

Saugus Middle High School Student Handbook 2024-2025



Saugus Middle High School
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Saugus, Massachusetts 01906
Telephone 781-231-5027
<https://middlehigh.saugus.k12.ma.us>

Mr. Brendon Sullivan - Principal
Dr. Carla Scuzzarella - HS Associate Principal
Mr. David Micu - MS Associate Principal
Mrs. Kimberly Politano-Burns - HS Assistant Principal (Grades 9-12)
Ms. Michelle Dwyer - MS Assistant Principal (Grades 6-8)
Ms. Leanne Mottola - Director of Guidance
Mr. Matt Serino - Athletic Director

The Saugus Public Schools is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, gender, gender identity, homeless status or sexual orientation.

SMHS Principal's Message

On behalf of the entire faculty and staff, I would like to welcome you to Saugus Middle High School. Whether you are a returning student/family or a new member of the Saugus Middle High Community, please know that we are happy you are here and that you are a valued member of our community. This handbook has been developed to provide information on regulations and student activities enabling readers to become informed school citizens.

Saugus Middle High School (SMHS) is a vibrant learning community that educates students from Grade 6 through Grade 12. We are incredibly fortunate to have the most beautiful and technologically advanced school on the North Shore (if not the entire Commonwealth). And, we are continuing a wonderful legacy of academic excellence in Saugus.

We strive to meet the needs of our students through smaller learning communities within SMHS. Our middle school students enjoy their own space, and their portion of the building is structured in pods to house their grade level teams. Our high school students also have their own portion of the building designed to suit their needs. This focus on smaller learning communities within the larger school has a direct impact on how we facilitate the operations of the building. In order to better meet the needs of all students, different members of the SMHS Leadership Team focus on different parts of the building for day-to-day operations. Of course, we are ultimately one school. And, so if you reach out to any of us, we will assist you or connect you with the individual best able to assist you.

Saugus Middle High School thrives on the active participation of all its members through intellectual pursuits and/or the rewarding involvement in co-curricular or extra-curricular programs. This is your school, a place where you will spend seven very important years, years that will never again be duplicated. Take this opportunity to get involved in challenging and worthwhile activities. Students are the most important part of our educational community. Do your part to make Saugus Middle High School the best it can be.

Once again, I want to welcome you to the Saugus Middle High School. We are looking forward to a memorable and productive year. We are incredibly excited for the upcoming school year!

Sincerely,

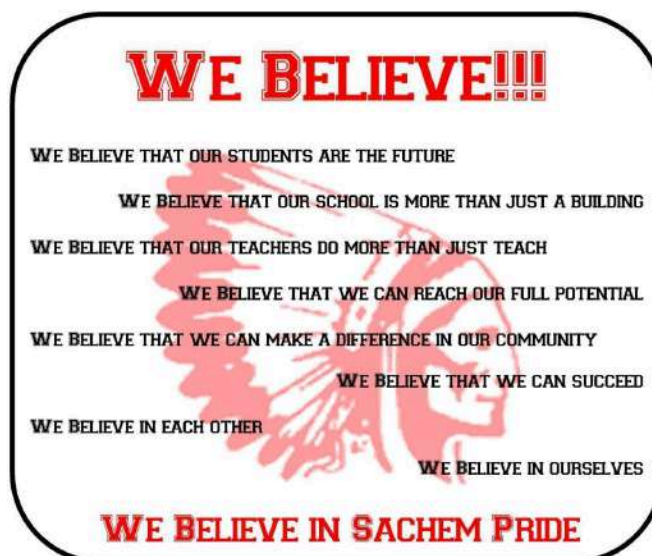
Mr. Brendon Sullivan Principal-SMHS

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SHS Mission Statement

Adopted by the Saugus High School Faculty on June 2012



Learning Expectations

Academic

At Saugus High School *WE BELIEVE* that our students can reach their full potential. Through the educational process students will think critically and communicate effectively. Meeting this expectation will produce students who are 21st century learners.

Connecting Education to the Future

At Saugus High School *WE BELIEVE* that our students' actions have a direct effect on their future. Through the educational process students will be responsible, prepared, and motivated. Meeting this expectation will produce students who are college and career ready.

Building Relationships

At Saugus High School *WE BELIEVE* that our students' social interactions connect to their educational success. Through the educational process students will build effective relationships through respect, tolerance, and courtesy. Meeting this expectation will produce students who are thoughtful global citizens.

Rubric for Learning Expectations

Score/Category	Mastering	Proficient	Needs Improvement
Academics	A student meets and surpasses expectations by exemplifying a strong sense of academic seriousness.	Student meets the expectations by exemplifying a sense of academic seriousness that is common among his/her peers.	A student does not meet the expectations of exemplifying a common sense of academic seriousness.
Connecting Education to the future	Student not only understands the connection between his/her cumulative effort in school and his/her future, but also uses that understanding to help guide his/her decision making.	A student seems to understand the connection between his/her cumulative effort in school and his/her future. She/he may also understand how that connection might impact his/her future.	A student does not understand the connection between cumulative effort in school and his/her future.
Building Relationships	A student builds and maintains strong relationships with peers, staff members, and others associated with our school or community.	A student attempts to build relationships with peers, staff members, and others associated with our school or community.	A student does not have, nor has he/she attempted to build, relationships with peers, staff members, and others associated with our school or community.

SMS Vision Statement

The Saugus Middle School is a diverse partnership of students, staff, parents and community members dedicated to the establishment of a safe and nurturing environment in which all try to become lifelong learners.

We will strive to advance the intellectual, social, emotional, and physical development of all our students. Technology, hands-on activities, and interdisciplinary instruction will enhance teaching and learning. Curriculum development will be an ongoing process geared to the needs of the children in accordance with state-mandated standards. Faculty will recognize the skill levels, learning styles, and uniqueness of its students while servicing each individual's immediate needs within an environment that promotes success for all students.

Faculty, students, families, and the community will be actively involved in the educational process to create a safe, supportive environment where students are motivated to learn and believe that success is attainable. Everyone will honor and respect the differences and uniqueness of each individual while developing a sense of responsibility toward themselves, their school community, and the community at large.

We, at the Middle School, envision that our mission, in partnership with the total school-community, is to provide students with a middle school program which will meet the unique needs of preadolescence. Programs strive to recognize academic and cognitive development, while also addressing social/emotional and physiological characteristics of developing preadolescence. We strive to create engaged learners reaching their highest potential.

We Believe an Education for Young Adolescents Must Be:
Developmentally Responsive
Challenging
Empowering
Equitable

Saugus Middle - High School

Student Rights and Responsibilities

We are committed to one set of expectations for everyone in our community to ensure personal development and civic responsibility.

I Have the Right to:

Be physically, emotionally, and socially safe at school.

Be treated fairly, respectfully and equally.

Expect that my personal property will be safe and secure at school.

Expect that all adult members of the SHS community will consistently model the expectations for student attitude, behavior and performance

A complete education with well-planned lessons, engaging activities, encouragement, consistent feedback and the support needed for every learner to succeed.

Express my opinions and feelings while being supported in a collaborative classroom.

Work in a supportive environment with all of the members of the SHS community

Fairness and due process in the application of the school discipline code.

I Have the Responsibility to:

Behave in a positive manner to all, respecting the physical and emotional boundaries of others

Treat others with respect.

Respect the property of others and never violate its safety or security.

Meet high expectations and accept constructive feedback for my attitude, behavior, and achievement.

Be present, prompt, prepared, and participate with a positive attitude in each of my classes. I will strive to meet high expectations for learning and cooperate fully with my teachers.

Listen and respect the ideas and feeling of others.

Bring all concerns regarding fairness and respect to a staff member who will address the matter.

Own my behaviors and actions and accept the consequences for violating my "Responsibilities."

Saugus Public Schools
2024-2025 School Year Calendar(182 staff)(180 students)

August (4 staff - 3 student)							September (19)							October (22)						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31		
25	PD	27	28	29	30	31	29	30												
November (18 staff - 17 student)							December (15)							January (19)						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7	5	6	7	8	9	10	11
3	4	PD	6	7	8	9	8	9	10	11	12	13	14	12	13	14	ER	16	17	18
10	11	12	13	14	15	16	15	16	17	18	19	20	21	19	20	21	22	23	24	25
17	18	19	20	21	22	23	22	23	CH	24	CH	27	28	26	27	28	29	30	31	
24	25	26	EC	28	29	30	29	30	CH											
February (15)							March (21)							April (17)						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1							1							5
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	ER	27	28		23	24	25	ER	27	28	29	27	28	29	30			
							30	31												
May (21)							June (11)							July						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	ER	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Regular School Day Hours:		Early Release for Students		Delayed Opening	
Veterans Early Learning Center: 8:30 AM - 2:30 PM		Veterans Early Learning Center: 11:40 AM		Veterans Early Learning Center: 10:30 AM	
Belmonte STEAM Academy: 8:05 AM - 2:05 PM		Belmonte STEAM Academy: 11:15 AM		Belmonte STEAM Academy: 10:05 AM	
SMHS Complex: 7:50 AM - 2:15 PM		SMHS Complex: 11:00 AM		SMHS Complex: 9:50 AM	
School/Grade Start Dates:					
First Day of School: August 27, 2024 and Tentative Last Day of School: June 16, 2025					
Calendar includes (5 snow days): June 17, 18, 20, 23, and 24					
Students Grades 2 to 12: School begins August 27, 2024 (full days)					
Pre-K and Kindergarten: Orientation August 27, 2024 - School begins August 28 and 29, 2024 (1/2 days)					
Students Grade 1: School begins August 27, 28, and 29 2024 (1/2 days)					
Special School Days					
H - 3 days - School Buildings and School - Buildings are closed - No School for Staff and Students					
PD - Staff Professional Development Days - No School for students - Staff Reports					
ER - District Wide Early Release - Staff Professional Development					
School Vacation - NO SCHOOL for teaching staff or students					
Elementary Early Release Wednesdays - 1 Hour Early Dismissal of Elementary Only (VELC 1:30 PM and BSA 1:05 PM)					
EC - Early Closing - All School - November 27, 2024					
BSA	Grades 2 to 5: 1/2 day Teacher Conferences - Dismissal at 11:15 AM - December 12 and 13, 2024 and March 20 and 21, 2025				
VELC	PreK, K, Grade 1: 1/2 day Teacher Conferences - Dismissal at 11:40 AM - December 12 and 13, 2024 and March 20 and 21, 2025				
SMHS	Grades 6 to 12: 1/2 day Teacher Conferences				
KS	Kindergarten: 1/2 day Kindergarten Screenings: June 3 and 4, 2025				
VELC and BSA Terms and Report Cards			SMHS Complex Terms and Report Cards		
Term 1 - Marks close 11/27/2024 - Report Cards distributed 12/9/2024			Term 1 - Marks close 11/8/2024 - Report Cards distributed 11/15/2024		
Term 2 - Marks close 3/7/2025 - Report Cards distributed 3/17/2025			Term 2 - Marks close 1/24/2025 - Report Cards distributed 1/31/2025		
Term 3 - Marks close 6/6/2025 - Report Cards distributed Last day			Term 3 - Marks close 4/4/2025 - Report Cards distributed 4/11/2025		
			Term 4 - Marks close 5/23/2025 for seniors- Report Cards distributed 5/23/2025		
			Term 4 - Marks close 6/11/2025 - Report Cards distributed 6/12/2025		

Saugus Middle High School Directory

781-231-5027

<https://middlehigh.saugus.k12.ma.us>

Main Office	Extension
Mr. Sullivan, Principal	43002
Ms. Ferreira, High School Clerk	43002
Ms. Meara, Middle School Clerk	43000
Ms. Dean, High School/Middle School Clerk	43001
Associate Principals/Assistant Principals	
Dr. Scuzzarella, High School Associate Principal	43307
Mr. Micu, Middle School Associate Principal	43363
Ms. Politano, High School Assistant Principal	33560
Ms. Dwyer, Middle School Assistant Principal	31610
Guidance	
Ms. Mottola, Director	43003
Ms. Alba, High School Clerk	43003
Ms. Norton, High School Counselor	43009
Ms. Pinette, High School Counselor	43010
Ms. Sweder, High School Adjustment Counselor	43011
Ms. Forziati, Middle School Clerk	43170
Ms. Franks, Middle School Counselor (M-Z)	43173
Ms. Monroe, Middle School Counselor (A-L)	43171
Ms. O'Neill, Middle School Adjustment Counselor	43172
Ms. Sweet, Outreach SAC	43240
Special Education	
Ms. Newbury, High School Educational Team Leader	43121
Ms. Reynolds-Dalley, Middle School Educational Team Leader	43159
Mr. Talagan, School Psychologist	43338
Health Center	
Ms. Hittinger, High School	43015
TBD	43014
Ms. Elivert, Middle School	43016
Athletic Office	
Mr. Serino, Athletic Director	43224
Ms. Bertrand, Clerk	43225

Saugus Middle High School Bell Schedule

Time	M	T	W	Th	F
7:50 -7:57AM	Mentor	Mentor	Mentor	Mentor	Mentor
7:59 - 8:47AM	Period 1	Period 2	Period 3	Period 4	Period 1
8:49 -9:37AM	Period 2	Period 3	Period 4	Period 1	Period 2
9:39-10:27 AM	Period 3	Period 4	Period 1	Period 2	Period 3
10:29 - 11:18 AM	Period 4	Period 1	Period 2	Period 3	Period 4
LUNCH BLOCK 11:19 AM - 12:34 PM	Period 5	Period 5	Period 5	Period 5	Period 5
12:36 PM- 1:24 PM	Period 6	Period 6	Period 6	Period 6	Period 6
1:26 PM - 2:15 PM	Period 7	Period 7	Period 7	Period 7	Period 7

Lunch

- Lunch 1: 11:19am - 11:44am
- Lunch 2: 11:44am- 12:09pm
- Lunch 3: 12:09 - 12:34pm

Academics

Grading

All courses are either full year (4 quarters) or semester (2 quarters) at Saugus Middle High School, and will be reported numerically on report cards. These grades reflect the overall evaluation of student learning based on the syllabus given to students at the start of the school year and/or semester. High School students take mid-year exams and final exams. These exam grades are part of the Quarter 2 and Quarter 4 overall grades.

End of year grades for High School and Middle School students will be calculated in the following manner:

Quarter 1	25%
Quarter 2	25%
Quarter 3	25%
Quarter 4	25%

Semester courses (High School only) will include a cumulative exam at the end of the respective quarter (either Quarter 2 or Quarter 4). End of semester grades will be calculated in the following manner:

Quarter 1 or Quarter 3	50%
Quarter 2 or Quarter 4	50%

GPA Scale High School

Grade	AP	H	CP
(97-100)	5.3	4.8	4.3
(93-96)	5.0	4.5	4.0
(90-92)	4.7	4.2	3.7
(87-89)	4.3	3.8	3.3
(83-86)	4.0	3.5	3.0
(80-82)	3.7	3.2	2.7
(77-79)	3.3	2.8	2.3
(73-76)	3.0	2.5	2.0
(70-72)	2.7	2.2	1.7
(67-69)	2.3	1.8	1.3
(65-66)	2.0	1.5	1.0
(Below 65)	0.0	0.0	0.0

Middle School Grading Scale

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

Academic Honor Code

Saugus Middle-High School's Academic Honor Code defines academic violations and prescribes consequences. Academic violations are usually categorized as cheating or plagiarism. Other offenses,

however, may be classified as academic violations. Academic violations may also carry additional disciplinary consequences (See the Code of Conduct, page

Cheating/Plagiarism

All students need to develop the character qualities of honesty and integrity. Students need to “pass” on their own efforts and ability through study and commitment to hard work. To do anything less is unacceptable. Academic dishonesty includes cheating and plagiarism.

Cheating embraces any action wherein a person defrauds, deceives, or violates regulations unfairly. Cheating consists of any schoolwork a student submits for evaluation that is not done by themselves. Cheating is an act of dishonesty and deceit. Cheating includes, but is not limited to, the following:

- Copying from another student (homework, classwork, quizzes, tests, papers, etc)
- Allowing another student to copy work
- Use of online translators
- Use of cellphones in class
- Use of talking, signs, or gestures during a quiz/test
- Sharing test/ quiz information with students in another class period with the same teacher or course
- Unauthorized use of study aids, notes, books, data, or other information
- Sabotaging the projects or experiments of other students
- Lying or failing to give complete information to a teacher for purpose of gaining academic advantage
- Feigning illness to gain extra preparation time for tests, quizzes, or other assignments
- Using AI (artificial intelligence) technology to write assignments, papers, etc..

Plagiarism is the act of stealing the language, ideas or thoughts of another and representing them as one's own original work without giving credit to the true author/creator. Plagiarism includes, but is not limited to, the following:

- Submitting an assignment in whole or in part that has been copied from a published source or downloaded from computer software or the Internet
- Borrowing the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgment
- Having a parent/guardian or another person write an essay or do a project that is then submitted as one's own work
- Failing to use proper documentation and/or bibliography

In regard to use of the internet: copying/pasting of web pages, magazine articles, etc. is a great way to take notes and collect information. But make sure to make note of the source of the information each time. REMEMBER, everything copied/pasted is a direct quote from an original source. All sources must be cited.

