



MILTON HIGH SCHOOL



2022-2023
STUDENT & FAMILY HANDBOOK



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SECTION I: SCHOOL AND DISTRICT INFORMATION

MISSION

The mission of Milton High School is to cultivate a supportive environment that graduates 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.

VISION OF THE GRADUATE

All Milton High School graduates will:

1. Effectively apply critical thinking skills to make connections and solve problems.
2. Utilize technology to engage, explore and evaluate our community, nation and world.
3. Be original and innovative in individual and collaborative work.
4. Practice good citizenship, personal responsibility and character through individual and collective actions.
5. Demonstrate understanding and respect for themselves and the diversity of ideas, cultures, abilities and lifestyles in school and beyond.

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 their decisions.
- Students and faculty are entitled to a safe, secure, and healthy environment.
- Each child has unique positive qualities, interests, and talents that should be appreciated and fostered.
- Students should exhibit proper behavior on and off school 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.
- Relationships, connection, and justice are at the heart of our school community. We strive to repair harm when it comes up by using restorative justice practices

MILTON HIGH SCHOOL DIRECTORY

Milton High School Main Office

[Jennifer McCullough](#), Administrative Assistant

[Tyler Urso](#), Administrative Assistant

617-696-4470

x5502

x5503

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.

Parents and guardians are welcome to drop off items in the foyer of the Main Office for their students.

Please note, however, that we will not interrupt classes to let students know their materials are in the Main Office. Please encourage your students to check in the Main Office between their classes, or during their lunch period.

COMMUNICATION PROCEDURES

Communication between home and school is a priority at Milton High School. Staff is committed to developing and implementing effective strategies for facilitating strong connections. In the instance that a question or concern arises, there are several avenues by which it can be answered or resolved.

Generally, matters concerning the classroom should first be directed to the teacher. If the matter cannot be resolved satisfactorily, it should then be brought to the attention of the student's school counselor. If necessary, the school counselor will arrange for a meeting of the parent/guardian, the teacher, the counselor, and the appropriate administrator (e.g., department head, Vice Principal).

Any emergency issue, or problem related to school policy or protocol, should be brought to the immediate attention of one of the Vice Principals. The Principal works with students, staff, and parents/guardians to be sure that inquiries are responded to by school staff in a timely and sensitive manner, and to ensure that the steps to resolving concerns outlined above are followed.

The process below outlines steps to resolving student or parent/guardian questions and concerns that may arise. At any point in time, students and parents/guardians are welcome to contact the Principal directly, who can provide direction and guidance:

1. The student discusses the issue with the teacher;
2. Should the conflict not be resolved, a meeting between the parent, student and teacher can be arranged;
3. If the conflict is still not resolved, a meeting between the parent, student, teacher and school counselor can be arranged.

A meeting with the Department Head (or in the case where it can still not be resolved, a Vice Principal) may be requested if a resolution cannot be reached through the steps outlined above.

CONTACT SEQUENCE FOR SCHOOL ISSUES

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

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

ADMINISTRATORS & STUDENT SERVICES

Karen J. Cahill , <i>Principal</i>	617-696-4470
Ngoc Tran , <i>Vice Principal</i>	x5504
Brian E. Mackinaw , <i>Vice Principal</i>	x5507

Department Heads/Directors

Ryan Madden	Athletics	x5515
AJ Melanson	Business & Career Technology	x5586
H Hardie	English Language Arts	x5247
Barbara Meyer	School Counseling	x5530
Brian Selig	Mathematics	x5519
Kimberly Coughlin	Nurses	x5537
Aneeka Cheema	Performing and Fine Arts	x5518
Barbara Wright	Social Studies	x5511
Amy Tom	Science	x5512
Tracy Grandeau	Special Education Team Chair	x5545
Zeina Hamada	World Languages	x5532

Guidance Counselors

Leonice Bernard	x5528
Barbara Meyer	x5530
Scott Devlin	x5527
Richard Guarino	x5526
Lisa Spinelli	x5529
Colleen MacDougall , <i>Administrative Assistant</i>	x5533

Adjustment Counselors

Kenneth Adelman	x5523
Jennie Beliveau	x5522
Mary-Bianca Mattocks	x5549

School Nurse

Shannon Aikey	x5537
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Food Service Director

Jacqueline Morgan	x5514
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Family Outreach Liaison

[Marti McKenna](#)

617-980-7343

SCHOOL COMMITTEE MEMBERS

Ada Rosmarin, *Chair*

Elizabeth White

Dr. Celina Miranda

Dr. Elizabeth Carroll, *Vice Chair*

Beverly Ross-Denny

Anna Varghese

CENTRAL OFFICE & PUPIL PERSONNEL

Janet Sheehan, *Acting Superintendent*

617-696-4808

Dr. Garth McKinney, *Assistant Superintendent for Curriculum & Human Resources*

617-696-4812

Amy Dexter, *Assistant Superintendent for Business Affairs*

617-696-5041

Claire Galloway-Jones, *Director of Equity and Inclusion*

617-696-5040

Susan Maselli, *Administrator of Pupil Personnel Services*

617-696-5040

Mark Harrison, *Assistant Director for Pupil Personnel Services*

617-696-5040

STUDENT GOVERNMENT & PARENT ORGANIZATIONS

Please log on to www.miltonps.org for all information pertaining to the 2022-2023 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: [2022-2023](#)

[Milton Public Schools 2022-2023 Calendar](#)

[Milton High School's Academic & Events Calendar](#)

Term dates below are preliminary and may be changed throughout the course of the school year. Changes will be reflected on the District and School Calendars linked above.

