MILTON HIGH SCHOOL

2016-2017
Student Handbook

MISSION

The mission of Milton High School is to graduate students who are equipped to reach their potential and contribute to the global community by engaging them in a rigorous, enriching educational program that emphasizes respect, achievement, and citizenship.

BELIEFS

We believe that:

- Each individual shares a responsibility to further the well being of the community.
- Community support, communication between school and community, and active parental involvement are components of a successful school.
- Experiencing diversity enriches human growth and promotes tolerance and respect.
- All rights have corresponding responsibilities and each person is responsible for his or her decisions.
- Students and faculty are entitled to a safe, secure, and healthful environment.
- Each child has unique positive qualities, interests, and talents that should be appreciated and fostered.
- Students should exhibit proper behavior on and off schools grounds.
- Learning is not restricted to classrooms or schools.
- High achievement requires high expectations.
- The core curricula provide students with the means to reach their potential.
- Classroom learning should challenge each student.
- Every teacher should use a variety of strategies to help all students succeed.
- Enthusiasm for learning should be valued and promoted.

EXPECTATIONS FOR STUDENT LEARNING

All Milton High School graduates will:

1. Effectively apply critical thinking skills to solve problems
2. Communicate skillfully and effectively through written, visual, oral and technological means
3. Apply tools and technology to a variety of authentic tasks
4. Demonstrate connections between and among subjects to enhance understanding of the world
5. Demonstrate originality and innovation through individual and collaborative work
6. Demonstrate good citizenship, personal responsibility and character through individual and collective actions
7. Demonstrate understanding and respect for the diversity of ideas, cultures, abilities, and lifestyles in the school and beyond

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MILTON HIGH SCHOOL DIRECTORY

Milton High School Main Office	**617-696-4470**
Maureen Kennedy, *Administrative Assistant*	x5503
Brad Spindle, *Administrative Assistant*	x5501

Milton High School Office Hours: 7:00AM – 3:00PM
To contact a staff member, please call the main number listed above and follow the prompts.
To contact a staff member via email, please visit www.miltonps.org to access the staff listing.

CONTACT SEQUENCE FOR SCHOOL ISSUES

The correct procedure for discussing school issues is to contact the following in order:

- The Teacher/Coach, then
- The Department Head/Director, then
- The Guidance Counselor, then
- The Assistant Principal, then
- The Principal, then
- The Assistant Superintendent of Curriculum and Personnel, and
- Lastly, the Superintendent of Schools

ADMINISTRATORS/GUIDANCE COUNSELORS

James F. Jette, *Principal*	617-696-4470
Benjamin J. Kelly, *Vice Principal*	x5504
Brian E. Mackinaw, *Vice Principal*	x5507

Guidance Counselors

Leonice Bernard	x5528
Lisa Spinelli	x5529
Scott Devlin	x5527
Richard Guarino	x5526
Colleen MacDougall, *Administrative Assistant*	x5533

Adjustment Counselors

Jennie Beliveau	x5522
Katherine Sullivan-Maher	x5523

Department Heads/Directors

Eric Karjel	Athletic Director	x5515
Angela Burke	Business & Technology	x5586
Karen Cahill	Guidance	x5530
Barbara Wright	Humanities (English & History)	x5511
Michelle Kreuzer	Mathematics	x5519
Dawn Sykes	Music, Fine Arts & Family and Consumer Sciences	x5518
Noel Vigue	Physical Education/Health	x5547
Amy Tom	Science	x5512
Anna Green	Special Education Team Chair	x5521
Dr. Martine Fisher	World Languages	x5532

School Nurse

Margaret Gibbons…… x5537

SCHOOL COMMITTEE MEMBERS

Leroy Walker, Chair
Kristan Bagley Jones
Margaret Eberhardt
Dr. Kevin Donahue, Vice Chair
Elaine Craghead
Sheila Egan Varela

CENTRAL OFFICE

Mary C. Gormley	617-696-4808	*Superintendent*
Janet Sheehan	617-696-4812	*Assistant Superintendent*
Glenn Pavlicek	617-696-5041	*Assistant Superintendent*
Tracy Grandeau	617-696-5040	*Administrator of Pupil Personnel Services*

STUDENT GOVERNMENT & PARENT ORGANIZATIONS

Please log on to www.miltonps.org for all information pertaining to the 2016-2017 members of student government and parent organizations. This information will be available on the website after the beginning of the school year. You may also get this information by contacting the Main Office at 617-696-4470.

MILTON HIGH SCHOOL CALENDAR: 2016-2017

This is a preliminary calendar that may be changed throughout the course of the school year.

FIRST TERM

August 29 (M)	New Student Orientation (12:00PM)
August 30 (T)	First Day for Teachers
August 31 (W)	First Day of School for Students (C-Schedule), Start of Term 1
September 2 (F)	No School
September 5 (M)	Labor Day – No School
September 6 (T)	Picture Day (During English Classes)
September 15 (Th)	Open House (6:00PM)
September 29 (Th)	Grades 5-8 Information Night (6:30PM)
October 6 (Th)	Fall College Fair
October 10 (M)	Columbus Day – No School
October 11 (T)	Teacher Professional Day – No School for Students
October 12 (W)	Yom Kippur – No School
October 19 (W)	PSAT Grades 10 & 11 (School Starts at 11:16AM for Grades 9 & 12)
November 1 (T)	College Information Night (6:30PM)
November 3 (Th)	End of Term 1

SECOND TERM

November 4 (F)	Start of Term 2
November 5 (S)	SAT Testing at MHS
November 8 (T)	Teacher Professional Day – No School for Students
November 11(F)	Veterans Day – No School
November 17 (Th)	Parent Teacher Conferences – Early Release at 11:16AM
November 23-25 (W-F)	Thanksgiving Holiday – No School
December 7 (W)	Early Release Professional Day (11:16AM Dismissal)
December 26 – Jan 2 (M-M)	Winter Recess – No School
January 11 (W)	Early Release Professional Day (11:16AM Dismissal)
January 16 (M)	Martin Luther King Jr. Day – No School
January 18 (W)	End of Term 2
January 19 (Th)	Review Day & Semester Exams
January 20 – 25 (F-W)	Midyear Exams

THIRD TERM

January 26 (Th)	Start of Term 3
February 20-24 (M-F)	February Recess – No School
March 1 (W)	Early Release Professional Day (11:16AM Dismissal)
March 9 (Th)	Parent Teacher Conferences
March 21-23 (T-Th)	ELA MCAS
March 31 (F)	End of Term 3

FOURTH TERM

April 3 (M)	Start of Term 4
April 5 (W)	Early Release Professional Day (11:16AM Dismissal)
April 14 (F)	Good Friday – No School
April 17 – 21 (M-F)	Spring Recess – No School
April 27 (Th)	Scholastic Honors Night (6:30PM)

May 1-12 (M-F)	AP Exams
May 16-17 (T-W)	Mathematics MCAS
May 22-26 (M-F)	Senior Final Exams
May 29 (M)	Memorial Day – No School
May 30 (T)	Senior Awards Night (6:30PM)
May 31 (W)	Graduation Rehearsal (8:30AM); Boosters Banquet (6:00PM)
June 1 (Th)	Graduation Rehearsal (8:30AM)
June 2 (F)	Senior Breakfast (8:00AM); School Starts at 8:30AM
June 4 (Su)	Graduation 2:00PM
June 5-6 (M-T)	Biology/STE MCAS
June 9 (F)	End of Term 4
June 12 (M)	Review Day & Semester Exams
June 13-16 (T-F)	Final Exams
June 26 * (M)	Anticipated Last Day of School – HALF DAY

*The school year consists of 180 student days within a floating calendar. June 26 is the anticipated Last Day of School, including 5 snow days. If the district has fewer than five snow days, those days will be removed from the end of the year, ending as early as June 19. If the district has more than 5 snow days, days will be added after June 26, with June 30 as the last possible date of school closing. **Family plans made during the school year and at the end of June must be flexible to accommodate a change in days during each marking period and the date for the end of school**. **Please be aware of these dates when making summer plans.**

STUDENT RIGHTS AND RESPONSIBILITIES

It is your right to

- Attend school until graduation at public expense
- Have the use of free textbooks needed in the course of study
- Provide input to those making decisions affecting life in school
- Express opinions verbally or in writing in a respectful manner
- Expect that school will be a physically, socially, and emotionally safe place to gain an education
- Be represented by an active student government selected by open school elections

It is your responsibility to

- Attend school daily and on time, except when ill, and to be on time to and participate fully in all classes and activities.
- Assume full responsibility for the care of the facility and instructional materials
- Complete the prescribed course of study
- Express opinions and ideas in a respectful manner, not offending or slandering others
- Be aware of all rules and regulations for behavior and conduct yourself accordingly
- Participate in student government by running for office or voting for the best candidates
- Make your problems known to the teaching or administrative staff by meeting privately with them or representatives who will act in your behalf
- Assume that until a rule or expectation is altered or repealed, it is in full effect

RESIDENCY

Pursuant to Massachusetts law, you must actually reside within the Town of Milton to attend the Milton Public Schools. The Milton Public Schools will conduct an investigation if a question arises concerning your residency (M.G.L., Chapter 76, Section 5). If you temporarily reside in Milton, which is not the legal residence of your parent or guardian, for the special purpose of attending school within Milton, the Milton Public Schools may pursue tuition and restitution from your parent or guardian or any other person who assists you for the period of your attendance (M.G.L., Chapter 76, Section 6).

The Milton Public Schools Administration is well aware of the fact that there are unforeseen changes in living situations that may occur during the school year. However, all parents/guardians must notify the school of all changes in address and/or emergency contact information. If you move but still reside in the Town of Milton, you must notify the administration and request the necessary paperwork to re-establish residency.

STUDENT RECORDS

Your student record consists of two types of records: the permanent record or transcript and the temporary record, which consists of information current to educational matters and discipline. You and your parents may review your permanent and temporary school records. Your permanent record is maintained for 60 years while your temporary record is destroyed no later than 7 years after you transfer, graduate or withdraw from the Milton Public Schools. If you transfer to a new school district, the Milton Public Schools will send a complete copy of your student records to the new school. Please direct all requests for student records to the high school main office.

RELEASE OF STUDENT INFORMATION AND RECORDS

According to Massachusetts Department of Elementary and Secondary Education under the provision 603 CMR 23.07 (4) (a) Milton High School may release the following information without prior consent: your name, address, telephone number, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. Furthermore, the school shall send your school records directly to a public school to which you seek or intend to transfer without your consent or your parents' consent-603 CMR 23.07 (4) (g). Moreover, under the "No Child Left Behind Act," a provision is made that allows for the disclosure of secondary students' names, addresses and telephone listings to military recruiters and institutions of higher education, unless the parent or eligible student objects to such release. If you object, please notify the High School office in writing. An eligible student is one who is fourteen years of age or older, or in at least the 9th grade.

Furthermore, photographs and videotaping of students may be used at school events, in school publications and printed materials, on the school's website, in the newspaper, etc. If a parent/guardian does not want his/her child's photograph or videotaped image to be used, he/she must send a written request, with his/her signature, to the attention of his/her vice principal.

SECTION I: ACADEMIC ISSUES

ACADEMIC HONOR CODE

We expect that all students exhibit honesty and integrity in their academic work, and that the work that is passed in is their own best effort. The school takes seriously any breach of that effort. Milton 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 disciplinary consequences (see Rules of Student Conduct in this handbook).

Cheating consists of any schoolwork a student submits for evaluation that is not done by him/her. Cheating is an act of dishonesty and deceit.

Cheating includes, but is not limited to, the following:

- copying homework
- cheating
- talking, signs, or gestures during a quiz/test
- copying from another student or allowing the copying of any assignment
- passing test or quiz information to others in another class period with the same teacher or course
- submitting a pre-written writing assignment at times when such assignments are supposed to be written in class
- using unauthorized study aids, notes, books, text messages, 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

Plagiarism consists of the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

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 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

Consequences

First Offense

1. The student receives no credit for the work involved.
2. The teacher will:
   - call the parent
   - file a report with the student's vice principal
   - remind the student of the consequences of another offense

Second Offense

1. The student receives no credit for the work involved, five points will be deducted from the term grade in that course, and the student will jeopardize eligibility for any leadership positions.
2. The teacher will:
   - call the parent
   - file a report with the student's guidance counselor and vice principal. The incident will become part of the student's disciplinary record kept by the vice principal
   - remind the student of the consequences of a third offense

Third Offense

1. The student receives an "F" for the term grade in that course.
2. The teacher will
   - call the parent
   - file a report with a guidance counselor and vice principal. The incident will become part of the student's disciplinary record kept by the vice principal

You may appeal second and third offense consequences to an administrator-selected committee of teachers/counselors. An incident in one class does not affect your record in another class, unless it is part of an interdisciplinary lesson. Cumulative first offenses in a variety of classes, however, are disruptive to the educational process and may result in further disciplinary action.

CONTACT SEQUENCE FOR SCHOOL ISSUES

The correct procedure for discussing school issues is to contact the following in order:

- The Teacher/Coach, then
- The Department Head/Director, then
- The Guidance Counselor, then
- The Assistant Principal, then
- The Principal, then
- The Assistant Superintendent of Curriculum and Personnel, and
- Lastly, the Superintendent of Schools

GRADUATION REQUIREMENTS

Currently, the number of credits required for graduation is 120. Furthermore, the State of Massachusetts requires all students to pass the English/Language Arts, Mathematics, and Biology sections of the Massachusetts Comprehensive Assessment System (MCAS).

To be classified as a senior, assigned to a senior class/grade homeroom, and allowed to participate in senior class activities, a student must have earned a minimum of 85 credits. The principal must approve any exception. **Students who have not completed all their graduation requirements one school day after the last final examination will not be allowed to participate in the graduation ceremony.** Participation in the graduation ceremony, as well as the events and activities associated with the senior year, is a privilege and determined by the school's administrative team.