Consequences

First Infraction:

- Student receives no credit for the work involved, will forfeit eligibility for Honor Roll for that quarter, and jeopardizes eligibility for any leadership positions.
- Parent/Guardian notified by teacher and a report will be filed with the student's Assistant Principal. The incident will become part of the student's disciplinary record in Aspen.

Second Infraction:

- Student receives no credit for the work involved, ten points will be deducted from the term grade in that course, will forfeit eligibility for Honor Roll for that quarter, forfeits any leadership positions along with removal from Honor Society (if applicable).
- Parent/Guardian notified by teacher and a report will be filed with the student's Assistant Principal. The incident will become part of the student's discipline record in Aspen.
- Student will receive one day out of school suspension.

Third Infraction:

- Student will receive an "F" for the term grade in that course.
- Parent/Guardian notified by teacher and a report will be filed with the student's Assistant Principal. The incident will become part of the student's discipline record in Aspen.
- Student will receive three days out of school suspension.
- Student will be ineligible for any future leadership positions, National Honor Society membership, Honor Roll, or any academic award and academic scholarships.

In all cases involving academic integrity, the Administrator will hold a conference with the parent/guardian, student and staff member so that all facts are clear and consequences are known. Students may appeal second and third infraction consequences to an administrator-selected committee of teachers/counselors.

Incidences of cheating/plagiarism are cumulative - the 2nd infraction, although possibly in a different class, is nonetheless the 2nd infraction, and the student will be disciplined accordingly.

Homework

Homework completion is the responsibility of the students. Generally, homework assignments relate to the day's lesson and serve as a basis for class discussion, analysis, or written material the following day. Therefore, students who do not complete homework are unprepared for class.

The length, depth, and type of homework assignment may vary by individual course, level and teacher expectation. Additionally, at the High School, Advanced Placement courses and some Honors classes require completion of homework assignments during vacations and throughout the summer.

We urge parents/guardians whose student is not doing homework regularly to contact teachers.

The Faculty and Administration at Saugus Middle High School consider homework to be a high priority for a student. It has been found that much of the success or failure of an individual student depends on their failure to study. A student should have a regular schedule of study, which is carefully followed. The regular completion of assignments at home is crucial for a student to be successful.

Honor Roll

The Honor Roll is computed each quarter on the basis of reported grades. Students with incompletes cannot qualify unless the teacher reports grades promptly. Pass-Fail courses are not included in determining the Honor Roll. All subjects (unless otherwise identified in the SHS Program of Studies) are considered for Honor Roll.

- High Honors All 90's in major subjects
- Honors No grade less than an 80 in major subjects

Class Rank (*High School Only*)

Rank in class is determined on the basis of a quality point weighted system. Those subjects which require more concentrated work and which are more difficult will be given a higher point rating in determining the class rank. **The minimum passing grade for high school students is 65%.** Class rank is computed by multiplying the numerical value of a grade by the credit of the subject, and dividing this total by the sum of the credits as indicated below. Class rank is cumulative over four years and is weighted on the basis of achievement level. Class rank is based on Grade Point Average (GPA).

- Minimum requirements: 30 class periods weekly
- Pass-Fail and all non-weighted courses are not included in class rank.
- **The computation for final determination of Valedictorian and Salutatorian will be completed following Quarter III of the Senior year. This will also apply for the selection for Class Marshals for graduation, which will be the third and fourth ranked students in the graduating class. The selection of the North Shore Honor Scholars will be determined after Quarter II of the Senior year.**
- Only students with a minimum of two full years as members of Saugus High School will be included in class rank. If under 2 years, transfer students will receive a GPA, but not a rank in the class.
- Only students with a minimum of two full years as members of Saugus High School will be included in the determination of Class Valedictorian/Salutatorian and Class Marshals.
- **To be considered an Honor Graduate, Seniors must obtain a 3.5 GPA.**

Dropping Courses

All students elect their programs in March prior to the fall opening of school. Our counselors encourage **thoughtful** course selection. It is recognized that students who are misplaced academically are moved, based on teacher recommendation, as soon as possible during the school year. Student requests for social, personal or peer pressure reasons will not be honored.

Once the Master Schedule is balanced, the number of seats for students per section and the number of sections to be run is fixed. A constant request for change in the fall creates disruption to classes. Therefore, it is imperative that students be aware of prerequisites, which must be met, and be serious in their selections in order to avoid unnecessary requests for change. **There will be no changes in a student's schedule after the school year has begun, unless it has been determined that the student has been misplaced.**

Graduation Requirements (High School only)

In order for a student to participate in the graduation **ceremony**, they must be in compliance with established academic requirements, **as well as** in conformity with school regulations. Each year all students should carry a minimum of five (5) major subjects. To maintain regular class membership, it is recommended that students entering Grade 10 have earned **twenty-five (25)**, students entering Grade 11 have earned **fifty (50) credits**, and **students entering Grade 12 must have earned a minimum of seventy-five (75) credits.** **All students must accumulate 110 credits** and pass the required courses listed below along with earning a competency determination on MCAS in order to graduate from Saugus High School. **Students must have met all obligations to the school (for example, return of school property).**

Only students meeting all requirements will be eligible to participate in graduation.

Courses to be passed:

- English 20 credits (4 years)
- Math 20 credits (4 years)

- Social Studies 15 credits (3 years *which includes U.S. History I, U.S. History II, and World History II*)
- Science 15 credits (3 years *which includes Biology, Chemistry or Physics, and a third year of Science*)
- Wellness 10 credits (2.5 per year)
- Fine Arts 5 credits (1 year)

Strongly Recommended:

- World Language 10 credits (2 years) *Generally required for admission to most four year colleges and universities.*

Community Service Requirement

- All students are required to complete 48 hours of documented community service in order to graduate. Students must complete 12 hours of community service each year while at Saugus High School. Provisions for transfer students and additional information on Community Service Requirements are available in the Guidance Office.

All seniors must pass a minimum of 20 credits senior year to be eligible for graduation - English and Math must be part of the 20 credits.

Promotion Requirements (Middle School only)

Students are expected to successfully complete their four core academic areas, Math, Science, Social Studies and Language Arts with a minimum grade of 60%. Failure to do so will require the student to attend summer school, or, in some cases, be retained. Students who fail one or two core subjects for the year must have an average no lower than 45% in that class in order for the student to be academically eligible to attend summer school. If the average is lower than 45%, in one or more classes, that student may be retained. Also, if a student fails more than two (2) core academic areas, the student also may be retained. At the discretion of the Principal, in consultation with the teacher(s) and parents, a student may be promoted at any time.

Exemptions may be granted based on:

- A Special Education student's Individualized Education Program (I.E.P.)
- An eligible student's Section 504 Accommodation Plan
- The recommendation of the Principal/Superintendent for physical, psychological, or intellectual issues.
- Student's demonstration of proficiency in courses to permit enrollment in sequential or advanced work.
- Satisfactory completion of an approved summer school for the equivalent course hours. (The grade a student earns in a summer school course may replace one Semester's grade.)

Help/Make-Up Sessions

Two days a week teachers remain until 2:50 PM at the Saugus Middle High School for help and make-up. Students should note each teacher's make-up days and room. Following an absence the student should report to the next help-session. All make-up work must be conducted during after school hours or during another mutually agreed upon time between the teacher and the student.

Saturday Grade Recovery Program (High School only)

In an attempt to increase student engagement and allow for timely instructional intervention, SMHS offers a Saturday Intervention Program for Saugus High School students. Students who received a failing grade in a core course for the previous quarter, will have the opportunity of grade recovery for one failed course through this program. Students participating in the program will receive targeted instruction using

Edgenuity under the direct oversight of an SMHS teacher. The curricula covered in these sessions will be closely aligned to the work that was failed for term quarter.

Students will be required to attend at least 4 of the 6 sessions provided. Each session is 3 hours long and students may complete their 3 hours on Saturday morning between the hours of 8:00 AM and noon. Students must receive at least a grade of 80 and complete twelve active hours in their targeted program on Edgenuity, otherwise their quarter grade will remain unchanged. While attendance is a requirement, mere attendance is not grounds to receive the credit. Any violation of the SMHS disciplinary code will result in the student's removal from this program.

After successful completion of the program, the student will receive a 65% for the term.

Summer School Requirements

Saugus High School does not offer Credit Recovery Summer School. Saugus High School students who fail classes should take advantage of the "Saturday Grade Recovery Program" throughout the school year if needed.

Tutorial Service

Students are encouraged to stay with their teachers for extra help after school above all other services. If a student is out for medical reasons and cannot attend school, parents/guardians should contact Pupil Personnel Services (PPS). Medical documentation will be required in such cases. Please note: tutoring may only be available in certain subject areas. Saugus High School offers free tutorial services through the National Honor Society. Please contact the NHS Advisor directly, or complete the online tutoring form on the SHS website to receive information.

Activities and Athletics

Activities

Saugus Middle High School provides a variety of activities for both high school and middle school students, a list of which is below. These extracurricular activities allow each student to participate in supervised events, which encourage student involvement and spirit. Activities serve as an opportunity for personal social development. Each student is encouraged to take an active part in school activities. Students may present ideas for new activities to the Principal.

High School Extracurricular Activities

A Cappella Club
Art Club
Cheerleading
Class Officers
Computer Tech Club
Drama Club
Fall Play
Gay Straight Alliance
Helping Hands
Improv Troupe
Jazz Band
Marching Band
Math Club
Model UN Club
National Honor Society
Peer Mediation
Robotics Team
Sachem Buddies
Sachem Times (newspaper)
Science League
Spring Musical
Student Council
Tontoquonian (yearbook)
Vistas (literary magazine)

Middle School Extracurricular Activities

Drama Club
Jazz Band
Jr. National Honor Society
Math Club
Memory Book
Musical
Robotics Team
School Spirit Club
Student Council

Afterschool Enrichment Programing

For the 2024-2025 school year, the Saugus Public Schools is working closely with the Town of Saugus to develop additional afterschool enrichment and tutoring programs to support and engage all students. At SMHS we will be emphasizing developing opportunities for our middle school students.

National Honor Society (NHS)

The object of the Saugus High School chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of Saugus High School. Candidates shall be members of the junior and/or senior classes.

Requirements:

Scholastically eligible candidates (minimum grade point average [GPA] of 3.5) will be notified of their eligibility, and invited to apply during the 1st quarter of Junior year. Candidates who apply and are

unsuccessful in the Fall may have their candidacy reviewed on April 1 to determine for entrance but will be inducted in the fall ceremony.

In addition to the minimum GPA, a student must have demonstrated the following:

1. *Leadership*: Includes but is not limited to holding responsible positions on and off campus in the past two (2) years. A candidate for admission must demonstrate initiative and contribute ideas that enhance the classroom and the school. A candidate should exercise a positive influence on peers, school and community.
2. *Service*: Includes activities undertaken throughout high school on behalf of others without direct financial or material compensation. A candidate must have been involved in a frequent form of service anytime from his/her freshman year onward. This does not necessarily mean community service, but a student must show that he/she has given up time to help others in an unselfish manner.
3. *Character*: The candidate should have displayed outstanding character traits such as honesty, integrity, respect for others, good citizenship, etc. Any previous suspendable/disciplinary offense, infraction of school rules and/or improper conduct may be cause for rejection of a candidate.

Application:

Candidates must submit a student information packet which includes a resume, an application and an essay outlining their completion of scholarship, leadership, service and character to school and community.

- **Admission is not automatic.** In addition to having the required GPA, applicants must demonstrate significant accomplishment and/or participation in the three (3) areas described on page 15. Each area is weighted equally in the application process, so it is necessary to have some accomplishments in each area.
- All activities, accomplishments, etc. included in the application must have taken place during the student's time in high school. DO NOT include anything that occurred before high school.
- The application should be neat and legible, and submitted by the due date.
- All applications are read anonymously. The student's name will be removed and replaced with a number. Anonymity ensures impartiality and makes the selection process much easier for the Faculty Council.

Selection:

Membership in this chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a three member Faculty Council appointed annually by the Principal. Selection is based on outstanding scholarship, leadership, service and character. Once inducted, members have the responsibility to continue to demonstrate these qualities until the member graduates. Students who fall below a 3.0 GPA twice during their membership will be removed from Honor Society membership.

- Members of the Faculty Council shall evaluate all candidates for leadership, character and service. Each Faculty Council member will determine whether they do or do not recommend that the Faculty Council accepts a candidate into the National Honor Society.

Appeal Process:

The Principal will listen to concerns from students who are not selected, although, the National By-Laws permit no appeal for candidates who are not selected unless, non-selection was due to procedural error (name inadvertently left out, mistake in GPA calculation, etc.) The specific reason for non-selection is not a matter of appeal as the Principal is not part of the deliberation process.

Article X: discipline and dismissal

- *Section 1:* The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. 3. Article X, Section 1. To maintain compliance, all local procedures must conform to the full provisions of this article. Faculty Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.

- *Section 2:* Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the Chapter Adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.
- *Section 3:* The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
- *Section 4:* In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (*Note: This hearing is required and is considered "due process" for all members*)
- *Section 5:* For purposes of dismissal, a majority vote of the Faculty Council is required.
- *Section 6:* A member who has been dismissed may appeal the decision of the Faculty Council to the Principal and thereafter under the same rules for disciplinary appeals in the school district.
- *Section 7:* NASSP shall hear no appeals in dismissal cases.

National Junior Honor Society (NJHS)

The National Junior Honor Society is much more than an honor-roll celebration. It is one of the highest honors that can be awarded to a middle school student. NJHS provides an outstanding opportunity to grow with academically accomplished peers who are sharpening the habits needed for success in high school and beyond. NJHS Members are **EXEMPLARY ROLE MODELS** at the Saugus Middle School in every single way; in the classroom, in the halls and cafeteria, on the playground and walkways surrounding the school and on the bus before school, during school and after-school. NJHS Members are **EXTREMELY ACTIVE** in the Saugus Middle School Community; by participating in school sponsored clubs, activities, organizations and sports. All students interested in membership must have completed the equivalent of one semester (2 quarters) of Seventh Grade.

Requirements:

Scholastically eligible candidates (minimum grade point average [GPA] of 93% in all courses, including Encores) will be notified of their eligibility, and invited to apply during the 3rd quarter of Seventh Grade. In addition to the minimum GPA, membership is based on four other equal criteria: citizenship, service, leadership, and character. A student must have demonstrated the following:

1. *Scholarship:* Students who have a cumulative grade average of 93 percent in all courses, including Encores, or higher meet the scholarship requirement for membership. Anyone who receives an invitation has already met this threshold.
2. *Character:* Students of good character are cooperative; demonstrate high standards of honesty and reliability; show courtesy, concern, and respect for others. Students of good character demonstrate self control and **good personal habits in the classroom**, do not have a discipline record including sessions, suspensions, and warnings.
3. *Citizenship:* Students who demonstrate citizenship understand the importance of **civic involvement**, have a high regard for freedom, justice, and democracy, and demonstrate mature participation and responsibility through **involvement with school clubs and organizations** in addition to **community groups such as scouting, religious organizations, etc.**
4. *Leadership:* Student leaders successfully hold school offices or positions of responsibility such as Team Captains, WEB Leaders, Stage Managers and/or Homeroom Representatives. They demonstrate initiative in promoting school activities; **are leaders in the classroom** and in other school or community activities; exercise positive influence on peers in upholding school ideals. Student leaders participate by attending school programs, speak with respect concerning the school, teachers and students, inspire positive behavior in others, and demonstrate positive behaviors in the classroom and outside the classroom.
5. *Service:* This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Students provide service by participating in **organized charitable activities** outside of school in which they are helping people in the community who are less fortunate than themselves, helping with any request made by staff to help support our school community, and by participating in SMS service organizations. (PLEASE NOTE: Volunteering and Service are NOT THE SAME. There must be a “helping someone less fortunate/ in need” than oneself component to be considered service. Ex 1: Giving up an afternoon to keep score at youth sporting event is VOLUNTEERING, not service. Ex 2: Giving up an afternoon to collect blankets for the local youth group to donate to the homeless = SERVICE.

Application:

Eligible Seventh Graders are *invited* to apply sometime during the 3rd Quarter. *Only* students who receive an invitation may apply for NJHS. Candidates must attend one of the informational meetings. Candidates must complete a Candidate Information Packet.

- **Admission is not automatic.** In addition to having the required GPA, applicants must demonstrate significant accomplishment and/or participation in the four (4) areas described above. Each area is weighted equally (20%) in the application process, so it is necessary to have some accomplishments in each area.
- All activities, accomplishments, etc. included in the application must have taken place during the student’s time in middle school. DO NOT include anything that occurred before middle school.
- The application should be neat and legible, and submitted by the due date.
- All applications are read anonymously by members of the NJHS Faculty Council. The student’s name will be removed and replaced with a number. Anonymity ensures impartiality and makes the selection process fair.

