEA (Local Education Authority), which is the Clinton School Department, had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

**BASIS OF KNOWLEDGE:**

An LEA must be deemed to have knowledge that a child is a child with a disability if:

1. The parent of the child has expressed concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to personnel of the School District that the child is in need of special education and related services.
2. The behavior or performance of the child demonstrates the need for these services, in accordance with the IDEA.
3. The parent of the child has requested an evaluation of the child pursuant to the IDEA.
4. The teacher of the child or other personnel of the LEA has expressed concern about the behavior or performance of the child to the director of special education of the LEA or to other personnel in accordance with the LEA's established child find or special education referral system.

**EXCEPTION:**

A public agency would not be deemed to have knowledge if, as a result of receiving the information specified under Basis of Knowledge the agency has taken one of the following actions:

1. Conducted an evaluation and determined that the child was not a child with a disability
2. Determined that an evaluation was not necessary
3. Provided notice to the child's parents of its determination

**ATHLETIC DEPARTMENT POLICY**

All Clinton High School athletes are expected to conduct themselves at all times in a manner that will bring credit upon themselves, their school, and their families.

In conjunction with established School District policy contained within the Clinton High School Student-Parent Handbook and School Committee Policies, all Clinton High School athletes must adhere to the following rules.

1. All students who try out for an interscholastic sport at Clinton High School must present a birth certificate to show evidence of his/her age, and must have a physical examination by a doctor. Any other actions unbecoming to a Clinton High School student-athlete, which are not specifically covered in the CODE OF CONDUCT or law, shall be dealt with at the discretion of the individual coach, in conjunction with Clinton High School policies.
2. All team members are responsible for equipment issued to them and will be assessed for the replacement cost of any items not returned.
3. All team members traveling to an away contest shall be properly attired as designated by their respective coach and must use the transportation that is provided by the school department.

4. A request from a parent/guardian submitted in advance and stating a valid reason may allow a team member to travel from a contest with their parent/guardian. The Athletic Director and the Principal or the Assistant Principal should sign the request.
5. Any student absent or dismissed for illness from school the day of a scheduled game or practice session will not be allowed to participate or attend without the permission of the Principal or Assistant Principal.
6. The following offenses against a coach's regulation will result in action taken at the discretion of the individual coach. This action may range from a warning to immediate suspension from the squad, depending on the severity of the offense:
  - a) Tardiness or absence from a practice or game without notification and approval of the coach, or asst. coaches
  - b) Use of profanity
  - c) Disrespect towards coaches.
  - d) Disrespect towards game officials
  - e) Disrespect towards fans
  - f) Unsportsmanlike conduct

This action may range from a warning to immediate suspension from the squad, depending on the severity of the offense.

7. The following offenses will result in **IMMEDIATE GAME SUSPENSION and are subject to the penalties below: Use of ANY tobacco product and/or alcohol or drugs.**

**Minimum PENALTIES:**

**FIRST OFFENSE:**

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 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 the 25% of the season).

**SECOND & SUBSEQUENT OFFENSE (S):**

When the Principal confirms, following an opportunity for the Student to be heard, that a second or subsequent violation has occurred, the student shall lose eligibility for the next 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 the 60% of the season).



If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue 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).

8. The following actions will result in **IMMEDIATE SUSPENSION FROM THE SQUAD FOR THE REMAINDER OF THAT SPORT'S SEASON:**
  - A. Theft of athletic equipment
  - B. Any violation of the provisions of Rule 60
  - C. Tardiness or absence from a practice without prior notification and approval of coach, assistant coaches (refer to second offense)

### **STUDENT HAZING**

Clinton Public Schools does not allow, accept or condone hazing in any form. Students organizing or conducting hazing activities will be disciplined as follows:

- **First Offense:** parent/guardian conference, up to a two (2) week suspension
- **Second and subsequent offense:** parent/guardian conference, automatic two (2) day suspension from school, referral to superintendent for possible expulsion proceedings.

A school sponsored organization guilty of student hazing will:

**First Offense**--organization officers and advisor(s) to be warned in writing of offense; advisor(s) to pay back to the Clinton school system 25% of their annual compensation for their advisor position; officers, parent/guardian conference; up to a two (2) week suspension.

**Second Offense**--officers to be removed from the organization, parent/guardian conference, possible two (2) week suspension; advisors forfeiture of their annual compensation for their advisor position, referral to the Superintendent for possible further disciplinary action.

### **HAZING LAW**

M.G.L. c. 269, s. 17, 18, 19

#### **Section 17-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 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 public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation..