To be classified as a junior, and assigned to a junior class/grade homeroom, a student must have earned a minimum of 55 credits.

To be classified as a sophomore, and assigned to a sophomore class/grade homeroom, a student must have earned a minimum of 25 credits.

The subjects and credits required for graduation are as follows:

	Subject	*Credits*
✓	English: 4 years (I, II, III, IV)	20
✓	Mathematics: 4 years	20
✓	Science: 3 years	15
✓	Social Studies/US History: 3 years	15
✓	Physical Education/Health: 4 years	10
✓	Fine Arts or Applied Arts	5
✓	Technology Essentials*	2.5*
✓	Speech (beginning with the class of 2018)	2.5
✓	Community Service	140 hours

In some cases the Community Service hours may vary. See section on Community Service Learning for more information.

*Starting with the Class of 2020, Technology Essentials as a graduation requirement will be replaced by a Technology Course requirement; any of the following technology courses would satisfy the technology requirement: Technology Essentials, Computer Technology, Computer Science, Robotics, Intro to Computer Science, AP Computer Science, AP Computer Science Principles, MHS Wildcat News, or TV Production.

Read the most current version of the *Program of Studies* booklet for more detailed information on subjects, credits, graduation requirements, and related matters. You are scheduled in a program of study that includes 35 periods per week of structured learning. Courses that meet one period daily for the year receive 5 credits, and those that meet one period daily for one-half the year (one semester) receive 2.5 credits.

Failing a course required for graduation is a serious matter. Such courses may be passed and the credits earned by taking and passing an approved comparable summer school course, or by taking and passing an approved comparable day-school or evening school course, or by re-taking and passing the course at Milton High School the next school year. Please see related relevant information in Section III of this handbook.

VALEDICTORIAN AND SALUTATORIAN

In order for a student to be considered for the honor of Valedictorian or Salutatorian, he/she must have at least three years (twelve terms) of grades and attendance at Milton High School. Grades received from other schools will be included in the calculations for GPA and class rank.

Milton High School uses a weighted GPA to determine class rank. The two seniors who, at the end of the year, are ranked number one and number two and become the class Valedictorian and Salutatorian. When the GPA results in a tie, the two highest ranking students become Co-Valedictorians. When this happens, no student becomes the Salutatorian. Graduation speeches by the Valedictorian and Salutatorian will be reviewed by the principal or his/her designee.

GRADUATION ELIGIBILITY/PARTICIPATION IN GRADUATION

Your graduation requirements are established by the standards that were in place when your class entered Milton High School. These standards may be subsequently modified for a class by school committee policy. As a consequence, graduation requirements may vary from class to class.

To participate in graduation exercises all graduating seniors must meet or exceed all graduation requirements/standards for his/her class by one school day after the last final examination. Such standards include total credits, credits earned in each learning area, community service learning requirements, and other school obligations. Seniors who are ineligible to graduate with their class may receive their diplomas when the school's administrative team determines that all graduation standards have been met or exceeded. Participation in graduation exercises is limited to members of the current graduating class.

Students who do not participate in their class graduation exercises have one additional year to meet or exceed their class graduation standards to be considered a member of that graduating class. The school's administrative team will set fifth-year programs of study for these students.

Students may lose the privilege of participating in graduation or other senior events and activities if the school's administrative team determines that a serious infraction of school rules or student behavior occurs during the months or weeks preceding the graduation ceremony. For example, a student who uses, or is in the possession of, alcohol/drugs the evening of a prom may be excluded from graduation exercises.

Milton High School recognizes that regular physical activity is important for all students. As such and consistent with Massachusetts General Laws, the school requires four years of physical education for all students in grades 9-12.

COMMUNITY SERVICE LEARNING

Community service learning provides a valuable, self-directed learning experience with intellectual, social and emotional benefits. This program will provide students with the opportunity to (a) work with people who come from different backgrounds; (b) offer assistance to worthwhile community agencies; (c) develop interpersonal and leadership skills; (d) explore career possibilities; and (e) learn about citizenship. Participation in community service is required for graduation. For each school year a minimum of 35 hours of approved community service is required. Students will not receive credit for community service work that occurs at events that serve alcoholic beverages. All community service work requires prior approval of the school administration.

Counselors will provide new students with detailed information about this program at the beginning of the school year and will be happy to assist any students who have questions about the program or its requirements. It is the student's responsibility to get the information and forms from a guidance counselor and return the completed form in when the community service project is complete. Again, students must get pre-approval for all community service projects.

SCHEDULE CHANGES

Changes in class schedules are discouraged. A change request made due to poor attendance, tardiness, inadequate class participation, failure to do homework or lack of effort will not be approved.

A request for a change in schedule may be honored if the following circumstances are present:

- Problems created by the unavailability of an offering
- A teacher-initiated level change made following a conversation with the student and parent/guardian which has been approved by the department chairperson/director

Understand that changing one course often results in the need to change a student's entire schedule and even if a teacher approves a change, there may not be course offerings available. Please follow the MHS chain of command to initiate all schedule changes which states that the student/parent/guardian first contacts the teacher, who contacts the guidance counselor.

REPORT CARDS

The school year consists of two semesters. Each semester is divided into two terms. Report cards are issued four times a year: November, February, April, and June.

PROGRESS REPORTS

Interim Progress Reports: Your teachers and the administrators of Milton High School are well aware that your first semester of new subjects can be difficult. We are here to offer you the help you need to do the best you can do. Interim progress reports are issued midway through each marking period to make you aware of your academic standing in each class. If you are not satisfied with your academic performance, or if you would like to perform better, please talk with your teacher. You should also turn to Section II, Academic Support & School Services (page 16) to make yourself aware of the services in place to help you succeed.

Weekly Progress Reports may be requested by your parents from one or more teachers for a short period of time. Blank Weekly Progress Reports are available in the guidance office. It is your responsibility to pick up the blank report, give it to your teacher(s), collect the completed report, and deliver it to your parent(s).

MID-YEAR AND FINAL EXAMINATIONS

All students in all grades will be scheduled for midyear and final examinations in their courses. Students enrolled in AP courses must follow the final exam expectations for the AP program. Students may have their exams rescheduled due to school-sponsored activities or illness. Permission to reschedule any midyear or final examination must be given by a Vice Principal. Any student excused by a Vice Principal from taking a midyear or final examination during the regular exam schedule will take a makeup exam during a time designated by his/her teacher. Students failing to take his/her midyear or final examination without authorization will receive a zero grade on the examination missed.

HOMEWORK

Homework is a fundamental part of our learning program and a *minimum* of two total hours will be assigned each night. Homework is usually assigned nightly but in some cases may be assigned over the weekend. You are expected to do homework along with reading, research, writing, and long-term assignments on weekends. Honors and AP level courses will require significantly more homework.

MAKE-UP WORK

A given lecture or class discussion on any day can never be replicated and so we strongly encourage you to make every effort to attend school and every class on time every day. Class participation grades may have a significant negative impact on your final grade if you have high rates of absenteeism or tardiness because not participating in class activities can never be "made up." Furthermore, you are responsible for the instruction that was missed during your absence and you are expected to complete any and all assigned make-up work. Please note that extra credit offered by teachers is not in lieu of required classwork or homework.

Thus, you should make arrangements with each of your teachers for make-up work when you return to school following any absence. Your teachers will give you a reasonable period of time, determined by each teacher, to complete homework, class work, and tests you may have missed so that an absence will not prevent you from making academic progress. If you are confined to the home or hospital for medical reasons for a period of not less than fourteen school days in a school year, you may be eligible for home instruction. Students who seek home/hospital instruction to provide the Building Principal with a Department of Elementary and Secondary Education Physician's Statement form (form 23R/3) that is completed and signed by the Student's attending physician. The District may seek parental permission to speak with the physician in order to clarify the student's medical availability to receive educational services, to gather additional information and to develop a transition plan to return the student to a school setting. Students who do not provide a fully-completed and signed form will not be provided with tutoring.

If a chronic or acute medical condition that is not temporary in nature appears likely to adversely impact a student's educational progress, the Principal and/or his or her designee will initiate a referral to determine eligibility for special education services.

GRADING

At the beginning of each marking period, your teachers will explain their grading policies. You will receive copies of those policies at the beginning of the year (or semester) to read, sign, and return to the teachers, who will keep them on file. Copies of the policies will also be kept on file in the department chairperson/director's office. Questions concerning your grades must be addressed first to your teacher. Grade appeals should follow the contact sequence for school issues (page 4 and page 10) with final grade appeals made to the principal.

When a student moves from one level of a course to another level of the same course the former teacher assigns a grade-to-date and the new teacher determines the final grade that is reported on the report card and transcript.

MARKING SYSTEM

Letter grades in Milton High School and their related numerical average follow:

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

A mark of "A" denotes high honors; "B" honors; "C" satisfactory; "D" passing, but unsatisfactory; and "F" failure. There are some courses graded on a pass or fail basis. A passing grade ("P") will not restrict a student from making the honor roll.

Final grades in courses are calculated as follows:

Yearlong courses:	
First Term Grade	20%
Second Term Grade	20%
Third Term Grade	20%
Fourth Term Grade	20%
Midyear Exam	10%
Final Exam	10%

Semester courses:	
First Term Grade	40%
Second Term Grade	40%
Final Exam	20%

Honor Roll: A list of Honor Roll students is compiled each marking period. There are two Honor Roll categories: "High Honors" is reserved for students receiving all A's (all subjects counted) and "Honors" is reserved for students receiving all A's and B's (all subjects counted). Students receiving one C+ grade will be honorably mentioned.

"I" grades: If work in a particular subject has not been completed at the end of a marking period because of extraordinary circumstances that are accepted by the teacher, a mark of "I" (incomplete) may be given. When this happens, a period of two weeks is provided to finish this work. If the work is incomplete at the end of two weeks, a mark of "F" will be recorded for the subject. Any exceptions to this regulation must have the approval of the principal or vice principal.

"W" grades: When a student withdraws from a course and does not enroll in another level of the same course:

- prior to the 1/3 point of a yearlong or semester course, neither the course nor the grade earned until the withdrawal will appear on the student transcript
- between the 1/3 and 2/3 point of a yearlong or semester course, the course and the letter "W" (withdrawn) will appear on the student's transcript
- after the 2/3 point of a yearlong or semester course, the course and the letters "WP" (withdrawn and passing) or "WF" (withdrawn and failing) will appear on the transcript

CLASS RANK

Class rank is a student's numerical academic standing in his/her class in relation to all other members of the class (e.g., 50 in a class of 300). This standing is based on the mathematical computation of the grades earned, called a grade-point-average ("GPA"). Milton High School uses a weighted system where both the levels of the courses and the final grades are used in determining class standing. Courses are weighted in the following, ascending order: College Prep-level, Honors-level, and AP-level. Class rank is first computed for all weighted courses taken at high school through the end of your junior year. For more information on this topic see your guidance counselor.

SECTION II: ACADEMIC SUPPORT AND SCHOOL SERVICES

TEACHERS

Teachers are willing to assist students in their endeavors to master the subject material. Please feel welcome to approach a teacher and request assistance. Teachers are available, usually in their classroom, Monday through Thursday after school until 2:45 PM. Teachers are not available when faculty meetings, teacher duties and other commitments occur after school. Some teachers may make themselves available before school by appointment.

TUTORS

The National Honor Society has as part of its mission to offer tutoring to students in a variety of subjects. If a student would like peer tutoring of course content they can contact the National Honor Society adviser for availability.

MCAS PREPARATION

Passing the MCAS is required for all students. MCAS preparation classes may be scheduled on Saturdays during the winter and spring to help students pass the spring administration of the MCAS exam. When a schedule is finalized notification letters will be mailed to parents. Students will be notified of the schedule via the *Wildcat Bulletin.* MCAS preparation classes provide interested students focused instruction in the skills and concepts assessed on the MCAS exam.

All students must earn a competency determination (CD) on the English Language Arts, Mathematics, and Science/Technology & Engineering MCAS exams. Any student scoring below 220 will be given an additional opportunity to take the exam each semester. For English Language Arts and Mathematics MCAS exams, students who score in the Needs Improvement category must also complete the requirements of an Educational Proficiency Plan (EPP) in order to receive their diploma.

THE EVENING PROGRAM

Students may take courses in the Evening Program to recover credits or to take a course for enrichment. Additionally, students may be taking the majority of their credits in the Evening Program (see Special Disciplinary Procedures). Classes are offered in the afternoon based on the schedule of the student, Monday through Thursday, when school is in session. To maintain a variety of offerings and allow for individualization, the program uses online classes. Students are expected to work independently during the class time and complete additional work outside of class. The program is staffed by Milton High School faculty who are available to assist students with their work and supervise testing.

SUMMER SCHOOL

Milton's summer school program provides enrichment and make-up courses. You may also take a summer school course to improve a grade in a course to a grade of no higher than C. Milton's summer school offerings may be limited and courses that are offered in the summer school booklet may not be scheduled for a number of reasons, among them low enrollment. Note the following regulations:

1. You must have an average of at least 40% for the academic year to enroll in summer school courses you have failed and wish to make up.

2. If you take a course in the Milton summer school program for make-up, your grade will be determined by the following formula:
   - your average for the year in the school-year class will count as 50%
   - your average for summer school class will count as 35%
   - your summer school final exam will count as 15%

   If there is no summer school final exam your grade will be an average of your school-year class and your summer school class, with a maximum grade no higher than a C.

3. In order to take a summer school course at a high school other than Milton for a course you failed during the school year, you must get approval by school administration in advance.

4. If you failed a course at another high school, are planning on attending Milton High School in the fall, and wish to attend the Milton summer school (or any other summer school) to receive diploma credit, your sending school is responsible for approving this action. Officials at said school would also determine, based on their existing policies, whether you pass that summer school course and receive diploma credit for the course.