Selection Process:

Membership in this chapter of the National Junior Honor Society is an honor bestowed upon a student. Selection for membership is by a three member Faculty Council appointed annually by the Principal. Selection is based on outstanding scholarship, leadership, service, citizenship and character. Once inducted, members have the responsibility to continue to demonstrate these qualities.

- All Middle School Faculty are asked to evaluate each candidate.
- Based upon the information from the Middle School Faculty, members of the NJHS Faculty Council shall evaluate all candidates for leadership, character and service. Each Faculty Council member will determine whether they do or do not recommend that the Faculty Council accepts a candidate into the National Junior Honor Society.

Election of Class Officers (High School only)

The Assistant Principal will set a date and time for the election. No class elections will be held after the Junior Year (those elected as Junior Officers will continue as Senior Officers) unless the officers fail to uphold their duties as required by the Class Advisor and Administration. Below describes an approved election procedure. Other procedures may be used if approved by the Administration and Class Advisors. Students will elect the following officers in each grade:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Board of Directors (up to eight)
6. Representative to the School Committee (one student, one alternate)

Nomination:

Each candidate must have the proper nomination sheet signed by twenty classmates.

Primary Elections:

The purpose of the primary election is to determine the candidates to run in the final election.

Final Election:

When the office is to be filled by only one elected official, the winner for that office will be the candidate receiving the majority vote in the final election. Class Advisors in the presence of the Assistant Principal will count ballots in the final election.

Absentee Ballots:

Absentee ballots are to be issued only in the case where a student is out of school on the day of an election due to a school sponsored event.

Student Election Rules:

1. No election posters allowed until nomination papers are completed, signed and approved.
2. No “copy” machine posters are allowed. All posters must be individually hand drawn.
3. Posters must be approved and signed off by the Assistant Principal.
4. All posters must be hung in the cafeteria and library.
5. Dates for nominations and final elections will be coordinated on the same dates for all classes concerned, with the exception of the freshman class, which will hold elections at the Middle School or in the fall of their freshman year.
6. Accepted election procedures must be followed or the ballot will be disqualified. (e.g. ballots or nomination papers that are mutilated, or have double checks or erasures will be disallowed; nomination papers must be signed by classmates only and complete signatures must be written.
7. All posters must be removed by unsuccessful candidates after the primary, and by all candidates immediately after the final election.
8. A student may run for only one major office (President, Vice President, Secretary, Treasurer) as well as for the Board of Directors, but if elected must serve in the higher office.
9. Any student running for class office should be able to carry out the time requirements needed to perform the duties of the office, which include weekly meetings.
 - a. If the successful candidate fails to attend three of the meetings called by the Class Advisor, the office holder’s performance will be subject to review and the individual could be replaced.
 - b. Class Officers should be prepared to participate in all class activities and show leadership attitude, which will encourage other students to assist in projects.
 - c. Officers’ academic achievement (a minimum of 20 earned credits per marking period) and discipline must be in good standing at all times.
10. No candidate may run for or serve in an office unless they are in a mentor room of that respective class. An officer can and will be removed from an elected office or appointed office if they violate any of the above commitments.

Class Dues (High School only)

Class dues will be the following: \$25 per year plus graduation expenses with an additional cost for a yearbook. All dues must be paid before a student is eligible to purchase tickets to Senior events, graduate or participate in any co-curricular activities.

Eligibility for Activities (High School only)

1. Students involved in co-curricular activities must secure during the marking period preceding the activity or performance a passing grade in at least 25 credits of prepared work. Prepared work is defined as any subject or course in which credit is allowed toward the high school diploma. A student cannot at any time participate in an activity or performance unless that student is taking at

least 30 credits of prepared work. Eligibility for the 1st Quarter is determined by the previous academic year's final grade for 4th Quarter. **The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that marking period have been issued to the parents of all students.**

2. A student who repeats work upon which they have once received credit cannot count that subject a second time for eligibility.
3. Incomplete grades may not be counted toward eligibility.
4. A student cannot count for eligibility any subjects taken during the summer vacation, unless that subject has previously been pursued and failed.
5. Students must be in good standing in school and the community as determined by the Principal to be eligible. Students deemed not to be in good standing will be removed or suspended from activities.
6. The Principal, Associate Principal, Assistant Principal and the Athletic-Director will check all report cards of those students involved in their respective activity. If a student fails to qualify to participate in extracurricular activities under the above regulations, the student will not be eligible until the next report card is issued. Frequent failure to attend extra-curricular activity meetings and maintain good citizenship will warrant a review of reason for absences to determine if excuses are acceptable for continued participation.
7. A student receiving services under Chapter 766 whose Individualized Education Plan is a 502.4 or more restrictive prototype, may be declared academically eligible by the Principal provided all other eligibility requirements are met.
8. Students tardy to school after 10:30 a.m. without a valid excuse will be ineligible for extracurricular activities that day.
9. Any student who is dismissed prior to the end of the school day will not be eligible to participate that day in any school sponsored activity. Exceptions will only be made by the Principal or Associate Principal/Assistant Principal.

Chemical Health Policy - Activities (High School only)

For students participating in a co-curricular activity (including but not limited to: clubs, theatrical performance, student government, National Honor Society, etc.) the prohibition period for use, possession, distribution, purchasing, having consumed, or being under the influence of alcohol and/or drugs (controlled substances) includes the school year from the first official day of school to the last official day of school including weekends and vacations. The use of tobacco products such as cigarettes, e-cigarettes, vapes, or chewing tobacco will not be permitted during any activity.

First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall be removed from the activity for two (2) weeks.

Second and Subsequent Violation(s): When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall be removed from the activity for eight (8) weeks. If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency program or treatment program, the consequence will be reduced to four (4) weeks of the activity.

Students in leadership positions, including but not limited to: club officer, student government officer, etc. additionally jeopardize their position if they violate the chemical health policy. A student leader who is disciplined or involved in an incident involving an alcohol/drug violation at **ANY TIME, including summer vacation**, will lose their leadership position in addition to any other consequences.

Conduct at Activities

Saugus Middle High School fosters positive student behavior at all co-curricular activities. Unfortunately, there are times when situations occur where student behavior needs to be addressed. Student that act inappropriately during any school-sponsored activities will have the following consequences, along with the disciplinary action:

First Offense: Thirty (30) day suspension from all school sponsored activities, including athletic contests

Second Offense: Sixty (60) day suspension from all school sponsored activities, including athletic contests, and placed on social probation

Subsequent Offense: Minimum of 1 year suspension from all school sponsored activities, including athletic contests, AND a 5 day school suspension

Interscholastic Athletics

Sports are an integral part of the extracurricular activities at Saugus Middle High School. Student-Athletes are subject to all school rules and regulations governing student behavior as cited in the Student Handbook and the MIAA Student Athlete Handbook. The students of our school are encouraged to participate in athletics in each of the three seasons during which sports are offered. **Most sports are open to 7th and 8th grade students, with exceptions noted.** Saugus Middle High School offers the following sports at the Varsity, Junior Varsity and Freshman levels:

FALL	WINTER	SPRING
Cheerleading (Open grades 7-12)	Basketball B/G (Open grades 8-12)	Baseball (Open grades 7-12)
Cross-Country (Open grades 8-12)	Basketball B/G (Middle School 6 & 7)	Golf G (Open grades 7-12)
Cross-Country (Middle School, 6 & 7)	Cheerleading (Open grades 7-12)	Lacrosse B/G (Open grades 8-12)
Field Hockey (Open grades 8-12)	Ice Hockey B/G (Open grades 8-12)	Outdoor Track (Open grades 8-12)
Field Hockey (Middle School, 6 & 7)	Indoor Track (Open grades 7-12)	Outdoor Track (Middle School 6 & 7)
Football (Open grades 9-12)	Swimming (Open grades 7-12)	Softball (Open grades 7-12)
Golf B (Open grades 7-12)	Wrestling (Open grades 7-12)	Tennis (Open grades 7-12)
Soccer B/G (Open grades 7-12)		
Volleyball B/G (Open grades 7-12)		

Athletic Eligibility

- A student-athlete may receive no more than *two* failing grades on the most recent report card.
- A student who fails one or two classes during terms 1, 2, or 3 must participate in the SHS credit retention program to retain athletic eligibility.
- A student must register on Final Forms
- Receive a valid physical exam (within 13 months) prior to the season and submit physical to the athletic department
- Complete payment of specific user fee or be put on a payment plan.
- Be enrolled in at least 30 credits.
- Be in good standing in school and in the community as determined by the building principal and athletic director. Students deemed not to be in good standing will be removed or suspended from team(s).
- Fulfill all school obligations
- **An athlete must not have reached the age of 19 prior to September 1.**
- **Adhere to all policies/procedures within the SHS Athletic Handbook**

Additional Rules for Eligibility of Athletes

All student-athletes should be aware that interscholastic athletics are governed by the Massachusetts Interscholastic Athletic Association (MIAA), which publishes annual rules and regulations governing interscholastic athletics. The following MIAA rules apply:

- a. A student-athlete shall be under the age of 19 before September 1st of the current school year.
- b. A student-athlete is eligible only for four (4) consecutive years upon entering 9th grade.
- c. Any member of a squad in any sport who is ruled out of a game shall not participate in the next scheduled game(s). A 2 game suspension will be assessed to any student-athlete who is ejected from a contest for any of the following reasons: fighting, punching, kicking an opposing player or spitting at someone.
- d. Any player who physically assaults an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense.
- e. A student who transfers from any school to an MIAA member school is ineligible to participate in any interscholastic contest for a period of one (1) year without approval of MIAA form 6 and/or 7.
- f. The rules apply to all teams: Varsity, Junior Varsity and Freshman.

Athletic Concussion Policy

Saugus Middle High School is committed to the safety of all our student athletes. This policy provides standardized procedures for any persons involved in the training, prevention, recognition, management, and return to play decisions regarding students who sustain head injuries while involved in extracurricular athletic activities, including but not limited to interscholastic sports and intramural, to protect their health. These policies and procedures have been developed in the best interest of our student-athletes, in compliance with the Massachusetts Department of Public Health regulations (105 CMR 201.00: Head Injuries and Concussions in Extracurricular Athletic Activities), to ensure and maintain a safe environment for all.

Prior to each sports season SMHS student-athletes and parents/guardians must complete the Pre-Participation Head Injury/Concussion Medical Form (Pre-Participation Form) regarding an athlete's history of head injuries and concussions. The questionnaire will be distributed through the Athletic Department and will be reviewed by the School Nurse and the Athletic Trainer prior to athletic participation. The School Nurse and the Athletic Trainer will provide appropriate follow-up when necessary.

At the beginning of each season, student athletes will receive training on sports related head injuries and prevention. They will also be provided with an information sheet with the symptoms of concussions, and reference to information available online.

- No student-athlete will be permitted to participate in athletics and extracurricular athletic activities unless a current physical is on file and a Pre-Participation Form is returned signed by the parent/guardian to the Athletic Director.
- All violations or non-compliance of the SMHS Concussion Policy shall be reported to the Athletic Director and Administration for further disciplinary action.
- All documentation of concussions of the student-athletes, including the Pre-Participation Form, Report of Head Injury Form, medical clearance authorization form, and re-entry plan will be kept on file in the Athletic Director's Office. Copies will also be in the Nurse's Office.
- All forms will be available in English and Spanish. Translators will be available at meetings as necessary.

Complete Concussion Policy available on the Athletic website or in the Student-Athlete Handbook.

Chemical Health Policy - Athletics

Athletes are expected to use good judgment and not place themselves in harm's way. According to the MIAA, "From the earliest fall practice date, the conclusion of the academic year or final athletic event (whichever is latest), a student-athlete shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance." It is not a violation for a student-athlete to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

First Violation: When the Principal confirms, following an opportunity for the student-athlete to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student-athlete who becomes a participant in a treatment program. It is recommended that the student-athlete be allowed to remain at practice for the purpose of rehabilitation. During the suspension, the disqualified student-athlete may not be in uniform and their attendance at the competition is determined by the Principal and Athletic Director.

Second and Subsequent Violation(s): When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student-athlete shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. If after the second or subsequent violations the student-athlete of their own volition becomes a participant in an approved chemical dependency program or treatment program, the student-athlete may be certified for reinstatement in MIAA activities after a minimum of 40% of events, provided the student-athlete was fully engaged in the program throughout the penalty period. The Principal, in collaboration with a Chemical Dependency Program or Treatment Program, must certify that the student-athlete is attending or issue a certificate of completion. If a student-athlete does not complete the program, the penalty reverts back to 60% of the season.

NOTE: Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of athletic participation, which may affect the eligibility status of the student during the next academic year. (Example: A student only plays football: he violates the rule in the winter and/or spring of the same academic year; he would serve the penalty during the fall season of the next academic year).

Students in leadership positions - Captains, additionally jeopardize their position if they violate the chemical health policy. The tenure of a captain is defined as from the moment of election/selection through the completion of the final game of captaincy. A captain who is disciplined or involved in an incident involving an alcohol/drug violation at **ANY TIME, including summer vacation**, will lose their captaincy in addition to any other consequences.

Student-athletes may not represent Saugus Middle High School if they are suspended. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension.

Conduct at Athletic Events

Good sportsmanship is important. It is one of the fundamental reasons for having an interscholastic athletic program. If the athletic program at Saugus Middle High School does not develop good sportsmanship, it cannot be considered successful even if teams are victorious. Students can help build good sportsmanship - remember as a spectator, a student still represents our school as much as any team member. Cheer as loudly as possible for our team - do not boo or jeer the visiting team or the officials. Accept the decision of the game official as final and not to be questioned. It is the coach's job to question when there is doubt as to a

decision made by an official, not the spectators. Be courteous and friendly to visiting team members and spectators before, during and after the game. Leave the parking area carefully.

Saugus Middle High School fosters positive student behavior at all athletic events. Unfortunately, there are times when situations occur where student behavior needs to be addressed. Student that act inappropriately during any athletic event (home or away) will have the following consequences, along with the disciplinary action:

First Offense: Thirty (30) day suspension from all athletic events.

Second Offense: Sixty (60) day suspension from all athletic events, and placed on social probation

Subsequent Offense: Minimum of 1 year suspension from all athletic events, AND a 5 day school suspension

Attendance

In accordance with the laws of the Commonwealth of Massachusetts, all children under the age of 18 are required to attend school. Learning is a continuous process. Students must be in school punctually and regularly in order for successful learning to take place. The Saugus School Committee, realizing the importance of regular attendance as a factor in successful academic achievement, endorses that the only acceptable reasons for being absent from school are those caused by personal illness or quarantine, death or serious illness in the family, weather so inclement as to endanger the health of a child, religious holidays, court appearances, and other exceptional reasons approved by the school administration. Our attendance policy is designed to promote the development of responsible, dependable, and punctual students, recognize the role of the student, family and school in maintaining appropriate attendance, and enforce Massachusetts laws with respect to school attendance.

Categories of Absence

Excused Absence - The State statute further points out that good attendance is the joint responsibility of the student, parent/guardian, and the school. Excused absences require documentation:

1. Personal illness, quarantine or other medical condition with verifiable parent/guardian or medical documentation
 - a. 1-2 day absence requires note from parent/guardian
 - b. 3 or more consecutive days of absence requires medical note and student must report to the Nurse
2. Bereavement or serious illness in the family
3. Observance of major religious holidays
4. Court appearance - requires documentation from the Court
5. College or military recruiter visits, limited to 2, with prior approval from the Administration
 - a. Seniors only, Juniors 4th quarter
6. School sponsored activities which were approved by the Administration

Parents/Guardians should provide documentation verifying these absences **either prior to the absence or upon the student's return**. *These notes should be turned into the Main Office, Assistant Principal, and/or the Nurse; depending on the nature of the absence.* Valid absences will be denoted as excused.

Unexcused Absences - All other absences are considered unexcused. This includes but is not limited to, oversleeping, missing a bus or ride, **family vacations**, unauthorized events, etc.

Note: *Saugus Middle High School students who take family vacations or family trips that do not coincide with previously scheduled school vacation days will miss valuable class experiences that cannot be duplicated in any other way. Such planned absences are discouraged and should not be scheduled outside of designated school vacations.*

Excessive Absence (High School only)

The accumulation of both excused and unexcused absences may cause a student to not receive credit toward promotion from one grade to another, or towards graduation for high school students, even with passing grades. The threshold for this determination is:

- 10 or more absences (excused or unexcused) for a Semester course (2 quarters) - Student allowed 9 before an appeal.
- 20 or more absences (excused or unexcused) for a Yearlong course (4 quarters) - Student allowed 19 before an appeal.