FIRST TERM: Wednesday 8/31/22 to Thursday 11/10/22

SECOND TERM: Friday 11/11/22 to Monday 1/30/23

THIRD TERM: Tuesday 1/31/23 to Thursday 4/13/23

FOURTH TERM: Friday 4/14/23 to Tuesday 6/21/23

Last day of school for Seniors: Friday 5/26/23

Scheduled* last day of school for students (half-day): Wednesday 6/21/23

***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. The last *possible* day of school is Thursday, June 30. 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 and technology 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 on your behalf
- Assume that until a rule or expectation is altered or repealed, it is in full effect

RESIDENCY POLICY

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. See Policy [JFAA. Residency Policy](#).

STUDENT RECORDS

Student records consist of two types of records: the permanent record or transcript and the temporary record, which consists of information current to educational matters and discipline. Students and their parents/guardians may review the permanent and temporary school records. The permanent record is maintained for 60 years while the temporary record is destroyed no later than 7 years after transfer, graduation or withdrawal from the Milton Public Schools.

The District will give the complete and original temporary record to each student at the time of their graduation from Milton Public Schools and a copy will not be maintained by the District.

For special education students, the District will also give the complete and original special education record to each student at the time of their graduation from Milton Public Schools and a copy will not be maintained by the District, with the exception of the student's most recent IEP, which shall be kept by the District in accordance with state regulations.

When a student transfers to a new school district, the Milton Public Schools will send a complete copy of student records to the new school. Please direct all requests for student records to the high school main office. [See Policy JR, Student Records](#)

RELEASE OF STUDENT INFORMATION AND RECORDS

Consistent with Massachusetts Department of Elementary and Secondary Education under the provision 603 CMR 23.07 (4) (a) and the Milton School Committee Directory Information Policy (Policy JRB), Milton High School may release the following directory information without prior consent: your name, address, telephone listing, email address, date 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. Directory information does not include the following information: immigration or citizenship status; passport information; Visa information; social security numbers; place of birth; or primary language. 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'/guardians' consent-603 CMR 23.07 (4) (g). Moreover, under federal law, 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/guardian 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.

If you wish to **OPT OUT** of this information sharing and have the school withhold all or part of your student's directory information, **PLEASE NOTIFY THE SCHOOL IN WRITING.**

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 their child's photograph or videotaped image to be used, they must send a written request, with their signature, to the attention of their Vice Principal.

SECTION II: ACADEMIC ISSUES

CONTACT SEQUENCE FOR SCHOOL ISSUES

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

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

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](#)).

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

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

- copying another student's homework, giving the impression it is your work
- copying someone's ideas, data or exact wording without citing your source
- copying or sharing answers by talking, signs, or gestures during an assessment
- allowing the copying of any assignment by another student
- 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 the purpose of gaining academic advantage
- feigning illness to gain extra preparation time for tests, quizzes, or other assignments
- purchasing a paper or having someone write a paper for you
- altering graded exams and re-submitting them for re-grading
- submitting papers/projects that have been done for a previous class
- using the internet/Wi-Fi to access group chats via personal devices and copying/sharing another person's homework, test, quiz or ideas via texting, social media or otherwise.

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/guardian or another person write an essay or do a project that is then submitted as one's own work
- failing to use proper documentation and/or bibliography

COLLABORATION

Milton High School encourages students to collaborate with one another, as outlined by the teacher of the course. What collaboration looks like will vary from class to class. Do not assume that collaboration is allowed on every assignment, or that collaboration expectations are the same for every assignment. Working together on assignments that were intended to be completed individually will result in a violation of the Academic Honor Code.

In addition to seeking the counsel of your teacher with regard to collaboration vs. cheating or plagiarism, the Massachusetts Institute of Technology has put together their [Academic Integrity Handbook](#) as a resource to students and families.

CONSEQUENCES FOR VIOLATIONS OF THE ACADEMIC HONOR CODE

First Offense:

1. The student receives no credit for the work involved.
2. The teacher will:
 - call the parent/guardian
 - 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/guardian
 - 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/guardian
 - file a report with a school 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 are disruptive to the educational process and may result in further disciplinary action.

Please refer to the [Appendix](#) for more information regarding the Appropriate Use of Technology.

GRADUATION REQUIREMENTS

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 day of school 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:

	<i>Subject</i>	<i>Credits</i>
✓	English: 4 years (I, II, III, IV)	20
✓	Mathematics: 4 years	20
✓	Science: 3 years	15
✓	Social Studies (including US History I & II): 3 years	15
✓	Physical Education/Health: 4 years	10
✓	Fine Arts or Applied Arts	5
✓	Technology Course*	2.5*
✓	Community Service	140 hours

In some cases the Community Service hours may vary. See section on [Community Service Learning](#) for more information.

*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, TV Production, or STAT.

Read the most current version of the [Program of Studies](#) 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.

SENIOR PRIVILEGE

Senior Privilege grants seniors in good standing the ability to carry a reduced course load. Instead of carrying 7 classes (35 credits), approved seniors may carry a course load of 6 classes for the year (30 credits) or one semester (32.5 credits). Applications will be reviewed by your student's Guidance Counselor to ensure a rigorous course load and completion of graduation requirements, and reviewed by MHS Administration to ensure students are in good academic and behavioral standing. The additional time afforded to seniors who are approved for a Senior Privilege (reduced course load) can be applied to:

- Navigating the college application process
- Completing a Senior Project for credit, under the guidance of a teacher or MHS Administrator of the student's choosing
- Seeking or continuing with after-school, part-time employment

Seniors may choose Senior Privilege Course #002 to request Senior Privilege for only one semester, carrying a course load of 32.5 credits for the year. Seniors may choose Senior Privilege Course #003 to request Senior Privilege for both semesters, carrying a course load of 30.0 credits for the year. Seniors must have a schedule of at least 6 classes each semester.