5. Courses taken in summer programs that are <u>not</u> make-up courses to improve an existing grade <u>may</u> be approved for academic credit by the principal. The amount of credit shall be at the discretion of the principal or his designee and must be approved <u>prior</u> to taking the course(s).

6. Situations not covered by existing policy must be approved in advance by administration.

GUIDANCE AND COUNSELING

The Guidance Department provides personal, college, and career counseling to all students in grades 9 through 12. You are assigned to one counselor for four years. You will have individual, small, or large group meetings with your counselor through your school years. Your parents will also be invited to meet with your guidance counselor during your junior and senior year and your parents may schedule a meeting with your counselor at other times when necessary.

In your meetings with counselors, you will discuss a variety of topics, including your orientation to high school; academic and personal assessment; college and career planning; and standardized testing. Occupational information, college catalogues, armed services information, financial aid literature, and Naviance, a software program for college and career information are available to you in the guidance office.

To meet privately with your guidance counselor you need to fill out a request form in the guidance office. The guidance counselor will then schedule an appointment to meet with you.

The Guidance Department hosts one fall and one spring college fair for Junior and Senior students. Other evenings may be offered on various topics related to college admissions and financial aid throughout the year.

In the Spring of Junior year and then again at the beginning of Senior year, students and their parents/guardians are invited in for individual meetings with the guidance counselor for post secondary planning. These meetings support our group guidance curriculum which is held during Advisory throughout the school year. Please note, that it is mandatory for students to attend their group guidance sessions. For more information on Guidance Department programs and services, you or your parents may call 696-4478 ext. 5533 during regular school hours or go to www.miltonps.org.

ADJUSTMENT COUNSELORS

Three adjustment counselors are available to assist you with difficult personal problems. This counseling is available for all students through self, parent, faculty, or community referral. You may contact the adjustment counselors through your guidance counselor. The pupil adjustment counselors' offices are located on the first floor in room 107.

FACULTY ADVISORS

Each student is assigned to a grade level homeroom. Teachers in these rooms are also called Faculty Advisors and are responsible for meeting and conversing individually with each student in their room each term. During these meetings, which are scheduled to personalize the learning experience for all students, teachers will ask questions and focus their discussions with students on issues concerning students' needs, plans, interests, activities, grades, achievement, high-stakes test scores, course selection, and overall school success. These meetings are required and full student participation is essential and expected.

HEALTH SERVICES

Student Health Services may include the identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parent/guardians have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The school nurse is committed to minimize health related barriers to learning and promote each student's maximum learning opportunities. Massachusetts State Law mandates regular health screenings at school which include vision, hearing (if requested by teacher or parent), scoliosis, height, weight, BMI (Body Mass Index.)* Screenings do not take the place of regular primary care provider examinations. The purpose of the screening programs is to identify possible problems that may interfere with student success and make appropriate referrals for assessments and treatment. A strong communication network between school nurse, parents/guardians and primary care providers is essential.

In case of illness or emergency, parent/guardian will be notified by the school nurse or other staff member. Parent/guardian MUST provide the school with emergency contact information in case they cannot be reached. It is imperative to keep your son/daughter "Emergency Information" up to date. In many instances time is critical for the student.

*More information and explanation of BMI will be sent home to parents/guardians after the school year begins.

Health Room

If you become ill you should request a pass to the health room from your classroom teacher. The nurse will determine if you are to be sent back to class, detained in the health room, or dismissed from school and sent home. If you are to be sent home, the nurse will notify all your teachers and call your parent/guardian to discuss how you will get home. If your parent is unable to pick you up and no one else is available, the procedure is as follows:

1. Your parent will decide whether you will get home by public transportation or by walking

2. You must call your parent when you arrive home

3. Your parent will call the nurse immediately after receiving your call

Physical Examinations

All new enrollees are required to present proof of a physical exam that has been completed within one year of school entry. Documentation of a physical exam is required again in Grades 1, 4, 7, and 10. These three year intervals allow a regular and predictable review of each student with attention paid to potential health concerns. Students who play sports will follow the MIAA physical exam requirements.

Immunizations

Immunizations are required by Massachusetts State Law for children to attend pre-kindergarten through grade 12. According to state law "no student shall be admitted or be allowed to remain in school unless they satisfy these requirements." The school nurse is required to keep an immunization and health record for each student enrolled in the district. A history of disease specific diagnosis by a primary care provider will be accepted in lieu of the immunization (i.e., chicken pox) for all vaccine preventable diseases except rubella. If a parent/guardian has a religious belief that is in conflict with the state law the school nurse can provide the appropriate form for parent/guardian to complete. This form is required to be completed annually.

Medication at school

The delivery of medication at school is regulated by the Department of Public Health and has specific guidelines in place for the health and safety of the student as well as confidentiality. Any student taking medication in school on a regular basis must have a new permission form signed by the parent/guardian and the prescribing physician every year. Medication must be provided to the school nurse in a pharmacy or manufacturer labeled container. **When getting the original prescription at the pharmacy please ask for a second container with all the prescribing information attached so medication can be left at school.**

Short-term medication (10 days or less), prescription or non-prescription will only be given if the proper permission forms are signed and dated by parent and physician if necessary. When your student needs medication at school please act quickly to follow these policies so the school nurse may begin to dispense the medication as soon as possible. Please contact your school nurse to discuss the scheduling of medication or any health issue pertaining to your student.

All medication forms are on the Milton Public Schools Edline web page, www.miltonps.org.

Allergies or Chronic Health Care Issue

If your child has **ANY** type of allergy, including food allergy, or other chronic health issue please schedule an appointment to meet with the school nurse and, if necessary, the classroom teacher to plan appropriate responses and determine if medication needs to be kept at school.

First Aid

First aid delivery and assessment of injuries is part of the school nurse's role as children learn to apply safety within their own environment. When appropriate, the school nurse will contact parent/guardian if a student is injured. An explanation of the injury and the nursing care provided will be discussed. The need for parental/guardian follow up will also be assessed with this communication.

Illness

Occasionally a student is kept home from school for illness. A student with vomiting or diarrhea should be kept home from school until symptoms have subsided for 24 hours, the student is able to take nourishment, and is sleeping through the night. If diarrhea or vomiting persists consult you primary care provider. If cold or cough symptoms are associated with a fever the child should NOT come to school. If symptoms do not readily improve contact you primary care provider. Your student may attend school if there is no fever. Your primary care provider should evaluate a sore throat in conjunction with a fever. Students treated for strep throat may return to school after 24 hours on an antibiotic.

Please notify the main office if you student is absent from school due to illness. This provides the school nurse with significant information to identify tracks of illnesses and to help prevent the spread of illness by communicating with staff and with parents/guardians.

Communicable Disease

When your student has a communicable disease, please contact the school nurse for information regarding the length of time the child should remain at home and documentation of treatment to be able to return to school.

- Conjunctivitis [Pink Eye]: Do not send your student to school until 24 hours after treatment is started. Request a note from your primary care provider to ensure your student's attendance.

Scoliosis

Scoliosis is a postural defect of the spine. Left untreated scoliosis can cause neck and back pain from postural deformities. The Massachusetts screening program begins in grade 5 for boys and girls and is ongoing every year through grade 9. Postural screenings have dramatically reduced the incidence of surgical intervention for spinal deformities. Early detection is promoted by the American Academy of Orthopedic Surgeons and the American Academy of Pediatrics.

Individual Health Care Plan

An Individual Health Care Plan [IHCP] is developed by the school nurse in collaboration with the parent/guardian and, if appropriate, the primary care provider. With parent/guardian approval, the plan is shared with the appropriate staff. This provides a safe learning environment for the student and educates the staff on necessary measures for the student. The increasingly complex health care needs of students in school has created an opportunity for all involved to eliminate barriers in the best interest of the student. Partnership of student, parent/guardian and staff enhances the child's ability to learn and participate in the school setting. Under certain circumstances, students with health issues

Policy and Guidelines for Pregnant Students:

The Milton Public Schools wishes to preserve educational opportunities for those students who may become pregnant and /or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided. Students or families who need more information may contact the school nurse.

LIBRARY

The library is a place for research, reading, learning, and quiet study. Some meetings may also be scheduled in the library. You may use the library during lunch if you get a pass from the librarian before the end of D period or second block on block days.

With a collection of over 14,000 books and over 24 periodicals, newspapers, and indexes, online databases, the Electric Library and Internet access, the library is equipped to meet most of your research needs. The library has its own web page with links to key references and databases. You may enter and exit the library through the door on the hallway where World Language classes are scheduled.

Library hours will be posted at the start of the school year. Library materials may be signed out for a two-week period and should be returned or renewed after that time. During peak research times the librarian may limit the number of books and the circulation time to equitably accommodate all students.

Many teachers bring their class(es) to the library during the school day. These visits are scheduled in all subject areas and permit instruction, demonstrations of library resources, and research that may be applied to a learning project.

WORK-STUDY PROGRAM

To be eligible for the Work Release Program, the following requirements must be followed.

1. Seniors must have attained a minimum of 85 credits at the end of the junior year and be scheduled for a minimum of 30 in-school credits.

2. A work contract must be submitted and signed by the parent, employer, student, and school administrator prior to release from school.

3. At the discretion of the administration, credit for work may be given if the employment is related to courses the student is taking that are relevant to career goals. Such credit is also based on the student's working a minimum of 15 hours per week.

4. Regular and punctual attendance at school and work are mandatory.

5. School obligations take priority over work and other demands.

6. If conduct or academic work is unsatisfactory, the program may be terminated.

7. If employment is terminated for any reason the student must notify Mrs. Cahill, Director of Guidance within 24 hours. The student will be assigned additional courses to replace the work release program.

8. Employers are required to submit a written report each marking period regarding attendance and on-the-job performance. Upon completion of this, the student will receive a pass or fail grade.

9. Job training/work will be carried out in such a manner as will reflect credit upon the student, the school, and the program.

10. Any exception to the above will be dealt with on an individual basis by the school administration.

For more information on this program see your guidance counselor.

WORK PERMITS

According to child labor regulations, all students between the ages of 14 and 18 who wish to work must obtain an employment permit from the superintendent of schools or his/her designee. Work permits are available in the main office of the school during school hours throughout the year.

SECTION III: STUDENT ACTIVITIES

The Student Activities Program at Milton High School incorporates all the outside-of-class events and activities that are managed by school authorities. These include, for example, the student athletic teams, school clubs/organizations, evening/weekend musical performances, drama productions, dances, proms, graduation exercises, recognition ceremonies, awards events, and school trips. Formal and semi-formal dances are sometimes held during the winter and spring. Please note that students may be required to comply with a breathalyzer test to gain admittance to some events (i.e. a school dance). If a test reveals that the student has consumed alcohol or is under the influence of some other substance that impairs the student's thinking and appropriate behavior, parents/guardians will be required to come to the event to take custody of their child and school penalties will be implemented.

RULES & REGULATIONS: ATHLETES AND NON-ATHLETES

The following eight points govern overall eligibility, membership, and participation in Milton High School's student activities program:

1. Athletic and non-athletic student activities help in the community's effort to provide positive, appropriate, and developmentally beneficial experiences necessary to the growth of well-rounded adolescents and young adults.

2. Commitment to academics, school attendance, and disciplinary consequences take priority over the privilege of membership and participation in student activities.

3. Student eligibility, membership, and participation in <u>all</u> student activities (e.g., athletics, drama productions, concerts, clubs, and student leadership positions*) is a privilege determined, approved, or managed by the Milton High School professional staff.

4. A student must pass courses that carry a minimum of 30 hours credit per quarter (a full course load of seven periods with no more than one failing grade) to be academically eligible for sports/athletics. Academic eligibility for a specific season is based on the report card from the previous quarter, except for a fall sport, for which academic eligibility is based on the final report card from the previous school year.

5. A full seven-period day of school attendance, or its equivalent, is required of students in order to participate in practice or contests or student activities that day.

   A student who is absent, arrives after 8:15 AM, or who is dismissed from school early, will not be able to participate in after school activities (clubs, performances, practices, games, etc.) on that day. However, a vice principal (for non-athletic student activities) or the Director of Athletics (for athletics) may approve an exception to this standard when they determine such action is warranted on a specific day (e.g. a documented medical appointment, a written note for a family emergency, etc).

6. A member of a school team, club, or other school organization or student leadership member* assumes the school's goals, standards, expectations, and all related responsibilities. Accordingly, it is expected that a student's behavior will be consistent with the laws of the Commonwealth of Massachusetts at all times, <u>not just</u> during the time of the activities associated with an event or during the season of play.

7. Some acts and violations committed by a student during non-school hours (evening, weekends, or school-year holidays) may impact participation in student activities. Among these acts and violations are theft; physical assault; vandalism; possession, use, purchase, sale, transfer or being in the presence of those using** illegal drugs and alcohol; other acts that endanger the safety or well-being of students, staff, or the school; and the use of tobacco (athletes).

**"In the presence of" is new language for the 2016-17 school year. This policy will be enforced beginning September 2016 to allow for dissemination of this information.

8. The school will investigate allegations of violations committed by student activity members. Such investigations will include an informal hearing for the student activity member or participant.

   When the school determines, during any twelve-month period of time beginning August 15 each year, that a student activity member or participant has committed any of the following acts: theft; physical assault; vandalism; possession, use, purchase, sale or transfer of illegal drugs and alcohol; or other acts that endanger the safety or well-being of students, staff, or the school; or the use of tobacco (athletes), the student activity member or participant shall face the following consequences:

For athletes (as noted in the MIAA handbook):

- ✓ First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. The student will be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

- ✓ Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Per the MIAA Good Citizen Rule, Section 63.1, student-athletes may not represent their school if they are on in-house or out-of-school suspension. 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. Local policies will determine the actual days of ineligibility.

Prior to any chemical health violation, a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco (MIAA Rule 62).