Appeal Process (High School only)

To ensure fairness, an attendance review may be conducted to evaluate any extenuating circumstances relating or pertaining to absences, prior to final marks being recorded. A hearing will be conducted to review any appeal and notification will be given to the student and their family after a determination has been made.

Students exceeding the absence totals may appeal by completing an **Attendance Appeal form and submitting this form to the Assistant Principal.**

- **Attendance Appeal Board meetings will be held twice a year.** Once during **Mid-Year Exam week** and another during **Final Exam week**.
 - Students with **10 absences as of January 1st** will present their case (with a parent/guardian) to the Attendance Appeals Board the week of Mid-Year Exams.
 - **Paperwork for appeals must be in the Monday before Mid-Year Exams.**
 - Students with 10 or more absences after January 1st, will present their case (with parent/guardian) to the Attendance Appeals Board the week of Final Exams.
 - **Paperwork for appeals must be in by the Monday of the first week of June.**
- If **no appeal** is made **or the appeal is denied;** the student **may be eligible to attend summer school to regain their credit.**
- The Attendance Appeals Board will be made up of three (3) classroom teachers and one (1) Administrator.
 - The Administrator shall be a non-voting member of the Board.
 - Appeals will be approved or denied by a majority vote. In the event of a tie, the appeal is granted.
 - The chairperson of the Attendance Appeals Board will be determined by a vote at the beginning of the first Appeals Board meeting during Mid-Year Exam week.
 - Letters informing both the parent/guardian and the student of the date and time of the Attendance Appeals Board meeting will be sent home with at least two (2) days notice.
 - The student and parent/guardian will be informed in writing of the decision of the Attendance Appeals Board.

Protocol for Reporting an Absence

The school will contact homes of students who are absent on a daily basis through our automated announcement system. The parent/guardian is urged to contact the appropriate Administrative Office upon receipt of this call if they are unaware of this absence. Students and parents may access the class and daily attendance through Aspen, our Student Management System software. *All notes documenting absences must be brought to the respective Administrator for approval within 48 hours of an absence. Documents received after the 48-hour period may be determined to be unacceptable.*

Chronic Absenteeism

If a student under the age of sixteen (16) accumulates seven (7) absences during the year, either excused or unexcused, a letter will be sent outlining the school's attendance concerns and arrange for a mandatory meeting with administration to formulate a plan to address the absenteeism, discuss the reasons for the absences, and plan for improved attendance moving forward. A written, signed plan will be put in place.

If the student reaches fifteen (15) absences during the year, the Assistant Principal or Principal may choose to involve the Department of Children and Families and/or the Juvenile Court by filing a CRA or 51A as appropriate.

Absences from Class

All students are to attend all classes on their schedules unless excused by a member of the Administration or the Nurse's Office. There are to be NO exceptions. Unauthorized absence from class constitutes a "cut," and students found cutting will be disciplined in accordance with the Attendance Policy.

NO student may attend any extra-curricular activities, including athletics, if absent from school on that day without written permission from the Principal.

Tardiness

Punctuality, or lack of it, is usually a result of habit. Excessive or even periodic tardiness in a school, besides disrupting the educational process for others, will seriously hamper the student's opportunities for future success. In order to discourage tardiness, the following procedures are in effect:

Tardy to School

1. Students who arrive after the start of school are considered to be late to school and must sign in at the designated area. Teachers are not to allow students into class after the late bell has rung unless a student has a "Late Arrival Pass."
2. Students who arrive 20 minutes after the start of the school day **MUST** bring a note from their parent/guardian to verify the tardy.
3. **Students admitted after 10:50 will be considered absent for the day.**
4. After the student's 3rd tardy to school, in a quarter, **regardless of arrival time**, the student will be assigned an Office Session. An additional Office Session will be assigned for each subsequent tardy for that term. Students who are tardy on Friday will serve their Session on Monday. For further disciplinary actions based on tardiness, please refer to the Discipline Infractions/Consequences.
5. **NOTE:** Every three (3) days tardy after 8:10 AM (without a medical note), will count as an absence.
6. Students must be in school by 7:50 AM to participate in any extracurricular activities, including athletics, unless the tardy is excused by the Assistant Principal and/or Athletic Director.

Tardy to class

1. If a student is tardy to class (not in the classroom when the bell rings) the student will stay after school on a day assigned by the teacher.
2. If the student does not report after school, the student will be referred to the Assistant Principal.
3. **NOTE:** Three (3) tardy arrivals to the same class shall equal an absence in that class and be counted into the existing attendance policy as an unacceptable absence.

Dismissals

If there is a valid reason to be dismissed from school, a student must bring a note from their parent/guardian stating the reason, the time of dismissal, and a home and work phone number at which the parent/guardian can be reached for verification. The note must be brought to the main office before 7:50 AM. A call will be made from the school to determine the validity of the dismissal note. Once verified, a dismissal slip will be issued. **NO phone dismissals will be accepted.** In the event no note is presented, the parent/guardian must come to the school in order to dismiss the student or unless the Assistant Principal speaks to a parent/guardian and only in an emergency situation.

- **Dismissed before 10:50 AM will result in an absence unless there is a medical note**
- School Administrators reserve the right under school attendance statutes to deny requests for dismissal, which by their pattern constitute a violation of those school attendance statutes.
- In order to dismiss a student, the person must be listed as a contact in Aspen. Please make certain to update these contacts via email or written documentation.
- Registry appointments and other personal business should be planned for after school hours. In no instance is working an excuse for absence, dismissal or tardiness. Parents are urged to make dental and doctor appointments that are not emergencies at times that will not interfere with the school program.

- Any student who is dismissed prior to the end of the day will not be eligible to participate, that day, in athletics, band, club or school sponsored activities. Exceptions will only be made by the Principal or Assistant Principal in the absence of the Principal.
- Leaving the building without being dismissed by either the nurse or the Assistant Principal will be considered class cutting/out of bounds and will be dealt with accordingly.
- We ask the cooperation of parents to ensure prompt and regular attendance throughout the school year.

Additional Attendance Information

Students Permanently Leaving School (MA General Laws Chapter 76, Section 18)

No student sixteen years of age or older, who has not graduated from high school, shall be considered to have permanently left public school unless an Administrator of the school which the student last attended has sent notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days. 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. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

Conduct and Discipline

The environment of a school is a reflection of the attitude of its students and staff toward the school and each other. It is of equal concern that SMHS achieve an atmosphere of order, self-discipline, safety and mutual respect. We believe our students have the maturity and good judgment to regulate their behavior. When these qualities need further development, we are ready to provide the necessary guidelines.

Each teacher, within the policies set by the Saugus School Committee, will establish behavior expectations within their own classroom. The School Committee, Administration, faculty and staff expect all students at SMHS to act at all times in a manner which indicates that they respect themselves, respect authority, and respect the rights and property of others.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur, by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians. If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

Teacher Session

A teacher may detain a student after school. During this time, there should be a positive exchange between teacher and student to explain what the expected behavior is and how the student can work to attain the expected level. A session is frequently required for those who are repeatedly tardy to class or who arrive in class without assigned work completed. Session is also assigned as a deterrent for further minor misbehaviors. Students who do not attend a teacher session will be referred to the Administration for further action.

After School Office Session

A student receiving an Office Session will be detained from 2:25 - 2:55 PM on the assigned day. Students are not allowed to leave the building prior to the Office Session, and have 10 minutes from the bell at 2:15 PM to get to Office Session. No electronic devices will be allowed in Office Session. Sessions are held in a classroom, the specific location will be announced.

Only the Principal, Associate Principal or Assistant Principal may excuse a student for tardiness to Office Session. Office Sessions take precedence over all other after school activities; e.g. athletics, make-up and other activities. Students who do not attend an Office Session will be subject to further action per the discipline code and still be held accountable for the assigned Office Session.

Before School Office Session

A student receiving a Before School Office Session (AM Session) will begin at 7:15 - 7:45 AM on the assigned day. No electronic devices will be allowed in Office Session. Sessions are held in a classroom, the specific location will be announced.

Only the Principal, Associate Principal or Assistant Principal may excuse a student for tardiness to Before School Office Session. Students who do not attend a Before School Office Session will be assigned a Saturday Session and must repeat their Before School Office Session the next day. Before School Office

Session will be mainly for students who are chronically late to school or a special circumstance as determined by the Administration.

Saturday Session

In order to provide educational access to all students, Saugus Middle High School offers **Saturday Session** which may be implemented in place of student suspension. Saturday Session begins at 8:00 AM. No excuses for tardiness will be accepted. The program ends at 11:00AM. During Saturday Session, students are expected to complete academic/school assignments and/or participate in community service. No electronic devices will be allowed, but when required computers are provided.

Students who fail to attend a Saturday Session will be subject to further consequences, including but not limited to: suspension or additional Saturday Sessions, in accordance with the due process procedures. Students that fail to attend Saturday Session must be accompanied by a parent/guardian when they return to school on Monday.

The school reserves the right, depending upon the severity of the offense and the number of times the offense has been repeated, to assign any combination of suspensions and/or Saturday Session.

Impermissible Behavior

The following list of impermissible conduct and potential discipline therefore is not exhaustive but provides general guidance to students with respect to school rules and behavioral expectations. The SMHS Administration reserves the right to impose discipline that it deems appropriate under the circumstances. This handbook shall be used as a guide in making such determinations.

The Principal or designee acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to:

- mediation;
- conflict resolution;
- restorative justice;
- collaborative problem solving and
- additional positive behavioral interventions

Tier 1 Infractions

Tier 1 infractions are generally handled by staff. Tier 1 infractions often result in a warning, phone call to parent/guardian and/or teacher session, or Office Session. Examples of Tier 1 infractions include but are not limited to:

- Tardiness to school
- Tardiness to class without a pass
- Behavior not conducive to an effective/safe learning environment
 - Instigating, or being involved in inappropriate/disruptive behavior and/or activity, including physical contact "playful altercations," in hallways, stairwells, classrooms, common spaces (theater, gym, cafeteria), entering/leaving school, on school property, or on a school bus

- Any violation of a school-wide policy, or of an individual teacher's expectations for class behavior (failure to turn in homework, non-cooperation, etc.)
- Inappropriate language, swearing, etc.
- Rude behavior towards school personnel
- Leaving class without permission
- Being in building before or after school, unsupervised
- Loitering in bathroom or halls during non-passing time without a pass
- Failure to report to assigned Teacher Session, Office Session, Morning Session, Saturday Session
- Eating or drinking outside the cafeteria without permission (students may carry water)
- Violation of the Cell Phone Policy (See page 43)
- Violation of Electronic Device Policy (See page 44) [Confiscated electronic devices may be subject to search by school officials]
 - Includes use of airpods/headphones and smart watches during school
- Not being in assigned area
- No pass or failing to identify oneself to any staff member
- Excessive displays of affection
- Playing cards, gambling, or betting
- Possession/use of "playthings" (i.e. cards, toys, water balloons, snappers etc.)
- Inappropriate school attire
 - Wearing hats, hoods, bandanas or other types of headwear (unless used for religious purposes)
- Chewing gum or candy (cough drops are allowed with permission from the nurse or parent/guardian) **Middle School only**
- Wearing backpacks or sling bags between classes (from 7:50 a.m. - 2:10 p.m.) **Middle School Only**
- Littering anywhere in school or on school grounds
- Skateboarding, roller skating, rollerblading, scooter, bike, or any other type of wheeled device, riding anywhere in the building or on school grounds *unless* ridden to school and parked at a bike rack for the school day.
- No selling/distributing of unauthorized food, drinks, candy in the school building/school property during the school day

Consequences for Tier 1 Infractions

May include, but are not limited to:

- Verbal warning
- Parental notification
- Conference
- Written apology
- Teacher Session
- Silent Lunch Session
- Office session, or in-house suspension, including re-entry meeting with the student and parent(s)
- Saturday Session
- Confiscation (possibly until conclusion of school year)
- Restricted lunch privileges/cafeteria clean-up

NOTE: A second offense for a Tier 1 infraction could result in a Tier 2 consequence.

Tier 2 Infractions

Tier 2 infractions involve more serious misconduct and/or behaviors that occur more often without regard for earlier reprimands, such as repeated Tier 1 behavior. Examples of Tier 2 Infractions include but are not limited to:

- Threats, teasing, harassment, verbal abuse, bullying, retaliation or intimidating behavior of any kind. This includes verbal, visual symbols, cyber bullying or any electronic communication.
- Instigating, or being involved in inappropriate/disruptive behavior and/or activity, including physical contact “playful altercations,” in hallways, stairwells, classrooms, common spaces (theater, gym, cafeteria), entering/leaving school, on school property, or on a school bus
- Dishonesty, lying, cheating/plagiarism
- Forgery - forging signatures on documents or using another’s identity, includes falsifying emails
- Throwing or discharging anything at staff, students, or vehicles on school grounds (including but not limited to food, snowballs, water pistols, etc.)
- Leaving any group, or exhibiting inappropriate behavior, while under the supervision of a faculty member or authorized chaperone on a field trip or other event
- Theft of any personal, private, or school property
- Disrespectful gestures, profanity, or injurious behavior directed at another person, including misbehavior towards/insubordination of any staff member, including substitute teachers
- Any action, including vandalism and graffiti, which results in injury or damage to property, whether intended or not (full restitution is required)
- Truancy or class cutting
- Physical altercation - minor (pushing, shoving)
- Pranks - Student pranks are considered dangerous and a threat to the safety and rights of others. There is no such thing as a “harmless” prank. In addition to discipline, students involved in pranks may lose the privilege of attending all school-sponsored events, including senior activities for 12th graders. Seniors involved in pranks may also lose the privilege of participating in the graduation ceremony.
- Bringing to school any animals or live organisms without prior permission from the main office
- Unauthorized use or entry of any school building or property (trespassing)
- Violation of the **Acceptable Use Policy**
- Inappropriate behavior at any athletic or other event or rally (whether at home or at another site) including, but not limited to, profanity, taunting, threats, and fighting

Consequences for Tier 2 Infractions

May include, but are not limited to:

- Parental notification
- Conference
- Written apology
- Office Session, or in-house suspension, including re-entry meeting with the student and parent(s)
- Silent Lunch Session
- Saturday Session
- Confiscation (possibly until conclusion of school year)
- Restricted lunch privileges/cafeteria clean-up
- Exclusion from school-sponsored activities and field trips
- Out-of-school suspension, including re-entry meeting with the student and parent(s) on the day that the student is scheduled to return to school
- Recommendation for expulsion, including a hearing with the student and parent(s)
- Police notification when appropriate

NOTE: A second offense for a Tier 2 infraction could result in a Tier 3 consequence. Tier 2 violations that are determined by the Principal to be egregious may also result in a Tier 3 consequence.