When Senior Privilege falls during the first period of the school day, seniors may check in to school late through the Main Office without penalty, up to the second period bell. When Senior Privilege falls during the last period of the school day, seniors may check out of school early through the Main Office without penalty.

Seniors are expected to report on time to the Cafeteria (or other posted location) and remain in that location during the entire period. Seniors wishing to see a teacher for extra help or makeup, their counselor or another staff member must have a pass from that staff member in advance.

Seniors who abuse the flexibility of Senior Privilege, are in poor academic standing, have a poor attendance record, and/or fail to follow school rules will have their Senior Privilege revoked.

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 no later than one school day after the last final scheduled day of school for Seniors.

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 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.

If enrolled in an Advanced Placement course all students are required to complete [this contract](#) which outlines expectations for any student enrolled in an Advanced Placement course at Milton High School.

REPORT CARDS

The school year consists of two semesters. Each semester is divided into two terms. Report cards are posted to PlusPortals at the completion of each of the four terms, typically in November, February, April, and June.

ONLINE GRADES / PROGRESS REPORTS

All grades for all classes are available for review by both students and parents/guardians via [PlusPortals](#). Please contact the Main Office for help accessing your account. If you have questions about a particular grade, please reach out to the classroom teacher directly.

In order to adequately inform students and parents/guardians of student progress and to allow for the proper follow-up, guidelines have been established for teachers' posting of grades into their Gradebooks. Once posted, these grades will be visible to students and their families.

Teachers will post grades for each graded assignment within two weeks of its being submitted or administered in class. It is understood that certain assignments (e.g. research papers, cumulative assignments, essays, reports, and projects, etc.) may take longer to post. Teachers will communicate the timeline for posting grades for these assignments.

Students and their families should refer to the teacher's grading policy for each individual course to understand the types of assessments required for that class and guidelines for grading, including the weights of assessment categories (e.g. homework, participation, tests, quizzes, projects, etc.).

Please keep in mind grades are not final until the end of the term when report cards are posted for the term.

CUMULATIVE ASSESSMENTS

There are no school-wide scheduled Midyear or Final Exams. However, individual teachers, departments and/or courses may administer announced Cumulative Assessments at any time during the year. These assessments will count toward the term grade in which they are administered.

SCHOOLWORK / CLASS ASSIGNMENTS

It is expected that all students complete their assigned school work. School work may be assigned to be completed during class time and/or outside of class time. Assignments may or may not be graded, at the discretion of the teacher.

MAKE-UP WORK

Makeup work for classes missed while a student is absent must be made up within the timelines arranged with the teacher. Parents/guardians may request work only if their child is absent three (3) or more consecutive days from school. Otherwise, the student should collect missing work upon return. 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.

With the implementation of a "Bring Your Own Device" (BYOD) policy at the high school level, every student has a device. With access to PlusPortals and Google Classroom students are able to access work from any device and from any location as long as they have internet access. Depending on a student's situation, tutorial services are also provided.

In any case of excused extended absences, Milton High School will work closely with parents/guardians and teachers with regard to providing students the opportunity to make up missed work.

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 must provide the Building Principal with a Department of Elementary and Secondary Education Physician’s Affirmation of Need for Temporary Home or Hospital Education form that is completed and signed by the Student’s attending physician. The District may seek parental/guardian 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 their 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, and are posted on PlusPortals/Google Classroom. Questions concerning your grades must be addressed first to your teacher. Grade appeals should follow the contact sequence for school issues with final grade appeals made to the Principal (see page 2).

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:

<i>Yearlong courses:</i>	
First Term Grade	25%
Second Term Grade	25%
Third Term Grade	25%
Fourth Term Grade	25%

<i>Semester courses:</i>	
First Term Grade	50%
Second Term Grade	50%

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.

SECTION III: 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 after school, or 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 school announcements. 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 “Not Meeting Expectations” 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 “Partially Meeting Expectations” category must also complete the requirements of an Educational Proficiency Plan (EPP) in order to receive their diploma.

*Students in the Classes of 2023 are not required to pass the Science/Technology & Engineering MCAS exams due to the CD modification from DESE in response to the COVID-19 pandemic.

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 should be discussed with a student's guidance counselor. 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 50%
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 not make-up courses to improve an existing grade may be approved for academic credit by the Principal. The amount of credit shall be at the discretion of the Principal or their designee and must be approved prior to taking the course(s).
6. Situations not covered by existing policy must be approved in advance by the administration.

SCHOOL COUNSELING

The School Counseling 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/guardians will also be invited to meet with your guidance counselor during your junior and senior year and your parents/guardians 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 catalogs, 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 school counselor you need to fill out a request form in the counseling office. The guidance counselor will then schedule an appointment to meet with you.

The Counseling Department typically hosts evening events 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 the Counseling Department programs and services, you or your parents/guardians 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 circumstances that impact your ability to be successful in school. 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, and in the Guidance Office.

Adjustment Counselors oversee the Take 5 Room, located in room 107. The Take 5 Room is available by appointment only.

ADVISORY PERIOD

Each student is assigned to an Advisory Period by grade level. Teachers in these rooms are 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.

Advisory Period is also used for Group Guidance sessions, which are mandatory for all students, and other school-related initiatives and programming, including visits from Student Leaders for all Grade 9 students. Often, students will have the opportunity to read or work on coursework during Advisory Period, but meetings with Advisors, Group Guidance sessions, assemblies and other programming will take precedence.