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Section 18, Reporting Hazing Offense; Penalty for Failure to Report Violation.**

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 a crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Section 19. Notice to Schools and Colleges; Annual Reports; Adoption of Disciplinary Policy.**

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

Each 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.

## HAZING REGULATIONS

603 CMR 33.00

### DEFINITIONS:

1. “Hazing” 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 other person. Such conduct shall include whipping, beating, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
2. “Non-school affiliated organization” shall mean any group or organization that operates on the campus of a secondary school but is not under the authority of such school.
3. “Secondary school” shall mean any school, be it public or private that has been designated or approved as a secondary school by the school committee.

*“We should not let our fears hold us back  
from pursuing our hopes.”*  
**John Fitzgerald Kennedy**

## BULLYING

*The following is a summary of the relevant student-related provisions of the District’s DESE approved Bullying Prevention Policy (File JICFB 1A) and the Bullying Intervention Plan. To view the entire Policy and Plan, please visit the District Website at [www.clinton.k12.ma.us](http://www.clinton.k12.ma.us).*

The Clinton 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 cyberbullying.

### Definitions:

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or

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- materially and substantially disrupts the education process or the orderly operation of a school.

“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.

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 Clinton Public schools;

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 Clinton school 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.

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.

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 Clinton 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.

**SCHOOL PROPERTY**

Students should have pride and respect for their school and should exert every effort to preserve it, including its equipment, facilities and grounds from damage and misuse. Students, who in the judgment of the school administration willfully or negatively, damage or misuse school equipment, facilities, or property must make restitution and could be subject to disciplinary action by the school, and/or addition to legal action.

Defacement or destruction of *any* school property are practices that are not in accordance with good school conduct.

**DETENTION**

The Assistant Principal or Principal may assign general detentions. Each student is to have sufficient materials and books to study for the period. Teacher detentions are kept to the

teacher's discretion, and will be served on the day they are assigned. If there is a conflict with numerous detentions it is the responsibility of the student to notify the teacher(s) involved. General detentions are from 2:15-3:00 PM.

Any student who is absent from an assigned detention will be assigned one additional detention. If the student fails to attend the next scheduled detention parental conference will be scheduled and a one (1) day suspension may result.

Refusal to attend an assigned detention will result in additional detentions, and or possible suspension.

Any student serving a general detention may not participate in any activity for the remainder of the day.

### **DISPLAY OF AFFECTION**

Public displays of affection observed by a teacher or Administrator that are deemed inappropriate in a school setting or a school related activity may result in serious disciplinary action, including but not limited to, suspension and/or parent/guardian conference.

### **GUM CHEWING**

Gum chewing in a school situation is unsanitary and does have an effect on the health and safety of our students. We request all students to refrain from gum chewing in school so that disciplinary action does not become necessary.

### **PROTECTION AND SAFETY OF STUDENTS AND EMPLOYEES**

Even though all student actions requiring disciplinary action may not be listed, students must keep in mind that they have no right to interfere with the rights of others to achieve their vocational and educational objectives. Students whose actions and behavior prevent themselves and others from achieving these objectives are subject to disciplinary action.

### **IN SCHOOL SUSPENSION PROGRAM**

The In-School Suspension Program has been designed as one step in progressive series of consequences to:

1. Encourage students to stay in school whenever possible
2. Create an environment that supports students in completing their academic work
3. Assist students in accepting responsibility for their own behavior

**As described in this Clinton High School Handbook, the progression of consequences for infractions may include the following:**

1. Verbal warning by telephone call to parent/guardian
2. Written warning
3. Detention(s)
4. In-school suspension
5. Out-of-school suspension

6. Long term suspension or
7. Expulsion

The level of discipline will be determined by the offense and the School District is not restricted to the consequences listed above.

**Students may be required to attend In-School Suspension for:**

1. Failing to attend detention(s)
2. Accumulating an excessive number of school assigned detentions
3. Using inappropriate language
4. Fighting or any other action of a violent nature
5. Or any other offense deemed by the Administration to warrant an in-school suspension

Faculty members staff the program on a rotating basis. The program will be in operation for the length of the school day. Students assigned to the In-School Suspension room will be present at 7:25 AM for attendance to be taken and will remain there until 2:10 PM, at which time they must report to the Detention Room and must serve a general detention. Teachers will be notified in advance and will provide appropriate and sufficient work for each class the student will miss. The staff person in that room will provide supplies such as paper, pencils, and a computer.

Bathroom privileges will be granted to students one at a time.