Tier 3 Infractions

Tier 3 infractions involve any behavior or action that potentially threaten the safety or well-being of an individual or the school community as a whole. All Tier 3 infractions require the immediate attention of an Administrator. Consequences include Office Sessions, In-School Suspension or Out-of-School Suspension except where otherwise specified. Serious or egregious violations may result in long-term out-of-school suspension, and possibly exclusion or expulsion. The Principal reserves the right to exercise discretion and to impose Out-of-School Suspensions in excess of the general guidelines set forth below. **For some infractions Police and/or Fire will be notified, charges may be filed.** Examples of Tier 3 Infractions include but are not limited to:

- Insubordination - disobedience to authority, willful and/or intentional failure to follow a reasonable direct order of a staff member
- Assault on any member of the school staff. “Any student who assaults a principal, dean, 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.” M.G.L. c.71, § 37H.
- Possession of controlled substance (includes prescription drugs) and/or weapons on school property. “Any student who is found on school premises or at a school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, knife, or controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.” M.G.L. c.71, § 37H.
 - Additional Definitions:
 1. Dangerous Weapons –include but are not limited to firearms of any kind, knives, razors or other objects such as items sharpened into blades, chains, whips, ropes or any combination of objects fashioned into such, sling shots, clubs, karate sticks or rods of any kind, pipe, metallic knuckles, rings, screwdrivers, wrenches, hammers, or other objects determined by the Principal to be a dangerous weapon.
 2. Contraband – refers to any objects, which depending on their use, may present a threat to the health and safety of students and staff. Contraband materials include but are not limited to bottles, cans, scissors, hat pins, rings, metal files, athletic equipment, spray paint or any aerosol.
- Tobacco - In accordance with MA law, smoking and possession of tobacco products is not permitted within the school building, the school property, school buses or school events off-campus (sporting events, proms etc.)
 - Use of Tobacco products
 - Possession of Tobacco products
 - Distribution of Tobacco and products or paraphernalia
- Vaporization (VAPE)
 - Use of vaporization (VAPE), electronic cigarette/cigar paraphernalia and alternative smoking devices
 - Use of vaporization (VAPE), electronic cigarette/cigar liquids (nicotine, oil, juice, etc)
 - Possession of vaporization (VAPE), electronic cigarette/cigar paraphernalia (including empty cartridges/containers), and alternative smoking devices
 - Possession of vaporization (VAPE)/electronic cigarette/cigar liquids (nicotine, oil, juice, etc)
- Intent to distribute, purchase or sell vaporization (VAPE), electronic cigarette/cigar, related paraphernalia
- Intent to purchase illegal substances, controlled substances (includes prescription drugs) and/or drug paraphernalia
- Distribution of illegal substances, controlled substances (includes prescription drugs) and/or drug paraphernalia
- Possession of drug paraphernalia
- Possession of alcohol or alcohol products at school or school sponsored events

- Intent to distribute, purchase or sell alcohol at school, on school property, school buses, or school events off campus
- Impaired student: The Assistant Principal, in consultation with the referring staff person, School Nurse and/or Counselor will make a determination of the student's status. Appropriate interventions to address health and safety will be immediately implemented. If the student is deemed impaired for reasons not related to health or mental health condition, additional disciplinary action may be imposed.
 - Impaired at another school's event
- Assault and/or battery of any student on school premises or at a school sponsored/school related event or athletic contest
- Possession and/or use of fireworks, smoke bombs, stink bombs, propellants, etc.
- Bomb scare or false alarm (pulling a fire alarm)
- Fire-setting - using incendiary devices in school, on school buses, school property or related
 - Use/possession of a lighter or matches
 - Use of any other explosive or flammable devices or materials
- Possession of inappropriate, obscene or suggestive literature/pictures through electronic means
- Taking, possessing, displaying, distributing and/or transmitting pictures/video of student/staff member without consent of said student/staff member
- Gang-related violence
- Hazing (See State Law prohibiting Hazing, page 00) - Discipline at discretion of Principal pending outcome of investigation
- Bullying/Intimidation (See State Law regarding Bullying, page 00) - Discipline at discretion of Principal pending outcome of investigation
- Harassment (See State Law Harassment/Sexual Harassment, page 00)
- Threats to cause harm or endanger faculty/staff and/or student(s)
- Discriminatory, harassing, lewd, or abusive behavior
- Fighting (Physical contact) or instigating a fight on school grounds (including access roads to & from school facility, school buses). FIGHTING WILL NOT BE TOLERATED AT SMHS
- Any act which disrupts the educational environment of the school

Consequences for Tier 3 Infractions

May include, but are not limited to:

- Parental notification
- Exclusion from school-sponsored activities and field trips
- Saturday Session
- Out-of-school suspension, including re-entry meeting with the student and parent(s) on the day that the student is scheduled to return to school
- Police/Fire notification
- Recommendation for expulsion, including a hearing with the student and parent(s)

Social Probation

Students who have violated the code of conduct are subject to being placed on social probation. The Administration may restrict a student as a disciplinary matter. Seniors who are suspended after April 1st may lose one senior activity privilege up to all senior privileges depending on infraction. Only the Principal or designee can remove a student from Social Probation. Social Probation may include, but is not limited to, loss of the privilege to:

- A. Attend school social events (dances, proms, etc.)
- B. Attend athletic events

C. Participate in School activities (school plays/performances, field trips)

D. Park on SMHS property

Note: While a student will generally be provided with the opportunity to respond to the violations of which the student is accused prior to exclusion from an extracurricular activity or event, students are not entitled to the full range of due process procedures applicable to in-school suspensions, out-of-school suspensions or expulsion.

Suspension/Expulsion

Definitions:

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days in a school year, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½ for:

- (a) possession of a dangerous weapon;
- (b) possession of a controlled substance;
- (c) assault on a member of the educational staff; or
- (d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, § 37H or 37H½.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Out-of-School Suspension: reserved for serious violations and/or an excessive number of minor violations. Before re-entry to regular classes the student will have a meeting with their parent/guardian and the Assistant Principal.

NOTE: Students who are suspended for any length of time are not allowed to participate in or attend any school activity until they return to school the next school day.

Long-term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian.

Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes.

Emergency Removals: The Principal may remove a student from school temporarily when the student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the Principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: (1) make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4)

the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Before the expiration of the two (2) school days following the initial emergency removal, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent, the Principal must provide the student an opportunity for a hearing that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing.

PASS (Positive Alternative to School Suspension) Program (High School Only)

The P.A.S.S. program is a program run jointly by the Beverly YMCA and the Northshore Recovery High School at the McPherson Youth Center in Beverly Massachusetts. The program is designed as a positive therapeutic learning opportunity for students to participate in therapy and tutoring. Being sent to the program does not count as a suspension on a student's record, and counts as a school day because of the educational opportunities provided. Participation in this program is limited to non-violent offenders only and *is completely at the discretion of the principal or his designee*. Failure to fully participate in the program will result in the consequence that is associated with the student's offense to be reinstated.

Principal's Discretion

In every case of student misconduct for which suspension may be imposed, the Principal, or their designee, shall exercise discretion in deciding the consequence for the offense. The Principal shall consider ways to re-engage the student in learning and shall attempt to avoid long term suspension as a consequence until alternatives have been tried. These alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice and positive behavioral interventions and supports. **However, in some instances, alternative measures to suspension may not be the appropriate consequence for the misconduct.**

Due Process - Procedures for Disciplinary Actions:

Procedures for Short-Term Suspension (exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten cumulative school days.)

The Principal, or their designee, may suspend students on a short-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension:

- Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
 - The disciplinary offense
 - The basis for the charge
 - The potential consequences, including the potential length of the suspension
 - The opportunity to have a hearing with the Principal and the parent/guardian concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident
 - The date, time, and location of the hearing
 - The right of the parent/guardian and student to interpreter services at the hearing
- At the hearing, if the student and/or parent/guardian elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The

Principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the Principal must be able to document reasonable efforts to include the parent/guardian. The Principal is presumed to have made reasonable efforts if the Principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

- Based on the available information, the Principal shall make a determination as to whether the student committed the disciplinary offenses and what remedy shall be imposed. The Principal shall notify the student and parent/guardian in writing of the decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.
- **Note: Short-term suspensions are not appealable.**

Procedures for Emergency Removal

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption, the Principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the Superintendent shall be immediately notified of the removal. Additionally, the Principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent/guardian. The opportunity for a hearing with the Principal shall occur within two (2) school days, unless otherwise extended by the school and parent/guardian. A decision regarding the student's continued suspension or other removal shall be rendered the same as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion). The Principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined in this policy.

Procedures for an In-School Suspension

An in-school suspension may be used as an alternative to short-term suspension for disciplinary events. An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year.

If the Principal chooses this alternative, the Principal shall inform the student of the disciplinary offense charged and the basis for that charge and provide the student an opportunity to dispute the charge and explain the circumstances surrounding the charge. If an in-school suspension is issued, the Principal shall make reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the in-school suspension. **An In-School Suspension is not appealable.**

The Principal shall also invite the parents/guardians to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. This meeting shall be scheduled on the day of the suspension, if possible, or as soon as possible thereafter. The Principal shall also send written notice to the student and parent/guardian about the in-school suspension,

including the reason and length of the in-school suspension, and inviting the parent/guardian to the above described meeting, if such a meeting has not already occurred.

Procedures for Long-Term Suspension

The Principal, or their designee, may issue long-term suspensions at the building level. The Principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H and §37H½. Expulsions for other offenses are handled by the School Committee pursuant to M.G.L. c. 76, §16 and §17.

- In the event of a long term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
 - The disciplinary offense;
 - The basis for the charge;
 - The potential consequences, including the potential length of the suspension;
 - The opportunity to have a hearing with the Principal and the parent/guardian concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
 - The date, time, and location of the hearing; and
 - The right of the parent/guardian and student to interpreter services at the hearing.
- The Principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The Principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
- In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.
- The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.
- At the hearing, if the student and/or parent/guardian elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
- The parent/guardian, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student.
- The Principal shall make a determination as to whether the student committed the disciplinary offenses and what consequences shall be imposed. The principal shall notice the student and parent in writing of his/her decision, including the following information:
 - The disciplinary offense, the date on which the hearing took place, and the participants in the hearing;
 - The key facts and conclusions reached by the Principal;
 - The length and effective date of the suspension and the date of return to school;
 - The notice the student's opportunity to receive education services to make academic progress during the suspension;
- The student has a right to appeal the Principal's decision to the Superintendent or their designee if a long-term suspension has been imposed. The process for appealing the decision requires the

parent/guardian and/or student to file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension.

- The Superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
- The Superintendent shall make a good-faith effort to include the parents in the hearing.
- The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
- All the same rights as are afforded in the long-term suspension Principal's hearing shall apply to the student in a Superintendent's hearing.
- The Superintendent shall issue a written decision within five (5) calendar days of the hearing. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or lesser consequence than the Principal.
- The decision of the Superintendent shall be the final decision of the School District.
- Any student exceeding 10 cumulative days of suspension, will be offered educational services by the district.

Discipline and Students with Disabilities

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

- The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
- In-School Suspension for Special Needs Students
 - If a student is monitored, the LEA will touch base with assigned students during In-School Suspension.
 - Students' Individualized Education Plan (I.E.P.) accommodations will always be met.
 - Administration will consult with the Special Education liaison regarding discipline if he/she believes it needs to be modified.
 - Special Education services will be provided during all In-School Suspensions.
- Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During days of disciplinary exclusions exceeding ten (10) school days in a single school year, special education students have the right to receive services necessary to provide him/her with a free appropriate public education.
- If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability,

the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.

- If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- If a special education student possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days. Currently illegal drug users are not protected under Section 504 when the school district takes disciplinary actions on the basis of such use.

Educational Services Plan and academic progress during suspensions and expulsion

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom. The Principal shall inform the student and parent/guardian of such opportunity in writing when such suspension or expulsion is imposed.

For students suspended for more than 10 consecutive days but less than 90 days, academic work is provided and evaluated by SPS teachers. SPS teachers and/or contracted staff, will work, support and supervise students during this suspension to ensure availability of instruction, additional therapeutic service and the engagement of learning. The Direct Academic/Social Support programming is located at the Saugus Public School Administration Building, 23 Main Street Saugus, MA 01906. Students are provided with a detailed schedule of expected attendance by the Principal. The Principal communicates directly with the PPS Director to coordinate the individual needs of identified students for the purpose of planning for direct service, therapeutic service, transportation (if agreed upon), staff communication, materials and supplies and access needs. Student attendance is reported daily to the appropriate school building. SPS also has Edgenuity as a tool to support online academic course work for students. Edgenuity can be accessed and student support provided under the direction of SPS staff while attending direct SPS academic/social support.

Any student expelled shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through a school-wide education service plan. This plan will be developed by the Principal and shall describe the services that the School District will make available.

Other Information And Regulations

Alcohol/Drug Use

School officials have the authority to decide whether or not there is evidence that a student has consumed alcoholic beverages or drugs before/during school or a school-related activity, and the effect of the consumption upon the student.

No one may have in their possession any alcoholic beverages or drugs in any public school building or any premises used for public school purposes. See Chemical Health, pages 21 or 24, and School Committee Policy, page 68.

Automobile and Parking Regulations

Driving an automobile to Saugus Middle High School is a privilege. Students who drive a car to school must practice safe driving rules, conform to the Code of Conduct, and obey parking restrictions. Students who drive to school should operate at greatly reduced speed in the area of the school. Students are to park in their assigned spot. Fire lanes must be kept open. Students are not to park in the faculty parking lot, visitor parking area in front of the building, or the side parking lot along the school. All cars should be properly locked. SMHS is not responsible for valuables left in cars, or damage incurred while parked at the school. Under State law, unnecessary motor vehicle idling is prohibited on or within 100 feet from school property.

Parking Policy

Students who drive cars to school are required to register their car by the second week of school. A fee, approved by the Saugus School Committee, is required to register a car. Students will be required to display a tag that must be visible at all times while on school property. The Administration will assign spaces to students who register their cars. No car is allowed in the parking lot without a tag. All cars that are driven to school by a student must be registered. Cars that do not have a valid school registration will be towed at the owner's expense. Students who violate the policy will be subject to the school discipline code.

Parking privileges are afforded to seniors first, then juniors and sophomores via lottery (if necessary) as space becomes available. Parking privileges may be revoked for, but not limited to speeding, parking illegally, reckless driving, being in the parking lot during class time, tardiness, or leaving the school grounds in the automobile during the day, unless on an authorized school activity.

Once students arrive at school, they must park immediately and proceed to enter the building. Students should not congregate in groups in the parking lot. Once at school, students must remain on the school grounds. Students who do not follow these rules will be subject to the prescribed disciplinary action.

Students who lose the privilege to bring a vehicle on school property will forfeit their sticker and will be placed on the bottom of any existing waiting list to regain their privilege.

Bulletin Boards

The Assistant Principal must approve all notices before being posted. No posters advertising outside social functions other than those sponsored by the school or an organization made up of students within the school are to be posted. There is to be no use of thumbtacks and no posting on painted areas.

Cafeteria/Food in School

All food, including snacks purchased from the snack bar, must be consumed while seated at tables. Food is not to be consumed on the way to a table. Students must be seated in cafeteria furniture and/or designated spaces in the cafeteria. Students are not allowed to eat in breakout spaces, library/media center, stairwells, bathrooms, and/or hallways.

Before the lunch period ends, all debris should be placed in designated receptacles. Custodians will be available to clean up any accidental spillage, but students are responsible for keeping their tables and the

area around their tables clean. If a student or a group of students is identified as littering or misbehaving in the cafeteria, they may be given the option of helping to clean the cafeteria for a period of time in lieu of Session or In-School Suspension for breaking the rules of conduct in the cafeteria. Disorderly students may have the privilege of eating in the cafeteria suspended.

The Saugus School Committee has implemented a Health and Wellness Policy. With this policy, non-healthy items such as coffee, and other drinks except water will be disposed of as students enter the building. Please remind students of this policy.

Care of School Property

Students are expected to respect all school property including books, workbooks, computers, materials, interior/exterior walls, and lockers. Students who deface any school property will be responsible for their actions and will be expected to pay the cost of any cleaning, repair or replacement. Students are responsible for any textbook issued to them. A lost/damaged textbook must be paid for promptly. Athletes are responsible for all equipment and uniforms issued.

Cell Phone Procedure

It is the goal of Saugus Middle High School to maintain the best possible learning environment for all students. While cell phones are an integral part of society and our educational system, the use of cell phones during the school day are preventable external distractions and disruptive to the educational environment. Cell phones may not be visible/used during the school day.

1. Every classroom will have a cell phone pouch with pockets.
2. Students in each class will have an assigned pocket.
 - a. Student who say they do not have a cell phone are given the benefit of the doubt, however, if a cell phone is seen in their possession, student will be disciplined in the following manner:
 - i. 1st Offense - Teacher session, confiscation of device to be returned at the end of the day
 - ii. 2nd Offense - Confiscation of the device to be turned in to the Main Office for parental retrieval, referral to the Assistant Principal and 2 Office Sessions
 - iii. 3rd Offense and Subsequent Offenses - Confiscation of the device to be turned in to the Main Office for parental retrieval, referral to the Assistant Principal and 1 day out-of-school suspension or Saturday Session
 - b. Insubordination
 - i. Up to but not limited to 4 days of in-school suspension or Saturday Session or out-of-school suspension and parental notification. This will be at the Administration's discretion based on the specifics of the infraction.
3. Teachers (including Directed Study and Substitutes) will remind students to place their phone in the assigned pocket as they enter the classroom.
4. Cell phones WILL STAY in the pocket for the duration of the class, even if the student leaves the room.
5. Students will retrieve their phones at the end of the class.

Child Abuse

All staff are aware of the signs of child abuse and neglect, and the Principal, on a yearly basis, informs all staff of their obligations to report cases of child abuse and neglect as specified in M.G.L. Chapter 119, Section 51A-51F and M.G.L. Chapter 71, section 37L.

Destruction of School Records

In accordance with Department of Education regulations, the temporary student record will be destroyed within seven years from the date of graduation. The information to be destroyed may include: test scores, report cards, and attendance data. The permanent student record may only be destroyed after sixty years and contains the following: identifying information regarding student and parent or guardians; course titles and grades received; grade level completed and year completed and date of graduation.

Parents and students have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction.

Electronic Device Policy

The use or possession of electronic devices is permitted only in designated areas during the school day.

Acceptable use of these devices during non-instructional time is limited to the cafeteria during lunch and in hallways during passing periods (**High School only**). Use of electronic devices within the classroom will be at the sole discretion of the classroom teacher. Failure to follow the directives of the classroom teacher will result in disciplinary action.

Use of the electronic devices to take and/or transmit pictures or videos of others without the person's consent is prohibited. Students violating this policy will be subject to disciplinary action. **In areas of the school in which there can be a reasonable expectation of privacy, such as restrooms, locker rooms, and the Nurses' office, use of electronic devices for any purpose including, but not limited to, social media, camera use, and text messaging is prohibited at all times.**

Electronic devices include personal airpods/headphones and smart watches.