If a student wishes to see another teacher during Advisory Period, the student must bring a pass from the receiving teacher to the sending teacher (Faculty Advisor) at the beginning of Advisory Period. This request may be denied by the sending teacher (Faculty Advisor) if a program, activity or event is to take place during the Advisory Period.

HEALTH SERVICES

Student Health Services may include the identification of student health needs, health screening tests (including vision, hearing and SBIRT), 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 parents/guardians have the primary responsibility for the health of their child/children. 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 and hearing (if requested by teacher or parent/guardian), 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, the parent/guardian will be notified by the school nurse or other staff member. The parent/guardian MUST provide the school with emergency contact information in case they cannot be reached. If the student cannot participate in school, it is the parent/ guardian's responsibility to arrange for timely pickup of the student. It is imperative to keep "Emergency Information" up to date. In many instances time is critical for the student.

Health Room

Students should request a pass to the health room from the classroom teacher if they become ill. The nurse will determine if the student is to be sent back to class, detained in the health room, or dismissed from school and sent home. If a student is to be sent home, the nurse will call the parent/guardian to discuss how the student will get home. At the high school level the parent/guardian will work with the school nurse to determine which method of dismissal is appropriate given the student's current health assessment:

1. The student currently has their license and can drive themselves home where they will call the parent/ guardian AND school nurse upon arrival home
2. The student lives within walking distance of the school and will walk home where they will call the parent/ guardian AND school nurse upon arrival home
3. The parent/guardian will call the nurse immediately after receiving the student's 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 11. These 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. Please see the revised [Policy JLCB, Immunization Policy](#).

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 a parent/guardian and physician if necessary. When a 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. Parents/Guardians should contact the school nurse to discuss the scheduling of medication or any health issue pertaining to the student.

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

Allergies or Chronic Health Care Issue

If a student 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. Students with life threatening allergies may be eligible for an Individual Health Care Plan or a Section 504 Plan after evaluation and an eligibility determination.

Milton Public Schools is not considered “allergen free” or “nut free.” However, staff, students, and families should work together to create a safe and respectful environment for children and families with food allergies.

All snacks brought into the classroom should be nut free. All food supplied by the Milton Public Schools’ cafeterias is nut free. Gluten, Dairy, Egg and other allergies can be accommodated when accompanied with a MD note from the student's pediatrician. In addition to nut free classroom snacks, your student’s teacher may reach out with additional snack restrictions based on individual classroom makeup.

First Aid

First aid delivery and assessment of injuries is part of the school nurse’s role as students learn to apply safety within their own environment. When appropriate, the school nurse will contact the 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 for at least the next school day or until all symptoms have been resolved. If diarrhea or vomiting persists, consult your 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 your primary care provider. A student may attend school if there is no fever without the use a fever-reducing medications. 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 a student will be absent from school due to illness.

Communicable Disease

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

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

SBIRT (Screening, Brief Intervention, Referral to Treatment)

SBIRT is a structured conversation to promote prevention and to identify early risk factors for substance use in both middle and high school students. On March 14, 2016 Massachusetts General Law Chapter 71 Section 97 included a STEP Act: An Act relative to Substance use, Treatment, Education and Prevention. Implementation of SBIRT is mandated and will begin this year in grades 7 and 9. Additional information will be sent to parents/guardians at the start of the school year. Important to note, pupils and /or parents/guardians may "opt out in writing."

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 may qualify for a Section 504 Plan after evaluation and an eligibility determination.

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 MHS Library is a dynamic community space where all students and staff are welcome. It is home to thousands of books, a 3D printer, vinyl cutter, poster printer, green screen, and makerspace supplies. Subscriptions to electronic databases, eBooks and audiobooks can be accessed from anywhere via the Library website. The Library is open from 7:15AM to 4:00PM Monday through Thursday and 7:15 AM to 2:19 PM on Fridays. Students can take advantage of a quiet corner to study, collaborate on group projects, conduct research or find a good book. The Librarian provides access to a variety of resources and opportunities and works with members to ensure that the individual interests and the needs of the community are met. Throughout the year students will gain information and digital literacy skills through library visits and class instruction. Students and staff can borrow library materials for a two week period and can renew any items that are not requested by others. During peak research times the amount of items that one can borrow may be limited.

Homework Club takes place after school Monday through Thursday. This club is free and open to all students. Tutoring is available throughout the year courtesy of the National Honor Society. The Student Technology Assistance Team is located in the library during designated periods and provides the community with loaner chromebooks and tech troubleshooting.

WORK-STUDY PROGRAM & CAREER PLANNING/INTERNSHIP PROGRAM

To be eligible for the Work-Study 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/guardian, 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 their guidance counselor immediately. The student will be assigned additional courses to replace the Work-Study 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 their designee. Work permits are available in the Main Office of the school during school hours throughout the year.

SECTION IV: 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 discipline will be implemented in accordance with the District's discipline policies and the Student Code of Conduct.

RULES & REGULATIONS

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 all 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 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 the start of the second period of the day, 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, not just 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 of 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).**
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 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 parts 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 parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency program or treatment program, the 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 parts of an event will be truncated i.e. All fractional parts 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.