For non-athletes:

- ✓ *First Offense*: the student shall lose eligibility as a participant or member for the next two weeks of public performance events. Students will, however, be allowed to attend meetings. Student leadership members* will lose eligibility for four (4) consecutive school weeks.

- ✓ *Second Offense*: the student shall lose eligibility for the next four (4) weeks of public performance events. Students will not be allowed to attend meetings during this period. Student leadership members* will lose eligibility for twelve (12) consecutive school weeks.
- ✓ *Third Offense*: the student shall lose eligibility for the next twelve (12) consecutive months.

*Student leadership members include, but are not limited to, members of the National Honor Society, Student Government Representatives and Class Officers, Student Leaders, and other elected positions.

ELECTION OF CAPTAINS AND OFFICERS OF STUDENT ORGANIZATIONS

This policy is the method by which student leaders of student organizations will be elected and covers all formal elections of student activities under the direct control of the Milton School Department at the 6–12 grade levels.

Table of Organization
Each student activity, class organization, and/or athletic team will have a clearly stated Table of Organization of elected student leaders available to all members of the organization and posted in the school. The adviser or coach of the activity will be responsible to the principal of the school for such posting.

Timetable for Elections
The members of the student activity, class organization, and/or athletic team will be notified of an upcoming election at least one (1) week prior to the election by the posting of such notice in the school. The date of an election will be held on a regular school day when all students are expected to attend and shall not fall on a major religious holiday or when a school-sponsored activity would keep a student from voting. Within three (3) school days of the posting of an election, a student may petition the principal of the school for a change in the election date or an absentee ballot because of religious or school-sponsored obligations on the part of the student. The principal will determine if the election date will be changed or an absentee ballot will be used. The faculty adviser of the Student Government and Student Council will establish the timeline, rules, and procedures for the elections after conferring with the principal and the Class Officers.

By-Laws
Each student activity, class organization, and/or athletic team shall establish a written set of bylaws in which eligibility for student-elected leadership positions is determined. These bylaws shall be submitted to the principal as soon as possible, but no election of leaders of the organization may be held within ten (10) school days of the submission of the bylaws to the principal. Under the guidance of the advisers/coach, each student activity, class organization, and/or athletic team will determine the bylaws. The principal, or designee, will review and approve all such bylaws.

Balloting
Only students officially recognized as members of the activity, class organization and/or athletic team will be allowed to vote. The adviser/coach will determine such eligibility, based on the bylaws of the organization. Only students present at the time of the election will be eligible to vote, unless an absentee ballot has been

approved. A student designated by the faculty member in charge will count ballots. Ballots will be retained for one week after the election. Results of the election will be announced.

STUDENT GOVERNMENT

The Student Government is made up of 26 students who run for office each year. In addition to raising money for the individual classes, the group is involved in a number of programs designed to improve the culture and climate of the school. The positions that make up the Student Government are as outlined below.

Class Office
Grades 9 through 12 have four class officers: secretary, treasurer, vice president, and president. These officers are elected for one year. Someone elected in senior year does hold the responsibility for life, and is responsible for all class activities, fundraising, and money management after graduation.

Class Representative
Two representatives for each grade assist the class officers, and represent their classmates to the community. One representative is assigned to the School Committee and the second representative is assigned to the school's Site Council**.**

Greater Boston Regional Student Advisory Council
Two additional students (juniors or seniors) are elected each year to represent the school to the Greater Boston Regional Student Advisory Council. Students meet monthly during the school day at the Dept. of Education in Malden, and meet with class officers and representatives under the umbrella of Student Government.

Elections
Elections for all Student Government positions are advertised and carried out each spring for the following school year. (Elections for freshmen take place in September). Only students who follow the nomination procedures put forth by Student Government advisor(s) will be permitted run for office. Those meeting all requirements will speak at an election assembly to their classmates and have their names appear on the ballot. Write-in candidates are at the discretion of the Student Government advisor(s), and will only be considered in the event that there are not enough nominees for a position. At the time that nomination papers are taken out, a student must declare in writing the position for which s/he will run. For more information see the faculty advisor.

CLUBS & ORGANIZATIONS

Please be advised that due to budget constraints there will be an annual $50 club/activity fee for joining any of the following clubs or participating in other student activities. However, there is a $100 maximum fee per student per year limit. Furthermore, students who wish to start a new club/activity may do so at the discretion of the Principal.

Academic Quiz Team
This Academic Quiz Team represents Milton High School while competing in a variety of academic tournaments, including High School Quiz Show. Students will attend weekly after-school practices throughout the school year to prepare for upcoming matches.

Amnesty Human Rights Club
Amnesty, founding in 1961, is an organization dedicated to the protection of the Universal Declaration of Human Rights bill endorsed by the United Nations in 1948. The MHS chapter of Amnesty meets to discuss

human rights issues, to respond to urgent action appeals concerning prisoners of conscience in all parts of the world, and to share information via guest lectures, discussions, and videos. This is one of several thousand chapters in the U.S., working for the protection of human rights.

Anime Club
Anime Club meets to view and discuss the impact of Anime on modern art and its influence on mainstream entertainment. In addition to viewing anime, the club engages in other activities such as viewing anime music videos and reading Manga in helping club members have a better understanding of Japanese Culture.

Art Club
The Art Club is open to any students interested in: creating art and spending time working on community projects, as well as individual works of art. From painting murals to painting our own masterpieces and tie dying our own t-shirts, we hope you will join us on our artistic adventures all year.

Asian Culture Club
Culture, common goals, problems of minority groups, and topics of interest in Asian and American societies are discussed. Tutoring is provided to anyone new to the English language. Field trips and social events are planned throughout the year.

Best Buddies
Best Buddies is an international nonprofit organization which envisions a world where people with intellectual disabilities are seen as our friends, coworkers and our equals so that our services will no longer be needed 20 years down the road from now. Together, we can create more inclusive communities, one friendship at a time! Join Best Buddies today and make a difference.

Cabaret
Cabaret is a talent show for the students in the music performing groups. There are two Cabarets every year. There are auditions for the Cabarets as well as many rehearsals that are mandatory for participation. The proceeds from the Cabarets go directly to offset the cost of the spring music trip.

Chamber Orchestra
Chamber Orchestra is an orchestra of approximately 20 students who are interested in a "smaller" musical experience. They meet either before school at 7am or after school at 2:30pm, one day per week. Regular attendance and a strong commitment to the group is required in order to perform at the two evening concerts per year.

Christmas Carolers
Any students who are in MHS Chorus, Band, and String Ensemble can join the Christmas Carolers. The Carolers rehearse two mornings a week before school (7:10-7:40 a.m.) from
September until December and perform at many school and community events during December.

Debate Team
The MHS Debate Team is a team that competes against debate teams from other local and national high schools. We primarily participate in Public Forum and Lincoln-Douglas debate. We highly encourage new members to consider competing. No prior debate experience is necessary. Meetings last one hour long.

Drama Club
This club offers students a chance to perform in non-musical drama, to learn about all aspects of theater, to participate in MHS's annual production for state Festiva sponsored by the Massachusetts Educational Theater Guild (www.metg.org), to learn the technical, or "backstage" ropes, and to get involved in various short productions, improvisation work, and other school and town-related activities. They produce a number of fall, winter and spring public performances which are scheduled during the evening and, when in competition, on a weekend in the spring.

Dance Teams
There are three options for this team. Fall Hip Hop performs at the Pep Rally. Winter Hip Hop performs at all boys home varsity basketball games. Winter Competition performs at select basketball games and will compete in two competitions. These three teams are physically demanding and practices and performances are similar to those of traditional athletic teams.

Do Re Migos
Any boys who are in MHS CHorus, Band, and String Ensemble can join the Do Re Migos. Do Re Migos rehearses every Tuesday after school and performs at several concerts and community events throughout the year. Rehearsals last one hour long.

Echo, Milton High's Literary and Art Magazine
The Echo is an award-winning student-run arts and literary magazine. Members collect submissions, edit, layout, and produce at least two issues a year. They strive to include the voices and images that represent the entire student body.

French Club
The French Club engages in activities that raise awareness of and promote the French culture and language, including doing lessons for the pre-school children, enjoying a French brunch or pique-nique, or seeing the occasional film. All students who enjoy French culture are invited to participate.

Future Business Leaders
The purpose of FBLA is to prepare members for careers in business and to assist them by becoming better employees and citizens. FBLA helps students develop leadership abilities, prepares them for entry into business-related occupations, and offers a setting where members compete at regional, state and national levels in business and technology curriculum. Current events discussions, guest speaker visits and a service learning project are planned. **If the students make it to the State and National competition, it will be expected that the parents/guardians pay a portion of the total cost.**

Gay/Straight Alliance
The GSA promotes tolerance and respect for others, specifically gay, lesbian, bisexual, and transgender youth. Our goal is to educate the Milton High community on GLBTQ issues, raise awareness, and create a safe place for everyone.

Girls After School Singers
Any girls who are in MHS Chorus, Band, and String Ensemble can join the Girls After Singers. Girls After rehearses every Wednesday after school and performs at several concerts and community events throughout the year. Rehearsals last one hour long.

Gospel Choir
Students who are in MHS Chorus, Band and String Ensemble can join the Gospel Choir. Gospel Choir rehearses every Monday after school and performs at several concerts and community events throughout the year. Rehearsals last one hour long

Homework Club
This club is open to all students at Milton High School who desire a quiet place to complete academic work after school. Students can work individually or meet with a study group, meet a tutor or take advantage of Milton High School's technological resources. Homework Club is also a great option for students looking to get a head start on assignments before an extracurricular activity begins. This club is completely free and there are no membership requirements.

Jazz Combo(s)
The MHS Jazz Combo(s) are comprised of select members of the MHS Jazz Ensembles and focuses on advanced improvisation techniques. They perform at various concerts and events throughout the year.

Jazz Ensemble 2
Any member of the MHS Concert Band, String Ensemble or Chorus who play an instrument can join this group which performs at various concerts and events throughout the year.

Key Club (Volunteens)
Key Club is the oldest and largest service program for high school students worldwide. Kiwanis International is the parent organization of Key Club. Key Club membership is open to any student who desires to become a leader in his/her school and community and wishes to provide service to others.

Latin Club
The Latin Club keeps "the Classics alive" in the modern world. We want students to be more aware of the influence of the Roman and Greek societies on today's generation.

LifeSmarts
This Club's goal is to develop consumer and marketplace skills in a competitive format. Sponsored by the National Consumers' League, students, as a member of a team, compete at the local, state and national levels in the areas of personal finance, technology, consumer rights, health and safety and the environment. **If the students make it to the State and National competition, it will be expected that the parents/guardians pay a portion of the total cost.**

Marching Band
The MHS Wildcat Marching Band is a performing ensemble that is open to all students. The group performs at all home football games, Veteran's Day and Memorial Day ceremonies as well as one MICCA competition and UMASS Band Day at Gillette Stadium. The Milton High School Wildcat Marching Band has a one week camp in August and rehearses on Thursday mornings. This year's camp will be held from August 11-15 from 8 AM- 2 PM at MHS.

Math Team
At Math Club, we have fun with math! We will do hard problems, learn interesting new ideas and practice for competitions! The competitive team participates in the South Massachusetts Math League in the fall.

Mock Trial Team

The Mock Trial Team is a team that meets after school to prepare for the Massachusetts Mock Trial Competition in January and February. The competition is a state-wide competition that is organized by the Massachusetts Bar Association and the Boston law firm Brown Rudnick. The team will work to create a case for the defense and prosecution/plaintiff by analyzing a case packet with evidence, affidavits, and a scenario that can be criminal or civil. The club is a hand's on approach to the law and criminal justice system. The club requires regular attendance at least once per week after school work session.

National Honor Society

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in areas of scholarship, leadership, service, and character.

In order to be eligible for induction into the Milton High School chapter of the National Honor Society, students must meet the following criteria:

- Be in the 11th or 12th grade
- Have attended the school for at least one semester
- Have a grade point average of 3.7 or higher on a weighted scale
- Have demonstrated character, leadership, and service to the community
- Have a record free of any significant disciplinary issues, such as demerits or suspensions. Applicants should provide an explanation for such issues, if they exist

Those students meeting these standards are invited to apply to National Honor Society. The application asks for evidence of each applicant's character, leadership, and service to the community. The Faculty Review Committee, consisting of Milton High School teachers, will select members based on the following criteria:

- ***Character:*** A person of character, as defined by the National Honor Society, demonstrates respect, responsibility, trustworthiness, fairness, and caring.
- ***Leadership:*** Examples of leadership may include positions that you have held in school, church, community activities, or at work. Understand that leadership may also include activities where you taught or motivated others, provided a positive role model, effectively participated in co-curricular activities, or held a formal office or position in a group or team.
- ***Service:*** Candidates must show evidence of activities outside of the school day in which they participated for the betterment of their community, including but not limited to, church groups, clubs sponsored outside of school, Boy or Girl Scouts, volunteer groups, community art and music endeavors, recycling club, etc.

Newspaper

The Elephant in the Room, a public forum for public expression, is dedicated to covering school, community, national, and global news for Milton High School. We seek to find the truth in events and to spread it with good writing, illustrations, and photography.

Outdoors Club

The Outdoors Club is for those students who want to go out and explore the wilderness. Students plan trips that include hiking, camping, boating, climbing, and much more. We meet after school once a week to discuss what is coming up and have tremendous fun with everything that we do.

Photography Club
Anyone who likes to take pictures--with a smartphone or SLR--and likes to see others' pics would enjoy the Photography Club. We meet every Thursday after school, look at pictures we took that week based on fun topics, themes, or techniques chosen the previous week, and plan photo shoots and shows. It's a laid back look at what makes a good picture and a welcoming place to discuss all matters photography.

Poetry Club
Poetry club provides a space for students to write original poetry and a forum to share, discuss and listen to poetry throughout the year.