Students bring electronic devices on school property at their own risk. The school is not responsible for lost, stolen, or damaged electronic equipment.

Field Trips

The Principal approval is needed for all field trips that are defined as part of the written curriculum. In these cases the field trip experience is part of the course, and the student will be held accountable for specific knowledge that is an integral part of the curriculum. Such trips are mandatory and all students must go. Field trips that are valuable experiences, but not a part of the curriculum, will require the teacher to grant permission for the student to go on the field trip based on their academic standing. In both cases, parents/guardians must grant permission. For school-sponsored overnight and international trips please see information provided by the trip organizer.

Fundraisers

The Principal must approve all fundraising by organizations. Students and teachers are not allowed to raise funds for school endeavors during the time classes are meeting. Students should go through their respective advisors/coaches.

Graduation Decorum

The graduation ceremony is primarily designed to provide sufficient recognition of the achievements of the graduates of Saugus High School. There is a general expectation that the individuals being honored with awards or scholarships, all of the graduates who are receiving diplomas, invited guests, officials of the Town of Saugus and school administrators will be accorded attention and respect. Appropriate dress is required at all events (no sneakers, shorts, jeans, etc.) It is not unrealistic to expect that the behavior of the graduating class members will be appropriate to the occasion. As such, extraneous articles will not be allowed at the

graduation ceremony (air horns, beach balls, balloons, bubbles, etc.). Inappropriate behavior will not be tolerated. Any violation of the expectations outlined above will result in a forfeiture of the right to receive the diploma certificate during the graduation ceremony. Any dispute arising from an enforcement of those expectations will result in forfeiture of the right to participate in the ceremony. In the event of any such forfeiture, diploma certificates can be picked up in the Principal's office on the following day or after consequence(s) are served. Participation in graduation is not required of students. If students choose not to participate, their diplomas, similarly, may be picked up on the school day following the graduation ceremony.

Health Services

The goal of the Health Office is to see that students are enjoying optimum health. The School Nurse (Nurse) is an essential member of the educational team responsible for protecting, promoting and improving the health status of all students. The Nurse should be apprised of any contagious or serious illness/injury. The Nurse should be contacted with any medical concerns the student or parent/guardian might have.

The school is primarily responsible for the administration of emergency care. Emergency care is limited to first aid only. First aid is defined as the immediate and temporary care given in order to prevent further injury until medical care may be secured. **All medical records must be at the school prior to enrollment.**

1. Physicals - State law requires that all school-age children have periodic physicals. Any student entering the Saugus School System must have a completed physical and immunization record.
2. Health modification forms must be completed and returned to school at the beginning of each year.
3. The Health Office will notify parents/guardians of students whose immunizations are not properly updated. Students are expected to be properly immunized.
4. Massachusetts law requires that students who return to school after being out with a contagious disease must have a doctor's note.
5. Student-athletes must have a yearly physical prior to the start of try-outs/practice.
6. A medical excuse is necessary for a student to refrain from participating in Physical Education. The School Nurse will process a medical excuse, and inform the Physical Education teacher. The student will still be required to attend class.
7. Reporting illness or injury - Any student who becomes ill or is injured during the school day must report to the Health Office. Under no circumstances should an ill or injured student leave the school without reporting to the Health Office. The student will be dismissed from the Health Office.
8. Students with crutches ordered by a physician must have a note stating the ability to use them in school on stairs.

Medication Policy

The Commonwealth of Massachusetts has put into law the following policies regarding the administration of medication in school:

1. A parent, guardian or designated responsible adult shall deliver all medication to the school nurse to be administered by the school nurse.
 - i. The medication must be in a pharmacy labeled container.
 - ii. No more than thirty school days supply of medication shall be stored at school.
 - iii. Medication will be destroyed if not picked up within one week following termination of the order or by the close of school in June.

2. Long Term Medication (i.e. Asthma or Psychotropic drugs).
 - i. A written medication order from a licensed prescriber, which is renewed as necessary, including the beginning of each school year.
 - ii. A signed consent by the parent/guardian, which contains approval to have the school nurse or school personnel designated by the school nurse, administer medication.
3. Short Term Medication (i.e. Antibiotics).
 - a. A pharmacy labeled container.
 - b. A signed consent as above.
4. The School Nurse shall provide a training, review and informational update, at least annually, for those school staff authorized to administer medication.
5. Upon completion of the medical section of the field trip form, medication may be administered by a faculty member.

Student Growth Screening Program

SMHS Health Office is very interested in making sure that all students are healthy and ready to learn. All students in grade ten (10) in every school in Massachusetts must screen and record the height, weight, vision, hearing and postural findings. These mandatory health screenings will be supervised by the School Nurse and the student's privacy will be respected at all times. The results of student's screenings are strictly confidential. These results will be kept restricted in student school health records and sent to parents/guardians by mail if any potential health issues are identified.

Dismissal from Health Facility

Students will obtain a pass to go to the health room. If a student deems it necessary to see the nurse they may go to the health room but WILL NOT be admitted without a pass, unless it is an emergency situation. The nurse will then call the student's teacher to let the student's whereabouts be known. A Dismissal form will be given to the student. No one will be dismissed until a parent or authorized adult has been contacted. Students deemed too sick to stay in school by the Nurse will receive an excused dismissal, however; they will be ineligible to return to participate in any athletic or extracurricular activity that day. Frequent visits to the Nurse (more than 3 times per term) require the School Nurse to contact parents /guardians. In addition, a professional medical follow-up will be required of the student to justify any continuance of successive visits to the health room.

Re-entry after Hospitalization

SMHS will conduct a re-entry meeting with a student and the student's parent/guardian following a student's absence due to hospitalization for physical or emotional conditions. The meeting will be convened by the Guidance Counselor in conjunction with the School Nurse and student's Assistant Principal. Any medical documentation authorizing return to school, necessary restrictions, if any, and medication required, if any, should be provided at this meeting. If continued medication and/or treatment is required following re-entry, the parent/guardian must obtain a Release of Medical Information form from the School Nurse so that the attending physician can communicate the necessary medical or treatment needs.

Screening, Brief Intervention, and Referral to Treatment (SBIRT)

SBIRT is an evidence based practice used to identify, reduce and prevent problematic use, abuse and dependence on alcohol and illicit drugs. The SBIRT model was implemented by an Institute of Medicine recommendation that called for community based screening for health risk behaviors, including substance abuse. The premise behind SBIRT is to evoke change and get students talking and focusing on their strengths. The process is a collaboration between the professional and the student. SBIRT is an approach to

the delivery of early intervention and treatment to people with substance use disorders and those at risk of developing these disorders.

SBIRT consists of 3 major components:

1. Screening – provides a quick method to identify patients who use substances at at-risk levels. The screens usually assess patient self-reported information about substance use.
2. Brief Intervention – Evidence based practices designed to motivate individuals at risk of substance abuse and other health related issues
3. Referral to treatment – Establish a clear method of follow-up with patients that have been identified as having a possible dependency on a substance or in need of specialized treatment.

The Signs of Suicide (SOS) Program

The Signs of Suicide (SOS) program has been used by thousands of schools over the past ten years as a screening tool for depression and a program to help students recognize signs of depression and self destructive behaviors in both themselves and their friends. Each semester at SMHS, all students in the 9th and 11th grade who are currently enrolled in Wellness will be participating in the SOS program during one period of a class. A trained professional, along with your child's classroom teacher, will show a short video on depression and teen suicide. Students will then be assisted in processing what they have viewed. Then, students will complete a brief written screening for adolescent depression. The screenings will be collected and scored the same day by a school counselor. The score will indicate whether it is advisable that a particular student see a mental health professional for a follow-up discussion. If that is the case, the parent/guardian of that student will be contacted regarding the results of the screening by a school counselor.

Homeless Education Assistance

The McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents/Guardians intending to register students who are homeless should be aware of the following guidelines:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.
2. Students who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. If the student continues their education in the school of origin but begins living in an area served by another school district, the school district of origin and the school district in which the homeless student is living must agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the school districts cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
3. Students who choose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them.
 - a. If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contract the previously attended school system to obtain the required records.
 - b. A student who is homeless and attending any school served by the local educational agency is eligible for Title I services.
 - c. A student who is homeless and attending any school served by the local education agency is eligible for the Free and Reduced Lunch Program.

- d. The designated Homeless Education Liaison for the Saugus Public Schools is Ms. Dawn Trainor, Executive Director of Pupil Personnel Services, 781-231-5000.

Identification Badges

The Saugus School Committee is committed to maintaining safe and secure schools. The ability to identify individuals within our schools is critical towards establishing that safety. The School Committee has mandated that all students, parents, and staff wear identification badges upon entering any Saugus Public School facility. The following requirements apply:

- All staff, PK-12, will wear identification badges that include their picture, name, title, and bar code while in school facilities and on school grounds during the work day.
- All volunteers, contracted employees, guests, and parents will wear a VISITORS identification badge while in school facilities.
- Students in grades 6-12 will be required to wear identification badges that include their picture, name, and bar code in school facilities
- Identifications will be provided annually by the Committee for all students, parents, and staff that apply. Any student or staff member that has their identification badge stolen or lost must report such an incident to the Principal and replace their badge at the current cost of duplication.

Lockers/Search and Seizure

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding students, their own and school property.

Nevertheless, the exercise of that authority by school officials places unusual demands upon their judgment so as to protect each student's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The school has legal custody of students during the school day and during the hours of approved extracurricular activities. It is the responsibility of the School Administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

No School Notification

Students and parents should refer to the local news stations for announcements regarding school cancellations. Also a Black Board Connect message will be sent when possible.

Parent Notification Regarding Sexual Education and Human Sexuality Issues

Massachusetts General Law Chapter 71, Section 32A notes that parents be provided an "opt-out" provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and

programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues. Parents wishing to review curricula and/or exempt their child/children from instruction of the aforementioned topics must contact the building Principal in writing.

Parent Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C., § 1232h, requires the Saugus Public Schools to notify parents/guardians and obtain consent or allow parents/guardians to opt their student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information survey”):

- Political affiliations or beliefs of the student or student’s parents;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Saugus Public Schools will provide parents/guardians, within a reasonable period of time prior to the Administration of the survey and activities, notification of the surveys and activities and provide an opportunity to opt their student out, as well as an opportunity to review the surveys. If a parent/guardian wishes to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The Principal will notify parents/guardians of the time and place where they may review these materials. Parents/guardians have the right to review a survey and/or instructional materials before the survey is administered to the student.

Parents who believe that their rights have been violated may file a complaint with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Passes

Any student who is in the corridor during class time must have a floor pass or a one way pass indicating his or her destination, indicating the date and time, with a teacher/administrator signature. It is the student’s responsibility to obtain the required pass. Students will be considered truant from class if they do not have the appropriate pass.

Physical Restraint

SMHS complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools, 603 CMR 46.00.

Physical restraint may be used only as an emergency procedure of last resort and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed appropriate under the circumstances. Physical restraint shall mean

direct physical contact that prevents or significantly restricts a student's freedom of movement.

Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint shall not be used: (a) as a means of discipline or punishment; (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting; (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or (d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior.

Physical restraint is an emergency procedure of last resort. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm. The use of seclusion and /or chemical restraint is prohibited at all times.

Nothing in this policy, or the applicable regulations, prohibits: (a) the right of any individual to report to appropriate authorities a crime committed by a student or other individual; (b) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or (c) the exercise of an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A.

School Sponsored Activities

- All dances, proms, and other extracurricular functions are restricted to members of the student body unless otherwise approved by the Assistant Principal using the guest form. All guests must be under the age of 21 unless approved by the Principal or Assistant Principal. Students who bring an outside guest will be held liable for any school violation that the guest incurs.
- Anyone determined to be under the influence of alcohol and/or an illegal substance will not be admitted to an extra-curricular event. Parent/guardian and police notification will take place immediately, and the student will be subject to the previously outlined drug and alcohol policy.
- All students are to remain in the designated area. No one is allowed to go to the parking area or to leave the event and return.
- **Since extra-curricular activities are school sponsored, all school rules and regulations will be in effect.**
- To be eligible to purchase tickets for a class event, students must earn the following number of credits: Sophomore 25, Juniors 50 and seniors 75.
- Freshmen are not allowed at the Senior Prom.
- Seniors are not allowed at freshman dances.
- Seniors suspended after April 1 may lose one or more senior privileges.
- All students and guests are required to pass a breathalyzer to be admitted.
- Students must be in good standing in school and the community as determined by the Principal and/or Associate Principal/Assistant Principal to be eligible. Students deemed not to be in good standing will not be allowed to participate.
- The school dress code is in place for students and guests during proms, dances, and other school sponsored events. For proms and dances, the school will indicate the level of dress expected (formal, semi-formal, casual). Students and families are responsible for picking attire that meets the school dress code and is appropriate for the occasion.

Services and Accommodations for Students with Disabilities

Special Education services are provided to students found eligible after an initial Team meeting. To be found eligible for services, a student must have one of the following disabilities: autism, developmental delay, specific learning disability or an intellectual, sensory, neurological, emotional, communication, physical, or health impairment. It is also necessary for eligibility, that the disability prevents the student from making effective educational progress, and for the student to require specially designed instruction or related services in order to access general education.

The District offers an array of services designed to meet student needs. Special education services and placement determination are the responsibility of a multi - disciplinary team composed of professionals who have assessed the student in any areas of suspected need, a regular education teacher, administration and, most importantly, the student's parent or guardian.

Upon completion of an initial evaluation, if found eligible by the Team, the Team develops an individualized educational program (IEP) that highlights, among other things, the student's strengths, areas of concern, strategies for accommodating for the students disability, modifications to the curriculum, services that the student will receive and important goals and objectives developed to ensure student progress.

Parent/Guardian involvement during the evaluation and IEP development is an integral part of the process. Copies of the *Parent's Rights Brochure* are available in the special department located at Roby School or from the school buildings' Evaluation Team Facilitator.

In accordance with Massachusetts General Law 71B:3, the Saugus School Committee shall ensure that parents/guardians of children with disabilities in a public school have the right to observe their child in the school setting without restriction of duration and extent of observation. Such standard shall be applied with exception to the following protections: (1) the safety of children in the program during observation; (2) the integrity of the program during observation; and (3) the children in the program from disclosure by an observer of confidential or personally identifiable information that may be obtained during the observation.

"The complexities of the child's needs, as well as the programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it." Requests for an observation are to be initiated by the parent by contacting the building administration to begin the process and to obtain procedural information as established by the Office of Pupil Personnel Services.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"

The United States Department of Education, Office for Civil Rights (OCR) enforces Section 504 in programs and activities that receive federal financial assistance from the U.S. Department of Education. Recipients of this federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R. Part 104.

The Section 504 regulations require a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student’s individual educational needs as adequately as the needs of nondisabled students are met.

OCR enforces Section 504 and Title II of the Americans with Disabilities Act of 1990 (Title II), including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

Section 504 also protects employees: “No qualified individual with a disability shall, on the basis of his or her disability, be subjected to discrimination in employment under any program or activity” receiving federal financial assistance.

Individuals who have complaints regarding the District’s compliance with Section 504 can bring suit in federal district court against the District or persons in their individual capacity. Parents and employees can also file complaints with the OCR regional office at 5 Post Office Square, 8th Floor, Boston, MA 02118. In regard to concerns related to the identification, evaluation, and placement of students with disabilities, parents or guardians can make a hearing request with the Massachusetts Bureau of Special Education Appeals at One Congress Street, 11th Floor, Boston, Massachusetts 02114. Employees can also file a complaint with the Equal Employment Opportunity Commission located at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203.

Sheltered English Immersion

In accordance with state laws and regulations, Saugus provides instruction in the English language for students whose English proficiency level is limited. Potential students are identified through a testing program administered to those whose home language is not English and who demonstrate to teachers a language need.

The program, known as the Sheltered English Immersion Program, provides specialized instruction for students according to the intensity of their need. Students who speak no English or very limited English receive high intensity English language instruction for the greater part of the school day, until they reach a point when their oral English is sufficient for them to receive sheltered English instruction in a partially integrated setting. Sheltered English instruction means that students study the same subjects as their peers, but with simplified language and audio-visual material presented in a comprehensible manner, to make information clearer and more understandable. The material used includes, but is not limited to, pictures, graphs, videos, computer programs, and manipulatives. Lessons and activities are designed so that the English language development of the student is addressed.

Students are not expected to remain in high intensity classes for more than a year. Students receiving sheltered instruction are integrated with their peers as much as possible for subjects such as mathematics and science, and receive specialized instruction in more difficult subjects such as English Language Arts, reading and social studies, until they are ready for unsupported instruction in the mainstream in those areas. For further information on the Sheltered English Immersion Program please contact the principal of your school.

Smoking Policy

Smoking or any other use of tobacco or tobacco products is prohibited within the school building, any school facilities, on school grounds (including Serino Stadium) or on school buses. The prohibition applies to all individuals, including students, school personnel or any visitors.