Students participating in voluntary co-curricular activities, including but not limited to intramural or interscholastic athletics, are required to return a signed release of liability to the director of the event/activity prior to engaging in the activity, event, or the commencement of the athletic season. As these activities are voluntary, the student's participation in an event, activity, or athletic season is conditioned upon receipt of the signed and returned release of liability form. Massachusetts law permits use of such releases for school-related voluntary co-curricular activities, including but not limited to athletics. Release forms will be distributed by the Athletic Director and/or by the administrator overseeing activities. The student's participation in any co-curricular activity, including but not limited to intra-mural or interscholastic athletics of any nature, is conditioned on compliance with all applicable laws, district policies (including but not limited to policies relative to student conduct and discipline, bullying, hazing, harassment, and discrimination), all MIAA policies, and district values and behavioral expectations. In the interest of student safety and compliance with these laws, policies, values, and expectations, coaches and/or other school staff will routinely monitor locker room activities. Such monitoring may include physical presence by coaches or other staff in locker rooms. While monitoring students in locker rooms, all coaches and staff will give appropriate consideration to student privacy. Students seeking increased privacy when changing clothes/uniforms may utilize individual stalls and/or privacy curtains or screens where available, and are encouraged to address any privacy related concerns with the coach or building principal.

ELECTION OF CAPTAINS AND OFFICERS OF STUDENT ORGANIZATIONS

Each student activity, class organization, and/or athletic team shall establish a written set of bylaws or team rules in which eligibility for student-elected leadership positions is determined. These bylaws or team rules shall be available upon request by Administration/Athletic Director for review and approval.

Only students officially recognized as members of the activity, class organization and/or athletic team will be allowed to vote for captains and officers. The advisor/coach will determine such eligibility, based on the bylaws

or team rules of the organization. Ballots will be retained for one week after the election. Results of the election will be announced.

The Administration, Advisor or Coach reserves the right to remove any student from a leadership role for violations of the Student Handbook and/or organization bylaws or team rules.

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 to run for office. Those meeting all requirements will deliver their election speech 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 they will run. For more information see the faculty advisor.

CLUBS & ORGANIZATIONS

A complete listing of Clubs and Organizations will be provided by the Main Office during the first weeks of school. Students are encouraged to get involved in the many offerings provided by Milton High School. Please be advised that due to budget constraints there will be an annual \$25 club/activity fee for joining any of the following clubs or participating in other student activities. However, there is a \$50 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.

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 the 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.

INTERSCHOLASTIC ATHLETICS

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

ATHLETIC SEASON

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

FALL	Starts two weeks 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. Please refer to the [Student Athlete Handbook](#) for more information.**

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

Cheerleading V-JV
Boys Cross Country
Girls Cross Country
Field Hockey V-JV-F
Football V-JV-F
Golf - V-JV
Boys Soccer V-JV-F
Girls Soccer V-JV-F
Girls Volleyball V-JV-F
Swim & Dive

Winter

Boys Basketball V-JV-F
Girls Basketball V-JV-F
Wrestling V-JV
Boys Ice Hockey V-JV
Girls Ice Hockey V -JV
Wrestling V-JV
Boys Indoor Track
Girls Indoor Track
Ski (Boys & Girls)
Dance

Spring

Baseball V-JV-F
Boys Lacrosse V-JV
Girls Lacrosse V JV-F
Rugby
Softball V-JV-F
Boys Tennis
Girls Tennis
Boys Outdoor Track
Girls Outdoor Track
Unified Track

ATHLETICS REGISTRATION

Sign up for your sport prior to the start of the sports season. **Sign-ups for all sports will remain open all year. Students may sign up for all sports at once or go back in and edit the registration if they decide on a sport later in the year. Payment for each sport is due one week prior to the start of tryouts.** Sign-ups for winter will be held in November, while spring sign-ups will be held in late February/early March. All signups will be conducted online at www.FamilyID.com. Search "Milton Public Schools" in "Find Your Program".

For more information see the Director of Athletics and the [Athletics Website](#).

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 watch a mandatory chemical health video and return the parent/guardian confirmation signature sheet 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/guardian'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 V: 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, gender identity, 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 or other vulnerable students. 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.

Relationships, connection, and justice are at the heart of our school community. We strive to repair harm when it comes up by using restorative justice practices

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 they will explain to you.

DEFINITION OF DISCIPLINARY TERMS

After-School Time: means the time assigned by and spent with a teacher in their 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](#) 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](#) for more details.

Saturday Detention: means the four (4) hours of time assigned by an administrator and served from 8:00 AM to 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.

Expulsion: means the removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently.

CELL PHONE, MOBILE DEVICE & HEADPHONES (EARBUDS) POLICY

Students will have the privilege of using their cell phone/mobile device/headphones 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. **Students are NOT allowed to use cell phones during class time whether they are in class or not (e.g. students are not allowed to use cell phones while walking to/from or using the restroom during class time).** All cell phone/mobile device usage must be consistent with the District's Internet Use Policy.

Cell phone/mobile device/headphone 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. Students are NOT permitted to photograph or record teachers, administrators or school staff without the prior express consent of the school staff member.

Using the internet/Wi-Fi to access groups chats via personal devices and copying/sharing another person's homework, test, quiz or ideas via texting, social media or otherwise is a violation of the academic honor code and may result in discipline or other consequences. For more information, please see the [Academic Honor Code](#).

As a matter of safety, headphones must be used at a low volume at all times. All students and staff must be able to hear any important announcements/alarms. Headphones should not be heard by others in your vicinity. Using headphones that are too loud will result in a referral to the Main Office and/or losing that privilege.

Under no circumstances 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/headphones confiscated by Milton High Staff. Under such circumstances, the cell phone/mobile device/headphones will be released only to a parent or guardian.

See also the district's [Internet Acceptable Use Policy](#), as well as the school's [BYOD Digital Learning Student and Family Manual](#) and [Chromebook Care and Use Policy](#) in the [Appendix](#).