Recycling Club
Recycling Club collects recyclables from high school classrooms and offices and promotes recycling practices within the high school and Milton communities.

Robotics Team
The MHS Robotics Team will be competing in the *FIRST* Tech Challenge along with schools from all over New England. We need students who want to:

- Design, build, and program robots
- Apply real-world math and science concepts
- Develop problem-solving, organizational, and team-building skills
- Compete and cooperate in alliances and tournaments
- Qualify for nearly $9.7 million in college scholarships

You do not need technical experience, just an interest in helping the team!

SADD
SADD (Students against destructive decisions) is a group for students wanting to make a positive difference in the school community. The group organizes events to raise awareness of issues that relate to underage drinking, other drug use, risky and impaired driving, and other destructive decisions.

Science Club
The Science Club/Olympiad team participates in five monthly competitions in the Western Suburban Science League (WSSL) and the State Science Olympiad at Framingham State College in March. Each WSSL meet takes place at a different high school, the second or third Thursday of the month, and has 3 or 4 events, which range from sit down tests to "build ahead" events. Groups of up to four students compete at each event, all of which contribute to the team's ranking as a whole. At the end of the season, the top three teams receive trophies. At Olympiad there are similar events which meet all day long, with teams of two students participating in each. The team that wins the State Olympiad goes onto the National Olympiad to compete. The emphasis is on creative problem solving team work, rather than individual work. Membership is open to all interested students grades 9 through 12.

Spanish Club
The Spanish Club provides students an opportunity to explore and celebrate the culture of Spanish speaking countries. Activities are planned to allow students to connect in a diverse and casual environment. Activities include learning to dance latin american music, celebrating various Hispanic holidays, visiting hispanic restaurant, attending musical shows in Spanish and other events of students' interest.

Theatrical Tech Club
The Theatrical Tech club is responsible for maintaining and proving theatrical tech needs for school day events in the Winchester auditorium. Members learn how to use state-of-the art lights, sound, and stage rigging, and they staff the auditorium during all school-based events. They are responsible for running and protecting the theatrical technology in the auditorium. It's super fun but requires a lot of responsibility and commitment.

Tomorrow's Teachers
Tomorrow's Teachers is a club for those students (9-12) who think they might have an interest in teaching as a career. Students are allowed the opportunity to shadow teachers/classrooms in the town and school system. Students can shadow different grade levels and subjects toget a feel for this career. Most club members participate in about three shadowing experiences during the school year (counted as a field trip).

Tri-M
TRI-M is an international honor society for music. Students are selected for TRI-M based on years in a MHS performance group, grades, and auditions. TRI-M organizes mentors, extra help sessions, review for exams for students and helps out FAME at music events.

Ultimate Frisbee
Ultimate frisbee is played once a week in a "pick up" style format and is open to any and all students looking to play! All skill levels are welcome

Yearbook Staff
The Yearbook staff is open to any SENIORS who are interested in creating and designing the yearbook. The yearbook is a massive undertaking and requires a great deal of time and work. The yearbook staff begins work in October and wraps up in March. If you think you have the time and dedication to commit to the yearbook staff, please attend the informational meetings in October.

INTERSCHOLASTIC ATHLETICS

Milton High School is a member of the Bay State Athletic Conference comprising high schools in two divisions: the Carey Division (large schools including Braintree, Brookline, Framingham, Needham, Newton North, and Weymouth) and the Herget Division (small schools including Dedham, Milton, Norwood, Walpole, Wellesley, and Natick).

MHS ATHLETIC SEASON

The MHS interscholastic athletic program is divided into fall, winter and spring seasons.

FALL	Starts eleven days before Labor Day through Thanksgiving Day (Football has three extra conditioning days before the other teams start.)
WINTER	Monday after Thanksgiving Day through the end of February
SPRING	Third Monday in March through the first week in June

Any of these dates can be extended for post-season tournament play or postponements.

Please understand that the fall athletic season starts before school is in session. Practices and games are scheduled during school vacations and over weekends. **Athletes and their families will have to make sacrifices to be a committed member of a team.**

AVAILABLE SPORTS AT MHS

Each season the high school offers a variety of sports programs, many of which have multiple levels. The amount and levels of teams can vary from year to year because of the numbers of students who participate and budget considerations. The following sports are currently offered:

Fall	**Winter**	**Spring**
Cheerleading V-JV	Boys Basketball V-JV-F	Baseball V-JV-F
Boys Cross Country	Girls Basketball V-JV-F	Boys Lacrosse V-JV
Girls Cross Country	Cheerleading V-JV	Girls Lacrosse V JV-F
Field Hockey V-JV-F	Boys Ice Hockey V-JV	Rugby
Football V-JV-F	Girls Ice Hockey V	Softball V-JV-F
Golf - V	Swimming (CO-ED)	Boys Tennis
Crew (Club)	Boys Indoor Track	Girls Tennis
Boys Soccer V-JV-F	Girls Indoor Track	Boys Outdoor Track
Girls Soccer V-JV-F	Wrestling V-JV	Girls Outdoor Track
Girls Volleyball V-JV-F	Ski (Boys & Girls)	Crew

TO SIGN-UP FOR MHS SPORTS

Sign up for your sport prior to the start of the sports season. **Sign-ups for fall sports will be held in August.** (As well as sports signups for incoming freshmen.) Signups for winter will be held in November, while spring signups will be held in late February/early March. All signups will be conducted online at **www.FamilyID.com**.

For more information see the Director of Athletics.

If a team makes cuts then no new players may be added after cuts are made. A possible exception would be bringing a player up/down to varsity or junior varsity.

ACADEMIC ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

Student-Athletes must be enrolled in a full schedule of seven periods, maintain satisfactory marks in their classes, and abide by behavioral guidelines outlined in the Student Handbook. Minimally, student-athletes must be passing six of their seven classes to be eligible to participate in Milton High School's Interscholastic Athletics Program. Academic Eligibility is based on the final report card from the most recent term. Fall Sport eligibility is based on the final report card from the previous school year.

Chemical Health Awareness Presentation:

Any student that plays on a Milton High School team must attend a mandatory chemical health session to maintain status on that team. Our goal is to make sure we are educating all student-athletes and their parents/guardians about the dangers of substance use, as well as the related school rules and MIAA policies.

Student Medical Insurance

The Town of Milton and Milton Public Schools carries no medical insurance coverage (other than for Interscholastic Sports) and any medical cost associated with injury to any child is covered only to the extent of their Parent's medical coverage. In the case of Interscholastic Sports, the Milton Public Schools carries "full excess or secondary insurance coverage" which would supplement parental coverage for deductibles, co-pays, and/or excess costs over parental coverage up to $1 million.

Medical Insurance

The following statement regarding Medical Insurance Coverage and Release of Liability has been adopted by the School Committee of the Milton Public Schools and is included in each Student Handbook as notice that NO MEDICAL INSURANCE COVERAGE in excess of that obtained by each student's Parent/Guardian with the sole exception being excess medical coverage for Interscholastic Sports Coverage for Accident Medical Expense available through signed permission and waiver form (Milton High School Athletics Permission Form) required for each participant.

Further, that each Parent/Guardian granting permission for students to participate in the many programs, recreation activities, before school, after school, vacation, or summer programs acknowledges that NO MEDICAL INSURANCE COVERAGE is provided and also agrees to forever release the T/O Milton, Milton Public Schools and the School Committee, and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in these voluntary programs ("the Releasees") from any and all claim, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to their child or property damage resulting from their child's participation in said programs.

Further, that each Parent/Guardian also promise to indemnify, defend, and hold harmless the Releasees against any and all claims and proceeding of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to my child or property damage resulting from my child's participation in said programs.

Further, that each Parent/Guardian acknowledges receipt of and has read this Consent and Release statement and understands the contents of this notification. Acknowledging that their child's participation in these programs is voluntary and that their child is free to choose not to participate in said programs. Said child's participation in any of these programs acknowledges that the Parent/Guardian has decided to allow their participation with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage their child or they may suffer in these voluntary programs.

SECTION IV: RULES, REGULATIONS AND POLICIES

BEHAVIORAL EXPECTATIONS

You are expected to behave appropriately at all times, in and outside school. While you are in school and moving from one class to the next, we expect excellent conduct with no shouting, inappropriate language, pushing, poking, tripping, etc. Remarks related to another person's racial, ethnic, or religious background or another person's physical or mental disability or sexual orientation and/or other forms of sexual harassment are considered serious matters. We expect you to be respectful of the feelings and property of others. You are urged to be considerate and help others, particularly those with special needs. Realize that unkind remarks hurt not only those who hear them, but also those who make them. You should also reference the appendix for further guidelines on behavioral expectations.

SCHOOL AND CLASSROOM RULES

School rules are developed in accordance with School Committee policies, Massachusetts law, and sound educational practices. The rules cover a wide variety of issues pertaining to safety, security, attendance, building cleanliness, and the teaching and learning environment. Violations of school rules carry disciplinary consequences. Among these consequences are the denial of certain privileges, removal from class, time after school with a teacher, assignment to office detention or Saturday detention, restitution, suspension, or expulsion. Each teacher may also develop classroom rules and procedures related to a specific class or classroom, which he or she will explain to you.

DEFINITION OF DISCIPLINARY TERMS

After-School Time: means the time assigned by and spent with a teacher in his/her room at the end of the school day. It usually ranges from 15 minutes to one hour in duration. See section on Failure to Report to a Teacher After-School (below) for more details.

Office Detention: means the 1 hour and 20 minutes of time assigned by an administrator and spent with the detention supervisor at the end of the school day, i.e. Monday through Friday from 2:25 PM to 3:45 PM. See section on Office Detention (below) for more details.

Saturday Detention: means the four (4) hours of time assigned by an administrator and served from 8:00 AM t o 12:00 noon in school on a Saturday.

Short-Term Suspension: means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less.

Long-Term Suspension: means 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. Requirements may be identified by the school's administration before the student is re-admitted.

In-School Suspension: means 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. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

Emergency Removal: removal of a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption; not to exceed two school days (see p. 42)

Expulsion: means a termination of enrollment, either permanently or for an extended period.

CELL PHONE/MOBILE DEVICE POLICY

Students will have the privilege of using their cell phone/mobile device before the start of the school day, after the end of the school day, during their lunch period and during class transition timeframes. Acceptable phone/mobile device usage during this time would be as follows: phone calls, texting, internet, consensual photography. All cell phone/mobile device usage must be consistent with the District's Internet Use Policy.

Cell phone/mobile device usage will NOT be permitted in class unless the student has prior approval from the teacher and the use is directly related to the instruction of the class.

Headphones may not be worn in the school building, unless the student has prior approval from the teacher and the use is directly related to the instruction of the class.

Under no circumstance should a student distribute or record (via photography, audio, video) a fellow student or adult **without their consent**. Doing so is against school policy and appropriate consequences will be enforced.

Any student who violates this policy will have their cell phone/mobile device confiscated by Milton High Staff. Under such circumstance, the cell phone/mobile device will be released only to a parent or guardian.

RULES OF STUDENT CONDUCT

You may be disciplined for conduct or acts committed on school grounds, in the area around the school grounds, while engaged in or attending a school activity, or while going to or returning home from school or a school activity. You may also be disciplined for conduct or acts committed away from school at other times if the conduct or act is related to the school, adversely affects school discipline, disrupts the school environment or creates a hostile environment at school.

Discipline may include non-exclusionary consequences (for example, after-school time with a teacher, office detention, Saturday detention, or restitution) as well as exclusionary consequences (suspension from participation in student activities, removal from class, school suspension, or expulsion). See Definition of Disciplinary Terms on the next page. Disciplinary consequences more severe than after-school time with a teacher shall be determined by the school's administrators.

Conduct or acts for which you may be disciplined include, but are not limited to, the following:

1. Use or possession of a dangerous weapon (including but not limited to a gun or knife) or bullets (which will be considered as a weapon), or dangerous instrument; or

2. Use or possession of, or transmitting, or intending to distribute, or distributing, or being under the influence of, a drug (e.g., controlled substance; illegal, unauthorized, or dangerous drug, inhalant, misused drug, or narcotic, hallucinogenic drug, amphetamine, barbiturate, or marijuana), alcoholic beverage or intoxicants of any kind; or in possession of drug paraphernalia; or

3. Knowingly or willfully soliciting, or being in the presence of those who are in possession of, or using or under the influence of any drug (i.e., controlled substance; illegal, unauthorized or dangerous drug, inhalant, misused drug, narcotics, hallucinogenic drug, amphetamines, barbiturate, or marijuana), alcoholic beverage, or intoxicants of any kind; or in possession of drug paraphernalia; or

4. Assault, fighting, striking another person, violence, threats of harm, acts of terror, copy-cat acts that disrupt the school; or

5. Stealing, or attempting to steal; or

6. Causing, or attempting to cause, damage to property; or tampering with school property; or

7. Use or possession of tobacco products, including electronic cigarettes; or

8. Use or possession of fireworks, smoke, or odor bombs, incendiary devices; or

9. Use of vulgar and/or profane language or gestures, belittling or taunting; or

10. Leaving the building or school grounds without permission; or

11. Failure to sign in at the office upon the late arrival to school, or to report to a class or scheduled school activity; or

12. Failing to comply with the request to not consume food or beverages outside the cafeteria or wear prohibited clothing or headcovering of any sort or revealing clothing; or

13. Failure to identify oneself or give proper name; or ignoring an adult's directive; or

14. Gambling; or

15. Forgery; or

16. Bullying; or

17. Sexually harassing another person through word or action; or

18. Occupying, or inciting others to occupy a part of the school or area around the school after being directed to leave by the person in charge. In particular, occupying any part of the building or property prohibited due to construction; or

19. Cheating, or using or copying the academic work of another and presenting it as your own without proper attribution, or allowing such use and/or copying of the pupil's own work by another; or

20. Unauthorized use of, or access to, computers, software, telecommunications, and related technologies; or any willful act that causes physical, financial, or other harm or otherwise disrupts information technology; or

21. Violation of any federal or state law which would indicate that a student presents a danger to any person in the school community or to school property; or

22. Open defiance of the authority of a teacher or any person having authority over you, including verbal abuse; or

23. Truancy or incitement of truancy by another pupil; or

24. Falsely activating a fire alarm or other safety system; or

25. Falsely reporting the presence of a bomb or other explosive device at the school; or

26. Displaying or using earphones, paging devices, beepers, walkie-talkie or other similar electronic communication devices, or other entertainment devices, or

27. Any behavior, verbal, graphic, physical or via electronic media, that harasses, threatens, intimidates, abuses, or demeans certain individuals or groups on the basis of race, ethnicity, religion, gender, sexual orientation, creed, national origin, or handicap; or

28. Any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person, often called hazing; or

29. The wearing of any cult- or gang-related apparel or insignia; or

30. Inciting others to violate school rules; or

31. Failure to comply with exclusionary or non-exclusionary disciplinary consequences; or

32. Cyber or other messages that the school determines is disruptive to the school; or

33. The issuance of a criminal complaint charging a student with a felony or the issuance of a felony delinquent complaint against a student; or

34. Other violations not specifically addressed herein that will be dealt with at the discretion of the principal or his/her designee.