While in the In-School Suspension Room the staff person will explain directions, respond to questions regarding academic work and support the completion of the students work. Students may not leave the room to ask assistance from their regular classroom teacher. If students arrive in the morning without books and appropriate work, then work of a general nature will be provided and another day of In-School Suspension will be served. The student is responsible for returning all completed work, for credit, to the In-School Suspension staff person at the end of the school day.

Students are expected to attend In-School Suspension the next day and are absent that day will automatically be required to serve two(2) consecutive days unless excused by the Administration.

Students who fail to abide by these rules will be subject to out-of-school suspension and possible expulsion.

### STUDENT CODE OF CONDUCT

Students are expected to assume responsibility for their behavior and abide by all laws, regulations, rules, directives and the Code of Conduct. The following is a list of some unacceptable behaviors and the actions that may result. The Administration reserves the right to impose more severe penalties if deemed appropriate.

<u>OFFENSE</u>	<u>PENALTY</u>
1. Sexual Harassment	Detention, suspension and/or expulsion
2. Defamation of character	Detention, suspension and/or expulsion
3. Creating or attempting to create a disturbance	Five (5) days detentions and/or three (3) days suspension or prosecution
4. Disobeying, disrespecting or lying to a teacher, staff member or administrator	Detention and/or up to five (5) days suspension
5. Using profanity toward a teacher or an administrator or staff member	Up to five (5) days suspension
6. Using profanity or vulgar language	<b>1st offense:</b> 5 detentions <b>2nd offense:</b> 3 days suspension
7. Assault, battery on any person not referenced in s. 37H of c. 71, or threatening a person, including intentionally causing or attempting to cause physical injury to another person	Up to ten (10) days suspension, referral to Principal and/or Superintendent for possible further action. May follow with legal action
8. Enticing, encouraging, promoting or participating in attempts to interfere with the normal educational process	Five (5) days detentions and/or three (3) days suspension
9. Showing disrespect for school property or causing damage to school property or the property of a teacher, staff member or student	Restitution and/or five (5) detentions or suspension up to ten (10) days. Possible referral to the Principal and/or Superintendent for further review
10. Thievery (all items to be returned or replaced)	<b>1<sup>st</sup> Offense:</b> Parent/guardian conference <b>and</b> two (2) day suspension, possible notice to police for further action <b>2<sup>nd</sup> Offense:</b> Parent/guardian conference and ten (10) day suspension, notice to police and possible further action
11. Unexcused tardiness to class	Detentions and/or suspension
12. Possession of pornographic material	Detentions and/or suspension and police notification
13. Truancy	In school suspension and parent/guardian notification

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14. Unauthorized absence from class	Two (2) detentions, <b>NO CREDIT</b> for class work
15. Leaving school without permission	In school suspension Parent/guardian notification
16. Cheating or Plagiarism	Five (5) teacher detentions for each offense, <b>NO CREDIT</b> for class work, “0” for test, quiz, and assignments, and parent/guardian notification
17. Forgery	<b>1<sup>st</sup> Offense:</b> Up to three (3) detentions, parent/guardian conference <b>2<sup>nd</sup> Offense:</b> Three (3) day suspension, parent/guardian notification
18. Failure to identify oneself to Administrators, Faculty or Staff member	Detention and/or up to five (5) days suspension
19. Failure to report to the office when told to do so by a staff member	Up to five (5) days suspension
20. Misuse or misappropriation of student’s personal identification number (PIN)	Detention and/or suspension
21. Inappropriate public display of affection	Detention and/or suspension
22. Fighting/Striking another student	Detention, suspension and/or expulsion
23. Fighting/Striking faculty, staff or other official	Up to expulsion
24. Intimidation/harassment/interference with safety of staff or student/bullying	Up to expulsion
25. Drug/alcohol possession/use	Up to expulsion
26. Drug/alcohol or contraband distribution	Up to expulsion
27. Sexual assault/sexual abuse	Up to expulsion
28. Arson	Up to expulsion
29. Weapons/dangerous instruments	Up to expulsion
30. Bomb threats/false fire alarms/fireworks/explosive	Up to expulsion
31. All other criminal offenses	Up to expulsion

This list and its suggested consequences do not limit the Administration’s ability to deliver alternative consequences, nor does it imply a progressive order of consequences. All behavioral violations will be assessed on an individual basis, and all consequences will be delivered at the discretion of Administration.



**Acknowledgment Form**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

**Please sign below, indicating that you have read the Clinton High School 2021-2022 Student and Parent Handbook. Your signature(s) indicate your adherence to and support of the rules and regulations set forth in this handbook, including, but not limited to the Student Code of Conduct and the Internet Acceptable Use policy.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: (Please print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: (Please print) \_\_\_\_\_