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 reasonable request of a staff member; 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 during class time or when otherwise restricted, 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, gender identity, 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 their 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. 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 them 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 may face additional consequences. 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 their 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 administered 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 their 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 their 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. Strategies such as restorative conferencing, student reflection time, and conflict circles will be utilized when practicable to hold individuals accountable for their behavior. Accountability means acknowledging what was done wrong, facing the people who were harmed, and repairing the harm in the community.

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 their 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 ¼ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents/guardians 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 H½ and 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 their designee.

Notice of In-School Suspension:

The Principal or their 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 their designee determines that the student committed the disciplinary offense, the Principal or their 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 their designee shall make reasonable efforts to notify the parent/guardian 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 their designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent/guardian including the reason and the length of the in-school suspension, and inviting the parent/guardian 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/Guardian Meeting:

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

No Right to Appeal:

The decision of the Principal or their 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 their 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 their 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 their designee will provide the student and the parent/guardian oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the parent(s)/guardian(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 their 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/guardian to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent/guardian 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 their designee shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent/guardian present, the Principal or their designee will document reasonable efforts to include the parent/guardian. The Principal or their designee is presumed to have made reasonable efforts if the Principal or their designee has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

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

Emergency Removal of Student:

Under certain emergency circumstances, it may not be practical for the Principal or their designee to provide prior oral and written notice before removing a student from school. The Principal or their 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 their designee's) judgment, there is no alternative available to alleviate the danger or disruption. The Principal or their 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/guardian 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/guardian, including the information described in 603 CMR 53.06(2);
- (c) Provide the student an opportunity for a hearing with the Principal or their designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent/guardian 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/guardian.
- (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. 37H~~4~~

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 their designee, may, in their 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 their designee with the following process:

Principal Hearing - Short-term Suspension:

- (a) The purpose of the hearing with the Principal or their 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 their 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 their designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to

suspension. The Principal or their designee shall provide the parent/guardian, 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 their designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- (c) The Principal or their 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 their 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. 37H^{3/4}

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 their designee may, in their 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 their designee with the following process

Principal Hearing - Long-term Suspension:

- (a) The purpose of the hearing with the Principal or their 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 their 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 their designee shall provide the parent/guardian, 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/guardian's expense;
3. the right to produce witnesses on their 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/guardian 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/guardian upon request.

(c) The Principal or their designee shall provide the parent/guardian, 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 their 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 their designee shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian. If the Principal or their 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:
 - (i) the process for appealing the decision, including that the student or parent/guardian 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/guardian 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.
 - (ii) 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/guardian 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/guardian 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 their 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/guardian 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/guardian in the hearing. The superintendent shall be presumed to have made a good faith effort if they have made efforts to find a day and time for the hearing that would allow the parent/guardian and superintendent to participate. The superintendent shall send written notice to the parent/guardian 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/guardian 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/guardian 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/guardian conference (re-entry meeting) with the Principal or their 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 or designee.
- 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 their 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 their 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 their 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 make 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 37H 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 their 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 on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of their 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 their 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 their 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 their 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 make 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 their removal from the classroom or school. The Principal shall inform the student and parent/guardian 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/guardian 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 thereunder. 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, as determined by the district, 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 convene to determine whether the student's misconduct is a manifestation of their disability. A student's conduct is a manifestation of their 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 Section 504 Plan.

If the Team determines that the student's misconduct IS a manifestation of their disability, the Team will conduct a functional behavioral assessment and develop a behavior intervention plan or review and modify an existing plan as needed. Under such circumstances, the student will be returned to their 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 their 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. The Team may provide, as appropriate, a functional behavioral assessment and behavior intervention services and modifications.

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 STUDENTS 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 a parental relationship disagrees with the determination made by the professional staff of the school district, they have 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 their 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 their placement unless the parent(s)/guardian(s) 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 parent(s)/guardian(s), and they will be provided with a notice of procedural safeguards.

PHYSICAL RESTRAINT

All schools and programs within the Milton Public Schools are committed to maintaining an orderly, safe environment conducive to learning for all students and staff. It is the policy of Milton Public Schools that physical restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate in accordance with 603 CMR 46.00 et seq. [See Policy JKAA, Restraint Policy](#). Also the Milton School Committee recently approved a [MPS Staff Procedural Handbook for Student Restraint](#).

MCKINNEY-VENTO ACT

The Milton Public Schools comply with federal and state laws and regulations in the identification and education of children who are in homeless situations. The intent of this policy is to provide each child and youth equal access to the same free appropriate public education, including public preschool, as provided to other children and youth. In accordance with the requirements of the McKinney-Vento Act, the Superintendent has designated Administrator of Pupil Personnel Services, Susan Maselli, as the Homeless Education Liaison. The responsibility of the Liaison includes assisting homeless students in enrollment, working to obtain records by contacting districts of previous attendance, and ensuring these students receive the educational services for which they are eligible. [See Policy JLG, Homeless Students](#)

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. 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, parents/guardians should call the school office at 696-4470 by 7:45 AM to report the absence. This phone call does not excuse the absence, but ensures the safety of the student for this day. When you return to school, an absence note must be given to the attendance secretary. The note, signed by a parent or guardian, medical professional or other professional, should identify the day(s) of the absence and explain the absence(s). Notes must be received within 3 school days or the absence will not be excused.