Violation of some rules and student conduct (e.g., fights, threats, or violence; vulgarity directed at a staff member; possession or use of drugs or alcohol; theft; gang or mob action; or leaving the school without permission) *may result in a suspension* and may result in further disciplinary action including an expulsion. Possession of a weapon or firearm, use of a dangerous instrument, or the distribution of drugs *may result in an expulsion or recommendation of expulsion.* Milton Police will be notified and legal action will be taken if warranted.

FAILURE TO REPORT TO A TEACHER AFTER SCHOOL

A teacher may assign you one or more days of after-school time with him/her for violating school or class rules. When any teacher assigns you this time, you must report to the teacher by 2:25 PM. Bring study materials with you. The teacher will determine the length of time you are to remain after school. Failure to report after school, without an excuse accepted by the teacher, will result in escalating consequences; among these are doubled after-school time, office detention, and suspension.

OFFICE DETENTION

You will not be admitted to office detention if you report after 2:25 PM. If you do not report to office detention, or report too late to be admitted, you will be given a Saturday Detention. If you do not report for Saturday Detention, you will be suspended. You are expected to bring study materials to detention and use the time for learning.

SPECIAL DISCIPLINARY PROCEDURES

In special cases students may be prohibited from attending school during the day and required to earn their credits in the Evening Program. Students may be assigned to the Evening Program if their actions meet one or more of the following criteria:

- ✓ a continual disregard for school rules
- ✓ repeated failure to obey teacher direction
- ✓ actions that disrupt the education of other students.

DUE PROCESS GOVERNING DISCIPLINE

Respect is at the heart of Milton Public Schools, respect for yourself, respect for the staff, and respect for your school. Every student has a right to an education in a safe, secure and supportive environment, and every teacher has a right to expect respectful, prepared students in his/her classroom. The administration will treat all students consistently and equitably, and will respect the rights of all students to an education in a safe and healthy environment. It is the policy of the Milton Public Schools to ensure fair and effective disciplinary practices. Accordingly, the following rules and regulations will be administrated fairly and consistently to all students:

The Code of Conduct of the Milton Public Schools is administered within the framework of the United States Constitution and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize his/her discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Milton Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Milton Public Schools is limited to students who are currently enrolled in and attending Milton Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H ¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

SUSPENSIONS

The Milton Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 71, sections 37H, 37 H½and 37 H¾ and 603 CMR 53.00 et seq.

IN-SCHOOL SUSPENSION PROCEDURES

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or his/her designee.

Notice of In-School Suspension:

The principal or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or his/her designee determines that the student committed the disciplinary offense, the principal or his/her designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or his/her designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or his/her designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent Meeting:

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

No Right to Appeal:

The decision of the Principal or his/her designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

OUT-OF-SCHOOL SUSPENSION PROCEDURES

Due Process Procedures for Out-of-School Suspensions:

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or his/her designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or his/her designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension:

Prior to suspending a student, the Principal or his/her designee will provide the student and the Parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the Parent(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey or by other means of communication where appropriate. The notice will set forth in plain language:

(a) the disciplinary offense;
(b) the basis for the charge;
(c) the potential consequences, including the potential length of the student's suspension;
(d) the opportunity for the student to have a hearing with the principal or his designee 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;
(e) the date, time, and location of the hearing;
(f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
(g) if the student may be placed on long-term suspension following the hearing with the principal:

1. the rights set forth in 603 CMR 53.08(3)(b) ; and
2. the right to appeal the principal's decision to the superintendent.

The principal or his/her designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or his/her designee will document reasonable efforts to include the parent. The principal or his/her designee is presumed to have made reasonable efforts if the principal or his/her designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

Emergency Removal of Student:

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or his/her designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will 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:

(a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b);
(b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);
(c) Provide the student an opportunity for a hearing with the principal or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
(d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

SHORT-TERM SUSPENSION PROCEDURES UNDER M.G.L. ch. 71, s. 37H¾:

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal, or his/her designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the Principal or his/her designee with the following process:

Principal Hearing - Short-term Suspension:

(a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

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

(c) The principal or his/her designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

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

No Right to Appeal:

The decision of the Principal or his/her designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

LONG-TERM SUSPENSION PROCEDURES UNDER M.G.L. ch. 71, s. 37H¾:

A Long-Term Suspension is 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. The principal or his/her designee may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her designee with the following process

Principal Hearing - Long-term Suspension:

(a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:

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

(c) The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

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

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of

appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:

a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

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

Superintendent's Appeal Hearing:

(1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.

(2) The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

(3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

(4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

(6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.

(7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the Principal or his/her designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

EXCLUSION/EXPULSION:

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion
include but are not limited to the following:

a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

e. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.

f. Any student who is suspended or expelled pursuant to this section 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 his or her removal.

g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

FELONY COMPLAINT OR CONVICTION:

Pursuant to Massachusetts General Laws Chapter 71, section 37 H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

c. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

e. Any student who is suspended or expelled pursuant to this section 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 his or her removal.

f. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4:

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 his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

The discipline of students with special needs is governed by federal and state special education law and regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq.; 34 C.F.R. § 300.519-529 et seq., and Massachusetts General Law c.71B.

The following is a summary of the rights and responsibilities of the Milton Public Schools and students with disabilities under these laws regarding student discipline. Complete information regarding the due process rights of students with disabilities and their parent(s) or guardian(s) may be found in the procedural safeguards notice available from Milton Public School personnel.

Generally, the Milton Public Schools may remove a student with a disability or a suspected disability from the student's current placement for not more than ten (10) school days for any violation of school rules, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability. Additionally, in certain circumstances, Milton Public School personnel may also order additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct.

A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement. Prior to a suspension that constitutes a change in placement of a student with disabilities the Team will develop or review a functional behavioral assessment of the student's behavior to modify a behavior intervention plan or develop an assessment plan and to identify appropriate alternative educational settings. The Team will convene to determine whether the student's misconduct is a manifestation of his/her disability. A student's conduct is a manifestation of his/her disability if the conduct in question was caused by or had a direct and substantial relationship to the child's disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or a 504 Plan.

If the Team determines that the student's misconduct IS a manifestation of his/her disability, the Team will convene to review the student's functional behavioral assessment and will create, review or modify as necessary the student's behavior plan and IEP or a 504 Plan. Under such circumstances, the student will be returned to his/her current placement unless the Team determines that another placement is required to provide the student with FAPE (free appropriate public education).

If the Team determines that the student's misconduct is NOT a manifestation of his/her disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.
School personnel may also order a change in the placement of a student with a disability to an interim alternative educational setting for not more than 45 days if a student: (1) carries a weapon to school or to a school function; (2) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function and (3) inflicts serious bodily injury upon another person at school or a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in placement of a student with a disability to an interim alternative educational setting for not more than forty-five (45) days. Under the circumstances described in this paragraph, or if the removal of a student will constitute a change in the student's placement as defined by federal special education laws, a student's IEP Team may convene to review the student's educational program and the misconduct.

SERVICES FOR STUDENT WITH DISABILITIES

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

a. has a mental or physical impairment which substantially limits one or more activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
b. has a record of such impairment; or
c. is regarded as having such an impairment.

An impairment, under the ADA Amendments Act of 2008, "that substantially limits one major life activity need not limit other major life activities in order to be considered a disability." Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active."

The Milton Public Schools District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district.

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. Any questions concerning the implementation of policy and procedures may be directed to:

Section 504 Coordinator
Milton Public Schools
25 Gile Road
Milton, MA 02186

Discipline of Students Eligible for Section 504 Protections:

Section 504 disabled students are subject to the same disciplinary action as a non-disabled student, provided that the student's behavior is not a manifestation of his or her qualifying disability. A 504 Team must conduct a manifestation determination whenever a disabled student is subject to suspension for 10 school days or more, as indicated below. If the 504 Team concludes that the violation is a manifestation of the student's qualifying disability, the student is returned to his/her placement unless the parents and the District agree to a change of placement. If the violation is not a manifestation, the student is subject to the same disciplinary action that any non-disabled student would receive for the same violation. Any determination will be communicated in writing to the parents, and they will be provided with a notice of procedural safeguards.

SCHOOL DAY

The school day begins promptly at 7:50 AM with a first-period class. All students are assigned to an advisory, seven classes, and a lunch period. On block days, students report to four extended classes and an advisory. The school day may begin with an advisory period (grade level homeroom). The last class ends at 2:19 PM each day. As a student, you will be required to participate in a wide variety of planned learning and other activities. Failure to participate will carry an academic consequence and may carry a disciplinary consequence as well.

Before and after-school responsibilities may extend the school day for you. School rules are in effect during these times and other times when you are at school, on the way to or from school, and at school-sponsored events and activities.

Loitering in the school, in the cafeteria, outside the school, in front of exterior doors, or on streets and other areas around school property, before or after school, is prohibited.

You must leave the school and the surrounding area before 2:25 PM or within 6 minutes of dismissal on days when faculty meetings or staff professional activities are scheduled.

ATTENDANCE

We expect that students will attend every activity for which they are scheduled during each school day. This includes all classes and advisory, assemblies, pep rallies, and special events. During lunch all students are to report to the cafeteria, or library/other designated area with a pass. Punctuality for all classes and activities is expected. Failure to participate will carry an academic consequence and may carry a disciplinary consequence as well. Students are allowed off school grounds between 7:50 AM and 2:19 PM only with permission from the administration.

On the day(s) you are absent, your parent or guardian should call the school office at 696-4478 ext 5999 by 7:45 AM to report the absence. When you return to school, you must give an absence note to the attendance secretary. The note, signed by your parent or guardian, medical professional or other professional, should identify the day(s) of your absence and explain the absence(s).

Excused absences are determined by the school and carry no disciplinary or academic consequences and allow some of the schoolwork you missed to be made up for credit. Excused absences may include the following:

- personal illness or emergency
- appointment with a health professional that cannot be made outside school hours
- observance of a recognized religious holiday
- suspension
- approved prearranged absence, participation in school-sponsored activity, or family travel
- other reasons acceptable to your vice principal

Unexcused absences are determined by the school and carry disciplinary, academic and participation in student activities consequences. Unexcused absences may include the following:

- school truancy or class cuts (see paragraphs, about truancy and class cuts)
- missing scheduled school activities without permission
- unapproved request for a pre-arranged absence
- other reasons identified by your vice principal

Patterns of excused or unexcused absences, even when documented by a parent or professional note, are subject to review by Milton High School Administration.

EXTENDED ABSENCE

Any student returning to school following an extended absence (10 or more days), or due to hospitalization, attendance of day treatment program, or a mental health crisis evaluation, is required to attend a confidential re-entry meeting with members of the MHS Student Support Team. The Student Support Team is comprised of a vice principal, a guidance counselor, the school nurse and, when appropriate, an adjustment counselor. A parent or guardian must accompany the student to the meeting. The goal of the meeting is to educate school personnel as to the current medical/emotional needs of the student and to create a comprehensive support plan to assist the student in their return to school.

LATE ARRIVAL TO SCHOOL (CHECK-INS)

You are expected to be in your seat in your first period *before* 7:50 AM each school day. If you report to your first-period class after 7:50 AM, or you come to school after this time, you are classified as tardy to school. When you come to school after 7:50 AM, you must report directly to the Main Office. After signing in, you will be given a time stamped tardy slip that you must take to your teacher.

An explanatory attendance note, dated with the expected time of arrival and signed by your parent or guardian, or teacher if you were receiving extra help, is required for school tardiness, which, like absenteeism, is classified as excused or unexcused by the school's administration. Explanatory attendance notes should be given to the attendance secretary in the Main Office upon your arrival.

Patterns of excused or unexcused tardies, even when documented by a parent or professional note, are subject to review by Milton High School Administration. Students with a pattern or record of *unexcused* tardiness may be assigned office detention(s) or other more severe non-exclusionary consequences determined by the vice principal. *A record and pattern of excused tardiness will carry academic consequences because many classroom activities, and the assessment of student performance of these activities which are then graded, can never be "made up."* Parents should contact a vice principal if there are extenuating circumstances which may explain a record and pattern of tardiness.

TRUANCY

School absence will be classified as truancy if you were sent to school but did not report. Truancy is a serious offense and carries several consequences. For the first offense one or more Saturday detentions will be assigned. Subsequent truancies will result in more severe disciplinary consequences. Schoolwork during the absence may not be made up for credit.