Student Dress Policy

The Saugus School Committee believes that students should comply with guidelines below for the health and safety of students and staff. Student attire should not interfere with or be disruptive to the educational process. Upon defiance of the following guidelines, Administration will explore the nature of the concern, employ discretion, and respond appropriately.

The following are guidelines for student dress:

1. Students should not wear attire which promotes, advertises, or displays drug, alcohol, or tobacco use. Additionally, violent, obscene, offensive, or sexual symbols, messages, or language will not be permitted.
2. Students have the right of freedom of expression and the responsibility for the dress and appearance of the student rests with the individual students and guardians. They have the right to determine how the student will dress to fulfill their academic requirements at school and dress in a way that corresponds with their values, while maintaining standards of health and safety.
3. Students will not be penalized for wearing attire that affirms their religious and cultural beliefs.

Student Photographs

SMHS may arrange to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures. Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

Student Publications

The school reserves the right to govern the time, place and manner of all student publications. Anyone wishing to distribute publications in school or on school grounds must speak with the Principal to determine the appropriate conditions for distribution. Normally, distribution will take place before and after school and at lunch. The school does have the right to discipline students who do not meet these standards.

School-sponsored publications must be approved by the Advisor and Principal in a timely manner before and must:

1. Be free of libel and defamatory statements.
2. Not contain obscenities or profanity. Obscene material appeals to prurient interests and is offensive to community standards.
3. Allow opposing views on controversial issues.
4. Not be inflammatory, i.e., words that would be deemed fighting words, words that would incite violence.
5. Not disrupt the educational environment or interfere with the rights of other students to learn.

Unofficial Publications

In the interest of a full and free education, students may publish their ideas. The same rules above apply, except that the Principal and an Advisor do not have to approve of the publication. However, the school does have the right to discipline students who do not meet the standards set above. Students are urged to get informal advice about meeting the standards from the Principal before distribution.

Student Records

The Saugus Public School District complies with all Applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's/ eligible student's rights to access, inspect, and to request amendment of the child's student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to all information kept by a school on a student in a manner such that the student may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, 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 system about the student. This may include such things as standardized test results, class rank, school sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is given to students at graduation practice or destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of parent/student rights pertaining to student records:

Inspection of Record - A parent/guardian (or a student who has entered the ninth grade or is at least fourteen (14) years old) has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) calendar days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

Confidentiality of Record – With few exceptions, no individuals or organizations but the parent/guardian, student and personnel working directly with the student are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

Amendment of Record - Parents/Guardians have the right to add relevant comments, information, or other written materials to the student record. In addition, Parents/Guardians have the right to request that information contained in the record be amended or deleted.

Directory Information - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, etc. However, in all instances, parents/guardians may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

Destruction of Records – The regulations require that certain parts of the student record (such as the temporary record) be destroyed at a certain period of time after a student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records - It is the practice of the Saugus Public Schools to forward the student record of any student who transfers to another public school or school district upon request of the receiving school or school district. The consent of the eligible student or a parent/guardian shall not be required prior to the forwarding of student records to receiving schools or school districts.

Non-Custodial Parents - *Unless* there is a court order to the contrary, a non-custodial parent/guardian (parent without physical custody of the student) of any public school student has the right, subject to certain procedures who wishes to have this information shall submit a written request annually to the child's school principal.

Upon receipt of such a request, the Principal shall send written notification to the custodial parent/guardian by certified and first class mail that the records and information will be provided to the non-custodial parent/guardian in twenty-one (21) calendar days unless the custodial parent/guardian provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent/guardian, the electronic and postal address and other contact information for the custodial parent/guardian shall be removed from the records provided. Any such records provided to the non-custodial parent/guardian shall be marked to indicate that they may not be used to enroll the student at another school.

Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent/guardian that it shall cease to provide access to the student record to the non-custodial parent/guardian. M.G.L. c.71, §34H, 603 CMR 23.07.

Student Record Complaints - A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building Principal.

Student Safety and Security

Student safety is a major concern of our school. The cooperation and understanding between parents/guardians and the school is necessary to build proper habits. Some sound rules for developing safety habits are listed below. It would be helpful if parents/guardians discuss these with their student. All SMHS students should:

- arrive at school on time.
- walk on the sidewalk or off the roads at all times.
- cross streets only at intersections where a crossing guard has been assigned by the school department.
- obey the police officer and the crossing guard at all times.
- proceed directly to school and return home immediately after being dismissed.
- refrain from throwing snowballs on the way to and from school and on school grounds.
- refuse to enter or approach strange automobiles or to ride with strangers.
- remain off the road while waiting at the bus stop.

SMHS has a Building Crisis Response Team (BCRT) composed of administrators and teachers. The BCRT enhances the school's ability to respond to emergencies, threats to students and other staff safety, and assists students and staff to respond to events such as the death of a school community member, natural disasters, or acts of violence.

Unfortunately, we live in a time when the safety of our students may be threatened even at school. Although the chance of students being harmed while in school is minimal, the possibility exists, therefore these precautions and procedures have been implemented.

Preventing violence and threats of violence must be a community project. All students, parents/guardians and educators must be vigilant; reporting people and events that seem to threaten the safety and tranquility of our schools.

Students and parents/guardians need to know that Saugus's Chief of Police and Superintendent of Schools are jointly committed to aggressively investigating all student-to-student death threats, and to find, arrest, and prosecute any student who calls in a bomb threat or pulls a fire alarm unnecessarily.

Parents/Guardians should ensure that students understand the seriousness of these acts as well as the consequences associated with them. If parents have specific concerns they may obtain further information about the school's action plans for crisis management and a building crisis team by contacting the Principal.

Fire Drill Regulations

Students are to leave the building as quickly as possible following the regulations posted in each room. All students should acquaint themselves with the exit plan from each room in which they attend class. Upon exiting the building no student is to leave school property, or return to the building without official notification from an Administrator.

Crisis Drill Procedures

There will be Crisis Drills planned much like the Fire Drills. At that time the following procedures and terminology will be used to provide staff and students with the knowledge and preparation in the event of an incident. Saugus Public Schools follow the A.L.I.C.E. protocol for Crisis Drills.

Security and Safety Procedures and Terminology

Daily Safety Procedures

- Classroom doors locked
- All outside doors closed and locked, never peg/prop the door

Shelter-in-Place

Why

- Provide refuge for occupants within a school building

When

- When it's safer in the building than outside
 - Weather, Medical, Violence, Criminal Activity

What to do

- All students and staff stay in or go to the nearest room
- Classroom and office doors are locked
- Teaching and learning continue as usual
- No movement of students even if the school bell chimes
- Students and staff may be directed to designated safe areas chosen for the specific incident
- No one enters or exits building other than first responders/designated members of crisis team

Lockdown

Why

- Provide protection for students and staff
- Designed to place barriers between the building and building occupants and assailants

When

- Weapon related violence is in progress or imminent in the building

What to do

- All students and staff stay in or go to the nearest room
- Classroom and office doors are locked
- Students and staff sit in their room's designated safe area (away from windows and doors) and remain quiet
- Lights, monitors, and projection equipment are turned off
 - Staff computer remains on to access Go2Blu
- Pull down shades

Evacuate

Why

- When the building can no longer be safely occupied

When

- In case of fire, gas leak, or other hazardous material incidents occurring in the building
- Structural failures
- Suspicious packages
- Bomb threats
- Option for armed intruder

What to do

- Leave the building through the nearest and safest route
- Relocate to gathering areas

Fire Incident

- Evacuate building using exit plan posted in each classroom
- Give directions and follow last student from classroom
- Take a pen, attendance records and evacuation plan
- Turn off lights and close the door
- Take attendance
- Use of cellphones is not allowed
- Non-assigned teacher/staff will exit out of nearest door and maintain order/control of student movement

Technology for School and Home Communication

Follet Aspen (formerly X2), the industry's most secure and timely school-to-home portal, closes the gap between the school and home, encouraging effective, efficient, and immediate communications with parents so they can fully participate in their child's education. Follet Aspen is interesting, informative, useful, and completely secure. It is updated with fresh data every day so the information is always current and relevant. All report cards and other letters will be sent via the Follet Aspen parent and student portal. Any parent/guardian who does not have computer access should contact the school for a hard copy to be sent. Follet Aspen empowers students to learn. Students receive feedback on their progress and can take action to improve their status. They can see their grades, attendance, homework assignments and messages from the school, which enables them to organize their schedule, homework and priorities. This proactive approach to performance management influences their overall grades and empowers students to concentrate on subjects or topics of challenge. Parents/guardians can contact highschoolx2@saugus.k12.ma.us or middleschoolx2@saugus.k12.ma.us with Follet Aspen questions and password issues. Please utilize this service to stay current with your student's academic progress.

Visit the website: <https://ma-saugus.myfollett.com/aspen/logon.do>.

The Learning Commons (Library/Media Center)

At the beginning of the school year, the SMHS Learning Commons will operate following the school day schedule: 7:50 am-2:15 pm. During the school year, the school may extend/adjust the hours (either before and/or after school).

Students may go to the Learning Commons individually with permission from a teacher in order to do school work during the school day. Students must sign into the Learning Commons when they come individually. Students do not need to sign into the Learning Commons before and after school and when they come to the learning common with a class.

Books are available for checkout; students may check out up to four (4) books for one month at a time. Electronic resources are also available through the Learning Commons for student research.

Visitors

For security and safety, all visitors must enter the building through the main entrance (facing Pearce Memorial Dr.). All visitors must report to the office upon entering the building and must provide valid identification. The SMHS uses the Raptor Visitor Management System to strengthen our program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our building at all times, and the Raptor Visitor System will allow us to do that. The Raptor Visitor System allows the school to screen visitors, contractors, and volunteers in our school and provide us with a safer environment for our students and staff.

Upon entering the Saugus Middle High School Complex, all visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. *The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency.* Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of their visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Anyone without identification will not be allowed access to the Saugus Middle High School Complex.

The safety of our students is our highest priority and the Raptor Visitor Management System allows us to quickly identify those that may present a danger to our students.

Working Papers

Students under eighteen (18) years of age who wish to work either part-time or full time, must secure a work permit. Forms necessary for a work permit are available in the Guidance Office before and after school. A copy of your birth certificate is required. Students need to have secured a job before obtaining a work permit because the employer must sign the paperwork.

Federal, State and Local Laws/Policies

Acceptable Use Policy - Saugus Public Schools

As our technology has advanced, the Internet and other worldwide resources have become an essential part of the instruction process. Along with this privilege to use the hardware, software and connectivity implemented in our schools, comes the added responsibility of students to use the technology in an acceptable manner.

The Saugus Public School District maintains a Computer Network with access to the Internet. The Saugus Public Schools encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The Saugus Public Schools provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

The Saugus Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Saugus Public Schools network. The information on the network in general files and email is not private and is subject to review by the network manager at the request of the Saugus Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

The Saugus Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Saugus Public Schools.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties. Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Saugus Public Schools Technology Acceptable Use Policy, other School Committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Saugus School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email that is sent within the SPS district is monitored and filtered based upon content. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

A copy of the full policy is available on the District website.

The highlights and spirit of the policy are summarized as follows:

- The use of the Internet is a privilege, not a right and must be in support of education, research and consistent with the educational objectives of Saugus Middle High School. All users must behave in an ethical and legal manner.
- Downloading and transmission of any material in violation of any state regulation is prohibited.
- Unauthorized access to other secure systems, commonly referred to as hacking on the Internet, is illegal.
- All users assume full liability, legal, financial or otherwise, for their actions.

What are Google Apps for Education?

Saugus Public Schools provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Saugus Public Schools have access to Google Apps for Education.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.). This replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere you use it. There is no issue with having one version of a program at home and a different version at school. Google Apps allows you to easily share documents and files with teachers and other students, so you can turn in assignments electronically and collaborate on projects with classmates.

Saugus Public Schools Student Google Account Setup

SPS student accounts are created using only student local identification numbers. The student's username is their local student ID - such as 123456

Google Apps for Education include the following core programs:

- Google Drive - unlimited cloud based data storage and management
- Google Classroom - cloud based learning management solution
- Google Documents - cloud based word processor similar to Microsoft Word
- Google Presentations - cloud based multimedia presentation tool similar to PowerPoint
- Google Spreadsheets - cloud based spreadsheet program similar to Microsoft Excel
- Google Forms - cloud based survey/data collection tool
- Google Blogger - cloud based website application used for SPS Digital Student Portfolios

Gmail is a powerful Email program. SPS user access settings restrict student Gmail for communication with staff and students only within the Saugus Public Schools domain.

Google Calendar allows you to maintain multiple calendars for all your needs. SPS users can keep calendars private or share them with others. Users can also invite people to specific calendar events.

Google Drive gives all Google Apps for Education users unlimited cloud data storage. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity.

All SPS students (PreK-12) will have a Google Blogger site that will be used as a Digital Student Portfolio. The Digital Portfolio will provide a web based location for student work, reflection, and achievements. Each student's Digital Portfolio will provide a space for student growth during their entire academic career in Saugus.

Non-Discrimination Policy

Title IX, Education Acts of 1972

M.G.L. 76, Section 5

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.

2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX Coordinator, Mr. Brendon Sullivan, Principal.

Non-Discrimination On The Basis Of Sex

The Saugus School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, for all of its students and employees.

Harassment

The Saugus Public School system is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school, or at school-sponsored events is unlawful and is strictly prohibited. The Saugus Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definitions

For the purposes of this procedure:

- A. "Complaint" is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, or religion.
- B. "Discrimination" means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the school.
- C. "Harassment" means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off-color jokes, threats, comments, innuendos, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Saugus Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

Reports of Discrimination or Harassment

District staff are expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.

Investigation

If any individual, or their representative, complains that they have been harassed (or who has witnessed or learned and reported an incident of harassment) based on a protected class in the educational environment, appropriate school officials will investigate the facts and circumstances as reported. In assessing such reports school officials will be careful to consider the viewpoint of the complainant, or reporter, especially in cases involving small children. The complainant will be informed of the grievance procedure.

School officials will promptly look into each complaint of harassment. Such inquiries will be handled at the lowest possible level, most ordinarily at the building level. Central Office staff routinely will serve only in an appellate capacity. If a determination is made that harassment has occurred, school officials will take any appropriate aforementioned action to end the harassment and to ensure that it is not repeated.

Confidentiality will be maintained consistent with the school system's obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse by a "caretaker" (e.g. by a school staff member) and under Massachusetts General Law Chapter 119, section 51A, school administrators, teachers, and other school staff must report the suspected child abuse to the Department of Social Services.

Students and employees are encouraged to utilize the District's Complaint Procedure. Students and employees are hereby notified that they also have the right to report complaints to the agencies listed below.

The state agency responsible for enforcing laws prohibiting harassment is the Massachusetts Commission Against Discrimination ["MCAD"], which is located at One Ashburton Place, Boston, Massachusetts. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at One Congress Street, Boston,

Massachusetts. Students and employees are hereby notified that they also have the right to report complaints to: Individuals may also file complaints with the United States Department of Education, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, Massachusetts 02110-1491.

Complaints Relative to Identification, Evaluation and Placement of Students with Disabilities

Both Section 504 of the Rehabilitation Act of 1973, M.G.L. c. 71B and the Individuals with Disabilities Education Act set forth specific procedures for disputes regarding the identification, evaluation and placement of students with disabilities. Concerns about the identification, evaluation and educational placement of students with disabilities are not addressed through this procedure, but in accordance with the procedural safeguards set forth in IDEA and Section 504, respectively. Specifically, concerns about identification, evaluation and placement of students under the IDEA and M.G.L. c. 71B may be addressed through the procedure outlined in the Massachusetts Department of Education's Parents' Rights Brochure rather than this grievance procedure. Additionally, concerns about identification, evaluation and placement under Section 504 may be addressed through the procedural safeguards specified at 34 C.F.R. 104.36.

For a copy of the Parents' Rights Brochure and/or the procedural safeguards under Section 504, please contact:

Ms. Dawn Trainor, Executive Director of Pupil Personnel Services (Special Education)
Saugus Public Schools
23 Main Street
Saugus, MA. 01906
781-231-5000

A person with a complaint involving discrimination on the basis of a disability other than that described above may either use the grievance procedure or file the complaint with the U.S. Department of Education at the address provided at the end of this grievance procedure.

A copy of the full policy is available on the District website.

Sexual Harassment

"Sexual Harassment" means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term "sexual harassment" may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

All reports of sexual harassment will be investigated promptly and in an impartial and as confidential a manner as possible, to ensure prompt and appropriate actions. Any individual who is found, after appropriate investigation, to have engaged in sexual or other forms of harassment of a member of the school community will be subject to disciplinary action up to and including suspension or termination of employment.

Sexual harassment may constitute child abuse under Massachusetts Law, G.L. c. 119, §51a. Saugus Middle High School will comply with Massachusetts law in reporting suspected cases of child abuse, including those involving sexual harassment, to the Department of Social Services and/or the local Police Department. If a student or their parents/guardians are not satisfied with the school's response, they may take the complaint to the Massachusetts Department of Elementary and Secondary Education as specified above for discrimination complaints.