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 pre-arranged absence, participation in school-sponsored activity, college visits
- 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

LOSS OF CREDIT FOR EXCESSIVE ABSENCES

Students who have excessive absences from school, even when documented appropriately, may be subject to credit loss. Excessive absences (excused or unexcused) are defined as missing the equivalent of 10% of a given class for the school year or semester (14 for full year course and 7 for semester course). In these situations, the Principal or designee will arrange for a meeting with the student and his or her parent/guardian to determine if the student has been available to access sufficient curriculum and to develop a plan to improve attendance. If, after a plan has been put in place, the student accumulates absences exceeding 15% of a given class for the school year or semester (21 for full year course and 11 for semester course), the Principal or designee will send written notice to the parent/guardian as notification of loss of credit and an opportunity to appeal for that course for the semester or year, as applicable. At this time, the parent/guardian will also be informed of the appeal process below. Loss of Credit will be indicated on the student's report card as "N" (No Credit).

All absences from class, whether excused or unexcused, count toward the 15% limit except absences that are the result of religious holidays, MCAS, AP Exams, Special Education testing and meetings, Suspensions, Field Trips and other academic-related travel or events as approved by the Principal or designee.

Being late to, absent from, or dismissed from a class resulting in missing more than half of the scheduled class time will count as an absence toward the cap.

Students with extended health emergencies/hospitalizations may consult with their Guidance Counselor or a Vice Principal who will seek Principal approval to excuse these absences from the 15% limit.

Please note: Students receiving educational services pursuant to an IEP or 504 plan who require accommodations to address attendance concerns will be referred to their IEP or 504 team.

Loss of Credit Appeal Process

1. Once the student exceeds the absence limit in a particular class (15%), the student/parent will receive a Notice of Opportunity to Appeal letter and will have 5 days from the receipt of the letter to start the appeal process. Failure to do so within the 5-day limit will deem the matter closed.
2. All appeals must be made in writing, via email, fax or paper.
3. Students and/or parents/guardians may appeal an absence to the Vice Principal. After hearing the appeal and reviewing attendance records, the Vice Principal will make a decision regarding the absence and loss of credit.
4. Students and/or parents/guardians may appeal the decision of the Vice Principal to the Principal. Parents/guardians will have 7 days from the receipt of the letter to start the appeal process. Failure to do so within the 7-day limit will deem the matter closed.
5. After hearing the appeal and reviewing attendance records, the Principal may extend the absence limit if he or she is satisfied that an unusual circumstance existed with an absence(s), tardy(s), or dismissal(s).
6. If the appeal is denied, the Principal will send an official Loss of Credit Notification to those students who exceeded the unexcused absence limit without documentation and/or approved justification.
7. The Loss of Credit letter will include information about Credit Recovery.

Credit Recovery

When a student exceeds an absence limit in a class and loses credit for a term, he or she will be directed to make an appointment to see his or her guidance counselor. The guidance counselor will discuss the three options to recover the course credit. Students will declare their intentions on a Credit Recovery Form and submit the form to their guidance counselor. The following Credit Recovery Options will be offered to students:

1. **During the school year:** Students who are returning from hospitalizations and/or extended absences may have access to the BRYT (Bridge For Resilient Youth Transition) Program as determined appropriate

by the Principal or the Principal's designee. Students with a 40% or greater average in a given course are eligible for credit recovery through the Educere online coursework. Specific courses for credit recovery are determined by the Principal or his/her designee in conjunction with this applicable Department Head.

2. **During the Summer:** Students with a 40% or greater average in a given course are eligible for credit recovery through the Educere online coursework. Specific courses for credit recovery are determined by the Principal or his/her designee in conjunction with this applicable Department Head.
3. **Retake the course or take an equivalent course:** Complete the course again next school year or, if applicable, take an equivalent course.
4. Credits will be reviewed on a case by case basis. If attendance improves, students can be rewarded partial credit for course to determine eligibility and need for credit recovery.

If a student has lower than a 40% average in a given course, the student will not be eligible for credit recovery via Educere and will need to retake the entire course unless otherwise determined by the Principal or his/her designee.

Patterns of excused or unexcused absences, even when documented by a parent/guardian or professional note, are subject to review by Milton High School Administration. [See Policy JH, Student Absences and Excuses](#)

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

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/guardian 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/guardians 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. 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 pre-arranged absence, participation in school-sponsored activity, 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

Students who report to school after the start of the second period of the day are ineligible to participate in extracurricular activities on that day (athletics, clubs, school-sponsored activities, etc) without approval from an administrator.

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

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 SUPPORT / CHILD REQUIRING ASSISTANCE

Students with excessive absences (generally, more than 10% of classes missed), will be referred to the Student Support Team to identify additional supports to be put in place to improve student attendance. In cases of excessive absenteeism and tardiness, a CRA (Child Requiring Assistance) petition may be filed with the Quincy District Court to seek further assistance with improving school attendance.

STUDENT DRESS

The Milton Public Schools is committed to being a diverse and inclusive community free from bias, and respects the rights of students to express themselves through their dress.

As such, the responsibility for the dress and appearance of the students will rest with individual students and their parents. They have the right to determine how the student will dress provided that their attire meets minimum requirements for health, safety and cleanliness and does not:

- Defame, demean or promote violence or aggression against any individual or group
- Create a hostile environment for others at school
- Promote the use of alcohol, drugs or tobacco products
- Reference sexually provocative or explicit content
- Cause disorder or disruption in the school

The district's interest in student dress is to ensure that it contributes to a safe, respectful, and inclusive learning environment. School administrators are authorized to take action in instances where students' attire does not meet the minimum standards. Enforcement of the dress code should be done in the least restrictive manner so as to reduce disruption to the student's school day, minimize the loss of instructional time, and preserve the respect and dignity of both the student and school community.

Clothing should provide appropriate body coverage and may not reveal undergarments.

Head coverings (hats, hoods, scarves, hair wraps, do rags, hijabs, cultural and religious headwear) may be worn provided they do not obstruct the view of a student's face.