CLASS CUTS

If you report to school and later have an unauthorized absence from a class/ scheduled activity – or a very late arrival to a class/activity - your absence/very late arrival to the class will be classified as a "class cut" and the following consequence will be applied:

- First offense: Office detention or more severe non-exclusionary consequences determined by the vice principal; Your parent/guardian will be notified; Schoolwork in the class during the absence cannot be made up for credit
- Second offense: Same as above with more severe non-exclusionary consequences
- Third offense: Same as above with more severe disciplinary consequences

UNEXCUSED TARDINESS

You are expected to be in your seat in the room/learning area to which you are assigned *before* the bell beginning the period rings. If you are not in your seat or report to class after the bell, you are marked tardy.

If you fail to produce an acceptable excuse (including personal illness or emergency, appointment with a health professional that cannot be made outside school hours, observance of a recognized religious holiday, approved prearranged absence, participation in school-sponsored activity, approved family travel, or other reasons acceptable to your vice principal) and documentation for tardiness, your teacher will record the tardiness as unexcused and apply the following consequences:

- First offense: Detained by the teacher after school
- Second offense: Detained by the teacher after school; Your parent/guardian will be notified by the teacher
- Third and subsequent offense: Detained by the teacher after school; Your parent/guardian will be notified by the teacher; Referral to a vice principal who may assign additional consequences

UNEXCUSED TARDINESS TO SCHOOL WHICH RESULTS IN MISSING MORE THAN ONE-HALF OF A CLASS

If you report to school late and miss **more than one-half of a class** because of unexcused tardiness, the following consequences will be applied:

- Schoolwork in the class for which you missed more than one-half cannot be made up for credit
- This type of tardiness will be referred to a vice principal and will be treated in a similar matter to a class cut

EARLY DISMISSAL (CHECK-OUT)

With the exception of emergency medical or dental reasons, the school does not routinely approve requests for early dismissal. Routine medical or dental appointments should be made for vacation periods, or times when school is not in session.

When it is necessary to ask for an early dismissal, you should present a note requesting the dismissal to the attendance secretary in the main office before 7:45 AM. The note should state the reason and time of the requested dismissal, be signed by a parent or guardian, and include a phone number for verification. Medical appointments should be shown on doctor/dentist/hospital stationery, or the note requesting the dismissal should include the doctor/dentist/hospital name, address, and telephone number. A member of the office staff will confirm all early-dismissal notes. Driving lessons, errands, and preparation activities associated with dances and proms will not be approved for early dismissal. **Patterns of dismissals are subject to review by Milton High School Administration.**

STUDENT DRESS

The purpose of a dress code is to prevent distractions to the educational process and establish a positive and respectful learning environment. With this goal in mind the following provisions apply in school and at school events.

Any apparel or item expressing vulgarity or with a message advocating or highlighting violence, weapons, alcohol, tobacco, other drugs, or illegal behavior, or regarded by administrators as dangerous or adversely affecting the educational process, may not be worn.

Head covering of any sort, such as hats, hoods, or bandanas, are not to be worn in the school building during school hours. Students must store head coverings in their lockers or back packs until the end of the school day. An administrator is the only person who can make an exception to this policy (e.g. medical reason).

Clothing that is too revealing is not to be worn. In particular underwear should not be showing. Students with baggy pants must not allow their pants to slip below the waist. Additionally, there should be no bare midriffs or backs, and no tube tops. Clothing may not be see-through without appropriate covering underneath, skirts must not be too tight or short, and tops must have substantial straps. If a student's attire is deemed inappropriate, and they do not have a change of clothes, a parent/guardian could be called and asked to bring to school the appropriate attire.

WILDCAT BULLETIN AND ANNOUNCEMENTS

School announcements and other information will be read to you each morning in your first period class from the *Wildcat Bulletin*. If you wish to submit an announcement for a student activity to the *Wildcat Bulletin,* please get approval from your advisor.

Requests for a morning public address announcement should be made to the principal or one of the two vice principals before 7:40 AM each day. Public address announcements at the end of the day will be reserved for emergencies and sports cancellations and must be approved by an administrator.

FOOD/BEVERAGE CONSUMPTION AND CAFETERIA

You are assigned to one of three lunch periods. You must report to the cafeteria during your lunch period and remain in the cafeteria throughout the entire lunch period. With the exception of the table areas of the courtyard, you are not permitted to go beyond the cafeteria without permission. If you need to meet with any staff member during your lunch period, you must obtain a pass from that person in advance. If you need to use the library during your lunch period, you must obtain a library pass in advance. The pass will be shown to the teacher on duty outside the cafeteria and will allow you to leave the cafeteria for your appointment.

Please place your tray and disposables in the proper receptacles and cleanup your table or area when you are through eating. "Line cutting" in the cafeteria is prohibited.

The cafeteria is open for breakfast service in the morning until 7:45 AM. Students may bring food into school in the morning for consumption in the cafeteria or in the Wildcat Cafe. When the 7:45 bell rings, you must leave the cafeteria promptly and report to your first period class.

LUNCH BORROWING POLICY

We strongly encourage students to prepay for their meals through our computerized cashless Point of Sale system that is available. We allow the student to go negative five lunches. If the student has already gone below two meals, the manager will adjust his/her account but the manager and/or cashier will speak to the student about the necessity of a new check or online payment. If a student has not paid their balance off after borrowing five lunches they will be offered an alternative meal. We do not allow students to use their prepaid account for snacks when it is in the negative. Parents should check a student's balance at www.myschoolbuckscom. For more information call 617-898-1051 or e-mail the cafeteria at jmorgan@miltonps.org.

LOCKERS

Students will be assigned a locker for their own personal use for the school year. You are expected to use only the locker to which you are assigned. Instructional materials, lunch, gym clothes, and outerwear are the only items approved for locker storage. The school is not responsible for any items you leave in an unsecured locker. **It is most important that you put a lock on your locker before storing any item of value in your locker**. Locks are available in the main office free of charge. All lockers must be emptied before noon on the day of the last scheduled final exam. All gym lockers must be emptied the day before the first day of final exams.

Valuables (moderate or large sums of money, etc.) that you bring to school may be left on deposit in the office until the close of school. If you lose an article, please report the loss to a staff member and fill out a lost-and-found form in the main office. If the article is found, you will be notified.

Lockers are the property of Milton Public Schools and are provided as a privilege for convenience only. The locker, in its entirety, including the space within the locker, shall be the property of the school. Students are cautioned that they may use the locker subject to the right of the school to open the locker at any time for inspection, and there should be no expectation of privacy in the student locker. Efforts must be made by students to keep these items in good condition at all times.

ATTENDING SCHOOL-SPONSORED ACTIVITIES

Your conduct at school-sponsored events must be above reproach. A teacher or administrator may deny your presence at any school event or activity for a violation of school rules. You must be in school for the equivalent of an entire seven-period day of an activity in order to participate in any school activity scheduled during a school day(see section on Student Activities Participation in this handbook). Such activities include, but are not limited to, athletic events, performances, or social functions (e.g. school dance). School policies and regulations are in force for all school-sponsored activities. Only Milton High School students may attend informal dances.

FIELD TRIPS

The school will schedule a number and variety of field trips throughout the year. Participating in a field trip is a privilege. You may not miss more than six periods of any one class during a semester because of field trips. If you wish to participate in a field trip, you must deliver to the teacher organizing the field trip a completed field trip permission slip within a designated period of time. Any teacher may refuse to allow you to participate in the field trip due to academic or behavioral reasons. Since you are representing Milton High School, appropriate dress and behavior will be required on all field trips.

REPORTING OF ACCIDENTS

If you are involved in an accident during school time you must promptly report the incident to a member of the school staff (teacher, coach, nurse, etc.).

NON-SCHOOL-SPONSORED ACTIVITIES

The school is not responsible for student activities that are carried out without the approval of the school's administrative team. You are not permitted to advertise or to collect money in school for non-school-sponsored activities. Contact a school administrator if you have any questions on this matter.

VISITORS AND TELEPHONE CALLS

Parents are always welcome at Milton High School. All other visitors require prior permission from a vice principal and when granted, they must also show a positive ID i.e. driver's license, employment ID, etc.

Parents and adult visitors must report to the main office to obtain permission from an administrator to move about any part of the school. Parents are prohibited from attempting to meet with a teacher during the school day unless an appointment has been previously made and approved by one of the school's administrators.

Approved visitors will be issued a nametag, which must be worn while the visitor is in the school building. Unauthorized visitors will be asked to leave. Those refusing will be regarded as trespassers and may face prosecution.

Use of a telephone during class hours is limited to students who receive a pass from a teacher giving them permission to use the school telephone in the main office. Please be advised that the main office is unable to take routine messages for students and students will not be called to the office to answer these calls. In the case of emergencies the office will take and communicate messages to students.

LOSS AND/OR DAMAGE TO SCHOOL PROPERTY

Each year, the cost of textbooks and other school materials increases significantly. You are financially responsible for the loss of or unnecessary damage to textbooks, other materials, or equipment issued to you by the school, or to any part of the school facility you deface or damage. All fines and other financial obligations for lost or damaged school property must be paid in full by the end of each school year. Seniors must meet all obligations incurred over four years before being cleared for graduation. If you transfer to another school, all your obligations must be met before your records are sent to your new school.

TRANSPORTATION

Transportation by school bus is a privilege for students who qualify and pay the annual fee. It is also contingent on good behavior. Remember that the school bus is an extension of the school, and rules regarding behavior are the same as those that apply while you are in school. Some key rules are as follows:

1. The bus driver is in authority while going to and from school
2. Smoking is not allowed
3. Do not annoy or distract the driver or in any way hinder bus operation
4. Do not deface or vandalize the bus
5. Do not approach a school bus until it is has stopped
6. Eating food and drinking drinks, with the exception of water, is prohibited on all school buses/vans in the Milton Public Schools

PARKING REGULATIONS

Students may only park in “student designated areas”. These areas are currently defined as:

- Parking spots behind the field house
- Parking spots along the guard rail facing the fields

APPENDIX

USE OR POSSESSION OF TOBACCO PRODUCTS

The Milton High School is committed to ensuring a completely tobacco-free environment for the entire school community. Please note that smoking on public property is against state law and carries a penalty of a hundred dollar ($100) fine. Accordingly,

- adult use of tobacco products is prohibited on school grounds and at school activities
- student use or possession of tobacco products is prohibited on school grounds, in the area around the school grounds, or while engaged in or attending a school activity.

Violations of this policy (i.e., smoking, suspicion of smoking, or **the possession of tobacco products** or smoking-related paraphernalia) will result in the following consequences:

First offense:	Parent/guardian notification Saturday Detention or smoking education session
Second offense:	Parent/guardian notification and One day suspension
Subsequent offenses	Parent/guardian notification Imposition of state smoking fine ($100) or other consequences

NOTIFICATION OF SEX EDUCATION PROGRAMS

The Milton Public Schools health education curriculum includes all content areas of health education, including safety, nutrition, and fitness, tobacco, alcohol and drugs, diseases and disorders, conflict resolution, violence prevention, and growth and development.

Parents may exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. Sex education is part of the Milton Public Schools' health education curriculum in grades 7 through 12, including topics such as puberty, dating, relationships, and communication skills, prevention of HIV/AIDS and other sexually transmitted diseases, and prevention of sexual abuse. To receive an exemption from this instruction parents must send a letter to the principal. There is no penalty for the exemption from this instruction, but under this policy the student may be given an alternative assignment.

Programs and curricula used for health education K-12 can be reviewed by parents. Please call the high school main office to arrange a mutually convenient time to peruse the materials that may be of interest.

NOTIFICATION OF ALCOHOL, TOBACCO AND DRUG PREVENTION PROGRAMS

In accordance with state and federal law, the Milton Public Schools shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs. (See Milton School Committee Policy IHAMA)

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Discrimination and Harassment Prohibited: The Milton school system conducts its programs and activities in conformity with state and federal laws that prohibit discrimination and harassment based on membership in legally protected categories. These laws include Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the IDEA, M.G.L. c. 76, §5, M.G.L. c. 151B, and the Americans With Disabilities Act. It is the policy of the Milton Public Schools not to discriminate and not to allow discrimination or harassment, on the basis of sex, race, color, sexual orientation, gender identity, age, religion, national origin, handicap, disability or any other legally prohibited basis in any of its activities. In addition, retaliation against any individual who has made a complaint or cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Milton Public Schools.

Harassment Defined: Harassment includes communications such as gestures, jokes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging or in any other way, that unlawfully interferes with another person's ability to work or receive an education, based upon race, color, sex, religion, national origin, sexual orientation, age or disability.

Complaint Procedure: Anyone having a complaint of discrimination, including a complaint of harassment on any prohibited basis, should immediately bring the complaint to the attention of the Principal, either verbally or in writing. If the person with a complaint is uncomfortable bringing it to the Principal, then the complaint should be brought to the attention of any Assistant Superintendent, the Title IX Coordinator, the Section 504 Coordinator, or the Superintendent of Schools.

Investigation: A written complaint that alleges a violation of the District's anti-discrimination policies will be investigated promptly by an individual designated by the District. The complaint should state the nature of the allegation(s), the remedy requested, and be signed and dated by the complainant. As part of the investigation, the appropriate persons will be interviewed as soon as practicable. Those interviewed may be required to provide written statements. After collecting appropriate information, the investigator will promptly report findings to the administration in writing. The District will issue a determination as to whether or not the allegations of harassment or discrimination are substantiated, the basis for the conclusion, and what, if any, remedial action will be taken.

Remedial Action: In the event that the complaint is substantiated, the administration will take appropriate action to stop the harassment or discrimination, prevent its reoccurrence, and impose such discipline as is warranted by the circumstances. Disciplinary action may include, but is 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. The administration will respond immediately to any new allegations or new information regarding a previously filed complaint. When appropriate, the administration will take steps to minimize contact between students who are the subject of a complaint.