A copy of the full policy is available on the District website.

An Act Relative to Bullying in Schools

Commonwealth of Massachusetts, 2010, 2014

Chapter 71, Section 370

The Saugus Public Schools expects that all members of the school community will treat each other in a civil manner and with respect for differences. The Saugus Public Schools is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The Saugus Public Schools recognizes that certain students may be more vulnerable to become a target of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

The Saugus Public Schools will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The Saugus Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying and cyberbullying, and the district is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. The Principals are responsible for the implementation and oversight of the Plan at their respective buildings.

PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyberbullying, are prohibited: (i) on school grounds and property immediately adjacent to school grounds, at a school sponsored or school-- related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and (ii) at a location, activity, function, or program that is not school-related including through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

DEFINITIONS

In order to work as collaboratively as possible, to prevent and intervene on all acts of bullying, it is essential for administrators, faculty, staff, students, parents, guardians, law enforcement agencies, and other interested parties to use common language. The following definitions are provided to facilitate this goal.

Aggressor is a student or school staff member who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property; ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Victim/Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

A copy of the full policy is available on the District website.

An Act Prohibiting the Practice of Hazing

Commonwealth of Massachusetts, 1985

Chapter 269 of the General Laws

Section 17. 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 one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment. The term “hazing,” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, or branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or any 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.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee, or applicant for membership in such a group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Membership in extracurricular activities, clubs, and interscholastic athletics can increase leadership and service potential, recreational, intellectual, and artistic opportunities, and otherwise contribute positively to personal and social development. When membership is linked with involvement in hazing activities, the safety of students is endangered and the educational purpose of the endeavor is compromised.

In accordance with the laws of the State of Massachusetts, Saugus Middle-High School does not condone hazing in any activity associated with the school, including athletics, academics, and co-curricular clubs and organizations. “Hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with others, against a student in connection with being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team, or activity and that is intended, or should reasonably be expected to have the effect of humiliating, intimidating, or demeaning a student, or endangering the mental health or physical health of that student.

Hazing also includes soliciting, directing, aiding or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of a victim to participate in the activity. Hazing may occur on or off the school’s campus. The school discourages activities of clubs and teams that are not sanctioned by the school and is not responsible for incidents that might arise from participation in non-school sanctioned events. However, this does not prevent the school from imposing this policy and holding students accountable if events of hazing occur at non-school sanctioned events.

It is the policy of Saugus Middle-High School that no student or adult shall participate in or be members of any secret fraternity, sorority or secret organization that is in any degree related to the school or to a school activity. No student or adult organization or any person associated with any organization sanctioned or authorized by the School Committee shall engage or participate in hazing.

Police will be notified of any hazing acts that may violate criminal law. If there is evidence of sexual or indecent assault and battery as defined by Massachusetts General Law, Chapter 265, Section 13H, the incident should be reported to legal authorities as mandated.

Any person may report hazing directly to any school official, the Principal, and/or Superintendent of schools. Students should responsibly report hazing incidents to a parent, teacher, administrator, coach, advisor, guidance counselor, local police, or other responsible adult. These reports should include time, place, people involved, and as much specific information as possible about the hazing event as to facilitate an investigation. Any such person who receives a report of, observes, or has other knowledge of conduct that may constitute hazing shall inform the building Principal immediately.

Consequences

If a student is found to have organized or actively participated in the hazing of another student, through admission of guilt or through investigation by school officials or law enforcement officials, that student will immediately forfeit membership in all academic clubs, extracurricular groups, and athletic teams for a period of ninety (90) school days. The student will face school suspension for a period of up to five school days for minor involvement and five to ten days for organizing and participating. Counseling, community service and/or enrollment in diversionary programs may also be assigned at the discretion of the school administration, police, or courts. If an investigation of a hazing incident is not completed within the scope of a sport season, club duration, or activity period, persons found guilty of hazing will forfeit participation in that sport, club, or activity the next year and/or extracurricular activities for the current year at the discretion of the administration, including, but not limited to dances, plays, concerts, athletic events, senior week activities, proms, and graduation. Any student found guilty of hazing will relinquish all leadership positions such as class officer, sport captain, student council representative, etc., for the remainder of the academic year.

If the hazing incident involved enough members of the club, activity, or athletic team as participants, and there is concern for the safety of the students, the administration can cancel the club, activity, or athletic team for any period of time up to one year.

If the hazing involved any type of sexual assault or indecent assault and battery as defined in Chapter 265, Section 13H of the Massachusetts General Laws, the student will be suspended and may be subject to expulsion hearings which could result in either exclusion and/or expulsion from school.

An Act Relative to Substance Use, Treatment, Education and Prevention

Commonwealth of Massachusetts, 2016

Chapter 52 of the Acts of 2016

Section 15. Each public school shall have a policy regarding substance use prevention and the education of its students about the dangers of substance abuse. The school shall notify the parents or guardians of all students attending the school of the policy and shall post the policy on the school's website. The policy, and any standards and rules enforcing the policy, shall be prescribed by the school committee in conjunction with the superintendent or the board of trustees of a charter school.

The Department of Elementary and Secondary Education, in consultation with the Department of Public Health, shall provide guidance and recommendations to assist schools with developing and implementing effective substance use prevention and abuse education policies and shall make such guidance and recommendations publicly available on the department's website. Guidance and recommendations may include educating parents or guardians on recognizing

warning signs of substance abuse and providing available resources. Guidance and recommendations shall be reviewed and regularly updated to reflect applicable and best practices.

Each school district and charter school shall file its substance use prevention and abuse education policies with the department of elementary and secondary education in a manner and form prescribed by the department.

A copy of the full policy is available on the District website.

Drug/Alcohol Policy

Saugus Public Schools ascribe to a “Zero Tolerance” philosophy with respect to the use and abuse of drugs and alcohol. A drug is defined as any chemical substance that alters the mood, perception, or consciousness, and is misused to the apparent injury of the individual or society. Student possession, use, sale, or transfer of drugs during the school day, at school-sponsored functions, or on school grounds is prohibited at all times. This applies to all events, regardless of location or time of the event.

Any student found to be in possession of or under the influence of a drug or alcohol, or in possession of drug paraphernalia is subject to disciplinary action:

1. Parent notification
2. A mandatory four day suspension from school and its associated activities
3. Referral to the Principal for a hearing to determine a possible expulsion from Saugus Public Schools.
4. All contraband to be turned over to the Saugus Police Department
5. Referral to the Saugus Police Department for possible prosecution
6. Student athletes are required to adhere to MIAA rules as may be amended from time to time

Gang Activity/Secret Societies

The goal of the School Committee is to keep District schools and students free from the threats or harmful influence of any gang. For purposes of this policy, a gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

Grade Notification Policy for Grades 6 to 12

Communication and transparency regarding the grading of our students is very important. Appropriate communication provides our students and their families with timely feedback related to collected/graded assignments and assessments. It is a priority for our staff to provide our students and their families with an accurate account of student performance. That said, timely input of grades in our student management system is essential in this process.

All teachers, grades 6 to 12, will use our to accurately report students’ grades in a timely and accurate

fashion. This will be done using the following criteria/requirements to ensure a positive line of communication:

- When an assignment is collected by teachers or an assessment is given, this assignment/assessment should be input in the Student Management System on or before that due date. This allows students and families to be aware of when the assignment is due and or when the assessment was given to the class.
- The teachers will have the following time table for input of the grades for that assignment/assessment into the student management system:
 - Daily homework, classwork, or participation grades within two school days of the date of collection or assessment.
 - Traditional assessment, test, quiz, lab report, problem set or the like within one week, five school days of the date of collection or assessment.
 - Long term projects, papers, or essays within two weeks, ten school days of the date of collection.
- If there is an issue with the teacher's ability to complete this time table for an extenuating circumstance, the following measures should be completed by the teacher:
 - The teacher should inform an Administrator of the extenuating situation.
 - The teacher should inform the students and let them know exactly when the grades will be posted.
 - The teacher should contact the families, using the Student Management System email, to make them aware of the situation and give them the updated time table for posting.
- Teachers who fail to comply will be subject to progressive administrative action. These measures are intended to promote and strengthen the communication between our teachers and the students/families of the Saugus Public Schools. It further allows teachers, students, and families to use the results of these assessments to make instructional and support changes as needed.

Prohibition Against Use of Tobacco by Students

The Saugus Public Schools, in accordance with the Commonwealth of Massachusetts Educational Reform Act of 1993, Chapter 71, Section 37H, prohibit the use of any tobacco product within the school buildings, on school grounds, in school buses, or at any school sponsored event. For the Purpose of this policy, tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco, and snuff. This prohibition extends to all students, faculty, staff, and visitors. Visitors include anyone not in the employ of the Saugus Public Schools, including delivery personnel, and anyone contracting with the school department to use the building.

The consequences for violating this policy will be as follows for the different groups:

Student Violations: Student violations of the Tobacco Uses Policy will be handled in accordance with the discipline code published in the student agenda books at each academic level: elementary school, middle school, and high school. In all instances the tobacco product(s) will be confiscated.

Faculty and Staff Violations: Employees of the Saugus Public Schools who are found in violation of this policy will be subject to progressive discipline which will include a verbal warning for the first offense, a written reprimand for the second offense, and an unpaid, one- day suspension for the third offense.

Visitors: Visitors found using tobacco products on school property will be asked to cease. If they persist in violating the policy, they will be asked to leave the premises.

The Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

As parents/guardians or eligible students you have the right to inspect and review the student's education records maintained by the school within 45 days of the day the school receives a request for access. Parents/guardians or eligible students should submit a written request to the building principal identifying the specific record(s) they wish to inspect. Principals will make notification of time and place for access. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. A fee may be charged for processing.

Parents/guardians or eligible students also have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible student then has the right to a formal hearing. After the hearing, if the school still does not amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

A student record consists of the transcript and the temporary record, including all information, recording or computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such a student may be individually identified, and that is kept by the Saugus Public Schools. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04. The temporary record consists of all the information in the student record which is not contained in the transcript. Such information is important to the educational process and may include standardized test results, class rank, extracurricular activities, and evaluations of the student by school staff.

Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to the student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to state law.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Reasonable attempt to notify the parent/guardian or student of the records request will be provided.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA may be filed with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

The Saugus Public Schools reserves the right, under 603 C.M.R. 23.07(4)(g), to forward the educational record to authorized school personnel of a school to which a student seeks or intends to transfer without the consent of the parent/guardian or eligible student.

Replica Weapon Policy

No toy, imitation or replica weapon of any kind, including guns and knives, will be permitted or be in the possession of a student, on school premises, at school sponsored events and/or at school related events, including athletic games or school buses or other school transportation. Items such as these will be confiscated and may result in suspension or expulsion if they are determined by the Principal of the school to be in violation of this Expulsion Policy.

The use or possession of any such toy, imitation or replica weapon or instrument, by a student in a threatening way or used or possessed to give the appearance of being a dangerous weapon that could cause death or great bodily harm, shall result in expulsion.

Contraband items, which, though not defined as weapons under the Massachusetts General Law, Chapter 269, Section 10, are not permitted on school premises grounds, at school sponsored and/or at school related events, including athletic games and school buses or other school transportation. Use or possession of said items will result in suspension and may result in expulsion from school. The following are examples of prohibited contraband items:

- Knives of any kind, shape or length; including key chain knives, drafting knives
- Blades of any size
- Razors, box cutters
- Chains, whips or any other metal objects of no academic purpose.
- Other ordinary items that may become dangerous when used in a threatening way; use of these items in that manner may result in suspension or expulsion from school. Such items include:
- Pencils, scissors, pins, nails, carpentry tools, piping, glass objects, bats, clubs, sticks, etc.

Sec. 9528 Armed Forces Recruiter Access to Students and Student Recruiting Information (Grades 11 & 12 only)

Notwithstanding section 444(a)(5) (B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

A secondary school student or the parent/guardian of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request: and shall comply with any request.

Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

The Secretary, in consultation with the Secretary of Defense, shall, not later than 120 days after the date of enactment of the No Child Left Behind Act of 2001, notify principals, school administrators, and other educators about the requirements of this section.

Parents please see the sign off page to either approve or disapprove release of your student's information. If not returned, information will be released by law.

Parent/Guardian Contact Protocol

Very often students and/or parents/guardians are not sure whom to contact at Saugus Middle High School in case of questions, concerns, or problems. We suggest the following:

Classroom issues: contact the teacher first. If there are additional concerns, contact the student's Guidance Counselor. If the question/concern/problem remains unresolved, contact the Assistant Principal or Associate Principal. Finally, contact the Principal.

Scheduling issues: contact the student's Guidance Counselor first. If there are additional concerns, contact the Guidance Department Head, then the Assistant Principal or Associate Principal. Finally, contact the Principal.

Special Education issues: contact the appropriate teacher first and then the student's Special Education liaison if needed. Additional concerns, contact the Educational Team Leader. If there are additional concerns, contact the Executive Director for Pupil Personnel Services/Special Education.

Behavioral issues: contact the teacher first. If there are additional concerns, contact the student's Guidance Counselor, Assistant Principal or Associate Principal.

Social, emotional, personal, health or family issues: contact the student's Guidance Counselor, Adjustment Counselor, or the Guidance Department Head. For additional concerns, contact the Executive Director for Pupil Personnel Services/Special Education.

Homeless or temporary housing status (McKinney-Vento, foster care, military status): contact the student's Guidance Counselor, Adjustment Counselor, or the Guidance Department Head. For additional concerns, contact the Executive Director for Pupil Personnel Services/Special Education.

Athletic issues: contact the coach first. If there are still concerns, contact the Athletic Director. Finally, contact the Principal.

Attendance issues: If attendance becomes excessive, contact the student's Guidance Counselor or Assistant Principal/Associate Principal.

Report cards & Transcripts: contact the student's Guidance Counselor first. If there are additional questions, contact the Guidance Department Head.

Harassment & Discrimination: contact the Title IX Coordinator.

Bullying: contact the Assistant Principal or the Associate Principal.

Student Management System (Aspen) questions: use the "Trouble logging in" button on the website.

Student Activities/Clubs: contact the advisor first. If there are still concerns, contact the Assistant Principal or Associate Principal. Finally, contact the Principal.

Transportation: contact the Transportation Clerk, 781-231-5000, ext. 40001.

Additional Contact Information

Mr. Michael Hashem

Superintendent of Schools

Tel: 781-231-5000

mhashem@saugus.k12.ma.us

Ms. Dawn Trainor

Executive Director of Pupil Personnel Services/Special Education

Tel: 781-231-5000

dtrainor@saugus.k12.ma.us

Ms. Pola Andrews

Executive Director of Finance and Administration

Tel: 781-231-5000

pandrews@saugus.k12.ma.us

Ms. Susan Terbin

Executive Director for Curriculum

Tel: 781-231-5000

sterbin@saugus.k12.ma.us

Modification

Saugus Middle High School reserves the right to modify or change the policies and related implementation procedures contained herein at any time, with School Committee approval. Notification to students and parents/guardians would follow any change.

Parent/Guardian/Student Sign off Sheet

To Parents/Guardians and Students:

This handbook is intended to provide communication among parents/guardians, students and faculty.

This handbook also provides students with the policies and procedures of Saugus Middle-High School. This page will verify your receipt and your understanding of the responsibilities required by our school community. If at any point you have a question, please call or email teachers. Please fill out this page and have your student return it to his/her Homeroom Teacher.

Thank you,

Mr. Brendon Sullivan

Principal

I have received and read a copy of the Saugus Middle High School 2023-2024 student handbook as indicated by my signature below.

Student Name (Printed): _____

Homeroom: _____

Parent/Guardian Name(s) (Printed): _____

Primary Phone Number(s): _____

Primary Email Address(es): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Please review the following statements and check the appropriate boxes.

_____ I **approve** of my student using school computers and accept the "Acceptable Use Policy."

_____ I **approve** of my student's photograph being used on the school website and/or publications.

_____ I **approve** of my student's information being released under Sec. 9528 Armed Forces Recruiter Access to Students and Student Recruiting Information Act (**Grades 11 & 12 only**).

REQUEST/AUTHORIZATION TO RELEASE STUDENT RECORD

_____ I hereby **authorize** Saugus Middle-High School to release a copy of my high school academic record, standardized test scores, personal resume information, and letters of recommendation (when applicable) to those schools/colleges, places of employment, armed services, or government agencies to which I have applied and/or whenever these records are requested by the aforementioned or like institutions.

_____ I **approve** of my student participating in various screenings throughout the school year such as SBIRT (health screenings) and Signs of Suicide (SOS depression screenings). To opt out of these screenings at a later date, parents/guardians must email their student's Guidance Counselor before October 1st of each year. More information can be found on page 47, in the Student Handbook.

_____ I **DO NOT** have computer access and would like all reports mailed