District-wide Policies Available: In addition, the District has detailed policies prohibiting discrimination and harassment, with detailed instructions on how to file grievances and complaints regarding discrimination or harassment as well as appeals procedures. Those policies are available online, on the School District's website at www.miltonps.org or they can be obtained by requesting them from the Principal of this school or the District's central office.

Persons who can receive complaints:

Principal: Mr. James Jette
Assistant Superintendent: Dr. Glenn Pavlicek
Section 504 Coordinator: Tracy Grandeau
Assistant Superintendent: Janet Sheehan
Title IX Coordinator: Janet Sheehan
Superintendent: Mary Gormley

BULLYING, CYBERBULLYING, AND RETALIATION

Purpose: It is the goal of the Milton School Committee and the Milton Public Schools to promote a learning atmosphere for students free from all forms of bullying, cyberbullying, and retaliation. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by the Milton Public Schools.

The Milton Public Schools prohibit all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of the utmost importance and priority to our school district, regardless of the person's status under the law. The Milton Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age or disability. Further, the Milton Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

The Milton Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

Acts of bullying, cyberbullying, retaliation and/or harassment are prohibited:

1. On all sites and activities under the supervision and control of the Milton Public Schools, or where it has jurisdiction under the law; including school grounds, 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.

2. at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school or materially and substantially disrupt the education process or the orderly operation of the 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. As stated in M.G.L. c. 71, Section 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions or programs.

Aggressor defined: is a student 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 a member of a school staff, of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (1) causes physical or emotional harm to the target or damage to the target's property; (2) places the target in reasonable fear of harm to himself or herself or of damage to his or her property; (3) creates a hostile environment at school for the target; (4) infringes on the rights of the target at school; or (5) materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying: is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile

communications. Cyber-bullying shall also include (a) the creation of a web page or blog in which the creator assumes the identity of another person or (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (a) to (g), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (a) to (e), inclusive, of the definition of bullying.

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.

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

Relationship to Other Laws: Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, gender identity, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

Parent/Guardian Information and Resources: The Milton Public Schools recognize that collaborating with students' families will increase our capacity to effectively prevent and respond to bullying. By working with district and school level parent groups including School Site Councils, the Special Education Parent Advisory Council ("PAC"), PTSFO's, and others, to continuously strengthen the line of communication between students' families and the school, particularly in the area of bullying, cyberbullying and retaliation.
To facilitate the process, the Milton Public Schools has developed a communication network which includes local print and online media sources, local cable, weekly and monthly school newsletters, the Superintendent's Email Blast, and the Anti-Bullying Page of the Milton Public School's Website, www.miltonps.org. These sources will inform parents/guardians and community members about the bullying prevention curricula that are being used by the district.

This online resource contains a variety of materials including anti-bullying lessons being implemented in classrooms K-12, materials and strategies for talking with your children about bullying and cyberbullying, strategies for reinforcing the district's bullying prevention and curricula at home and in the community, and a district-wide student wellness calendar of events (see Appendix C) which features a variety of education

programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the school.

The plan affords all students the same protection regardless of legal status.

The bullying intervention plan will recognize that certain students may be more vulnerable to become a target of bullying and harassment based on actual or perceived differentiating characteristics, including "race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics." The District's bullying intervention plan will include the specific steps that each school will take to support these vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment.

Identifying resources. Building Principals, in collaboration with the BPAC will continuously monitor the districts' capacity to provide counseling and other services for targets, aggressors, and their families and make recommendations to the Superintendent regarding changes to the Plan, including staffing and programs that support the creation of positive school environments by focusing on early interventions and intensive services.

Counseling and referral services. Students identified as targets, aggressors, or family members of an involved student, when appropriate, will be provided counseling and support services by School Adjustment and Guidance Counselors. Referrals to outside counselors will be made when appropriate. In addition, referrals to community based organizations, including Community Service Agencies (CSAs) for Medicaid eligible students, will be provided by the school.

Safety Plans. In addition, members of the BPAC, in partnership with building principals and local law enforcement, will develop safety plans for students who have been targets of bullying or retaliation, provide social skills programs to prevent bullying, and offering education and/or intervention services to students exhibiting bullying behaviors.

Safety plans may include increased monitoring of the alleged target by faculty or staff, changes in school, class or activity assignments, and, when warranted, special arrangements made for transportation to and from school. Social skills programs may be implemented by school guidance or adjustment counselors, school speech and language pathologists, or other qualified school personnel.

Students with disabilities. As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP or 504 Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider appropriate supports and services that should be included in the IEP or 504 Plan to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

Persons who can receive complaints:
Principal: Mr. James Jette
Vice Principal: Brian Mackinaw
Vice Principal: Benjamin Kelly
Assistant Superintendent: Janet Sheehan
Assistant Superintendent: Dr. Glenn Pavlicek
Title IX Coordinator: Janet Sheehan
Section 504 Coordinator: Tracy Grandeau
Superintendent: Mary Gormley

POLICY AND GUIDELINES FOR INTERNET USE

Internet access and Wifi is now available through the Milton Public Schools' computer network. The purpose of this is to support the educational program by providing students and teachers with access to unique resources available through the Internet and the World Wide Web. All uses of Milton's Internet access and computer facilities must be in support of and consistent with the objectives of the educational program.

Access to the Internet is a privilege, not a right. Adherence to these Internet guidelines is a condition for a student's access to the Internet. School officials may cancel a student's access at any time if this privilege is abused. Inappropriate conduct on the Milton Public Schools Internet access will be subject to disciplinary action as deemed appropriate and necessary by the principal or his designee and will result in the immediate suspension of all access privileges. All students who use Milton's Internet access are expected to read and follow these guidelines. By signing the handbook receipt, parents and students are stipulating that they have read these guidelines and agree to adhere to them.

All student use of the Internet is to be conducted under faculty supervision. Students should not use personal devices to access the Internet during school hours unless approval was given by the teacher in a specific class. However, faculty members are not expected to monitor a student's use at every moment. Every student is expected to take responsibility for his or her appropriate use of the Internet. All student e-mail and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to insure that these guidelines are being followed. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities when appropriate. Students should not assume that their use of the Milton Public Schools Internet will be private.

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate reasons or under false pretenses. The Milton Public Schools cannot screen the Internet for all such inappropriate applications. Consequently students must be cautious and prudent about supplying personal information and arranging personal meetings. Students should never arrange a personal meeting with someone whom they meet on-line without parents' or guardians' knowledge and approval. Students should promptly inform their teacher or administrator about any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.
Students are expected to abide by generally accepted rules of Internet etiquette as well as rules of school decorum. These include common courtesy and the avoidance of vulgar or offensive language.

The following are unacceptable uses of Milton's Internet access:

1. Posting private or personal information about another person

2. Attempting to log on through another person's e-mail account or to access another person's files

3. Accessing or transmitting obscene or pornographic material

4. Posting chain letters or spamming, i.e., sending unsolicited or annoying messages to large numbers of people

5. Participating in communications that facilitate any form of criminal activity, such as, but not limited to, the illegal sale or use of drugs or alcohol, gang activity, sexual harassment, threats, or any other forms of intimidation

6. Plagiarizing any material; the rules for plagiarism that are stated in this handbook are also applicable to students' use of the Internet

7. Infringing copyrights, i.e., inappropriately reproducing or transmitting material protected by copyright

8. Participating in any and all commercial activities that are not directly related to the educational purposes of the Milton Public Schools, unless specifically approved in advance by the school's administration

The Milton Public Schools disclaim all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of a student's Internet use, and for the consequences of a student's Internet use. Students may, however, be disciplined and may face academic consequences as well as prosecution for violating this policy.

ATHLETIC CONCUSSION REGULATIONS

Section I. What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Section III. Signs and Symptoms:
Signs (what you observe):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating

- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Section IV. Management and Referral Guidelines:

When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.

Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP.

Worsening signs and symptoms requiring immediate physician referral include:

- Amnesia
- Deterioration in neurological function
- Decreasing level of consciousness
- Decrease or irregularity of respiration
- Decrease or irregularity in pulse
- Increase in blood pressure
- Unequal, dilated, or unreactive pupils
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
- Seizure activity
- Vomiting/ worsening headache
- Motor deficits subsequent to initial on-field assessment
- Sensory deficits subsequent to initial on-field assessment
- Balance deficits subsequent to initial on-field assessment
- Cranial nerve deficits subsequent to initial on-field assessment
- Post-Concussion symptoms worsen
- Athlete is still symptomatic at the end of the game
- After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.

- Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.
- If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.
- If the injury occurs at a game or event, the student athlete may go home with the parent/guardian(s) or other responsible adult know to parent/guardian after talking with the certified athletic trainer.
- Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements.
- Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

V. Gradual Return to Play Protocol:

Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test (**or other approved test identified by the School District)**. The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The ImPact Test is a neuro-cognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any
future concussions. Each student athlete will complete a baseline test at the beginning of their sport season**. All student athletes and club cheerleading members will undergo ImPact testing.** Student athletes will be retested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with either the certified athletic trainer or school nurse. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.

- At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.
- Following any concussion the athletic trainer must notify the athletic director and school nurses.
- Following a concussion the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.** After a student athlete takes their first postinjury test, the student athlete will not be re-tested again for **5 days.**
- If, after the first post-injury ImPact test, the athlete is not back to his/her baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.

- Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
- The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
- Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.
- **Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.**
- Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.

Exertional Post Concussion Tests:

Exertional Post Concussion Tests will be administered and each student will be monitored through the post tests. No student will return to full contact sport until passing post tests and cleared by physician, nurse practitioner or neuropsychologist.

Section VI. School Nurse Responsibilities:

- May assist in testing all student athletes with baseline and post-injury ImPact testing.
- Participate and complete the CDC training course on concussions every year.
- Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
- Observe students with a concussion for a minimum of 30 minutes.
- If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
- If symptoms are not present, the student may return to class.
- If symptoms appear after a negative assessment, MD referral is necessary.
- Allow students who are in recovery to rest in HO when needed.
- Develop plan for students regarding pain management with parent and MD.
- School nurse will work in collaboration with guidance counselors and notify teachers of any student/student athletes with academic restrictions or accommodations to be made related to their concussion.
- Educate parents and teachers about the effects of concussion and returning to school and activity.
- If injury occurs during the school day, inform administrator and complete accident/incident form.
- Enter physical exam dates and concussion dates into the student information system.

Section VII. School Responsibilities:

- Review and, if necessary, revise, the concussion policy every 2 years.
- Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, and teacher).
- Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
- Assist teachers in following the recovery stage for student.

- Convene meeting and develop rehabilitative plan.
- Decrease workload if symptoms appear.
- Recognize that the student's ability to perform complex math equations may be different from the ability
- to write a composition depending on the location of the concussion in the brain.
- Educate staff on the signs and symptoms of concussions and the educational impact concussions may
- have on students.
- Include concussion information in student handbooks.
- Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

- Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
- Ensure that all educational training programs are completed and recorded.
- Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
- Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
- Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
- Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
- Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Section IX. Parent/Guardian Responsibilities:

- Complete and return concussion history form to the athletic department.
- Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
- If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
- Complete a training provided by the school on concussions and return certificate of completion to the athletic department.
- Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:

    - Loss of consciousness
    - Headache
    - Dizziness
    - Lethargy
    - Difficulty concentrating
    - Balance problems
    - Answering questions slowly
    - Difficulty recalling events
    - Repeating questions

- Irritability
- Sadness
- Emotionality
- Nervousness
- Difficulty with sleeping

- Encourage your child to follow concussion protocol.
- Enforce restrictions on rest, electronics and screen time.
- Reinforce recovery plan.
- Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
- Observe and monitor your child for any physical or emotional changes.
- Request to extend make up time for work if necessary.
- Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Section X. Student and Student Athlete Responsibilities:

- Complete Baseline ImPact Test prior to participation in athletics.
- Return required concussion history form prior to participation in athletics.
- Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
- Report all symptoms to athletic trainer and/ or school nurse.
- Follow recovery plan.
- **REST**
- **NO ATHLETICS**
- **BE HONEST!**
- Keep strict limits on screen time and electronics.
- Don't carry books or backpacks that are too heavy.
- Tell your teachers if you are having difficulty with your class work.
- See the athletic trainer and/or school nurse for pain management.
- Return to sports only when cleared by physician and the athletic trainer.
- Follow Gradual Return to Play Guidelines.
- Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
- Return medical clearance form to athletic trainer prior to return to play.
- Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XI. Coach & Band Instructor Responsibilities:

- Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
- Ensure all student athletes have completed ImPact baseline testing before participation.
- Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
- Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.

- Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
- Remove from play any student athlete who exhibits signs and symptoms of a concussion.
- Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
- Follow Gradual Return to Play Guidelines.
- Refer any student athlete with returned signs and symptoms back to athletic trainer.
- Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

Section XII. Post Concussion Syndrome:

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neuro-cognitive function returns to normal. Therefore, all school personnel

must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Decreases in academic performance
- Depression
- Visual disturbances

Section XIII. Second Impact Syndrome:

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury

have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood auto regulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome

is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted.

Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

SECURITY CAMERA SYSTEM POLICY

The Milton Public Schools seeks to promote and foster school safety and a safe and effective educational and work environment. School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

Pursuant to this policy, the Milton School Committee authorizes the use of interior and exterior security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property.

MPS acknowledges that there exists an expectation of privacy in various locations within and on the MPS facilities including within the lavatories, changing rooms/locker rooms, and in the nurse's offices.

Internal and external security cameras shall be placed in public areas only such as hallways, athletic areas, large public gathering spaces, parking lots and public walkways where the potential for criminal activity is greatest (false fire alarm pulls, graffiti, vandalism, backpack and personal belonging theft, personal violence etc.).

Camera use is prohibited in any location where there is an expectation of privacy or in educator/administrative private offices, department offices, conference rooms, and staff lounges.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time.

ANTI-HAZING LAW

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

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 three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

Chapter 269: Section 18. Failure to report hazing

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 one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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