Staff members reserve the right to ask students to remove hats and hoods within the classroom, special accommodation requests can be made at the discretion of administration.

Safe footwear must be worn in the school building. Seasonal footwear is recommended (e.g. boots and closed shoes to be worn in the winter).

Some classroom activities (e.g. Physical Education, Chemistry, Woodworking) may require specific clothing/footwear be worn, and/or accessories be removed, as a matter of safety.

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.

ANNOUNCEMENTS

School announcements and other information are available on [PlusPortals](#) under the School Announcements section. If you wish to submit an announcement for a student activity, you must have approval from your advisor/coach. All announcements must be sent electronically to mhsbulletin@miltonps.org.

Requests for a morning public address announcement must be made to mhsbulletin@miltonps.org. 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

Students are assigned to one lunch period each day. 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 and Wildcat Cafe, 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 clean up 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.

MEAL CHARGE POLICY

The Milton Public School System participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA) which permits the school system to offer free and reduced priced meals to students who qualify. Families who wish to apply for free or reduced meals must complete an application each year. The family of any Milton Public school student may submit an application at any time during the school year. Applications are available in each school's main office, at the food service office and online at www.miltonps.org

Student Accounts

Any student whose school meal account has a zero or negative balance **will be allowed to charge a reimbursable meal and/or milk/water**. A "reimbursable meal" is defined as a meal consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) and must include a fruit and/or vegetable component. This will result in a negative balance on the student's account until funds are added to the student's account.

Families will be notified weekly by the food service program if their account is negative. The food service program will work together with the school administration in a joint effort to contact students/parents/guardians to assist with collections.

Students with a negative account balance will not be allowed to purchase a la carte items until the student's account is in good standing. "Good standing" for the purchase of a la carte items is defined as an account with a positive balance.

If a student is without money on a consistent basis, the administration may investigate the situation to see if a financial hardship exists. Parents/guardians and families are encouraged to apply for free or reduced price meals for their child/ren.

Payment Options

The Milton School Food Service Program offers an online payment option as well as a payment by check. Our online website is www.myschoolbucks.com

We encourage our families to pre-pay for meals at the paid or reduced price rate to help to ensure children have consistent access to meals without accruing unpaid meal charges. This pre-payment system includes a feature to allow for parental restrictions limiting a child's spending at the point of service. For example, the system could allow families to place specific limits on à la carte purchases. Families can contact the food service office for further information. We also accept checks at all six of our schools. We have locked mail boxes in the cafeteria and main office of each school. Checks should be made out to the Milton School Food Service Program.

Online Payment

We allow families to add money to their child's account from a computer or mobile device which makes payment more convenient for families.

Often, even families who do not opt to pay using the online system can access the system to check their child's account balance. Many families may not realize how much their child is spending in the cafeteria each day, especially if the child is purchasing à la carte items in addition to their reimbursable breakfast and lunch. We

encourage families to regularly check their account balance and track their child's spending can help prevent households from accruing unpaid meal charges.

Automatic Payment

We also offer online payment platforms that include an optional feature families may use to automatically add money to their account when they reach a set dollar amount. Families using these systems may also set up a "low balance warning" to ensure they are notified promptly when a payment is needed.

Refunds

Refunds for a student withdrawing and/or for graduating seniors require a written request (email, postal or in person) for a refund of any money remaining in a student's account. Without a note graduating seniors will have any remaining funds transferred to a sibling's account or they may donate to a student in need.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the school year.

LOCKERS

Students can request 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. **All school lockers are equipped with a combination lock provided by Milton High School. Only these locks are permitted to be used, unless permission has been granted for alternative lock by the Administration.** All lockers must be emptied before noon on the last day of school. All gym lockers must be emptied before noon on the last day of school. A \$5 replacement fee will be assessed for any missing locks at the end of the school year.

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 on the day of an activity in order to participate in any school activity scheduled on or during a school day. 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.

FIELD TRIPS

The school will schedule a number and variety of field trips throughout the year. Participating in a field trip is a privilege. 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/guardians are always welcome at Milton High School and must show a positive ID upon entry and will be issued a nametag. 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/guardians and adult visitors must report to the main office to obtain permission from an administrator to move about any part of the school. Parents/guardians 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 time is limited to students who receive a pass from a teacher giving them permission to use the school telephone (or student cell phone) 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.

Parents/guardians are welcome to drop off items in the foyer of the Main Office for their students. Please note, however, that we will not interrupt classes to let students know their materials are in the Main Office. Please encourage your students to check in the office between their classes, or during their lunch period.

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 (unless otherwise approved by the administration).

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 (this includes e-cigarettes and vaping products)
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 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

Cars parked illegally in fire lanes and/or grass areas will be towed at the owner’s expense.

BYOD & CHROMEBOOKS

All ninth and tenth grade students will receive a school-issued Chromebook that they will take to and from school on a daily basis. Ninth and tenth grade students **will not** be allowed to bring their own device to school. Eleventh and twelfth grade students will bring their own device (BYOD), or be issued a school device to bring to school each day. It is expected that teachers will consider and make use of these students' devices in their curriculum where appropriate. It is expected that students are prepared for class with a device that is ready to use each day.

Optional Chromebook insurance will be offered to all ninth and tenth grade students along with any eleventh through twelfth grade student who does not bring their own device. It is highly encouraged to purchase insurance for their school-issued Chromebook. If insurance is declined, students are held responsible for damage beyond reasonable wear and tear as outlined in the [Loan Agreement](#). Here is a link to purchase [Chromebook Insurance](#) for the 2022-2023 school year.

Through the one-to-one, BYOD, and Chromebook loan process, the school will provide equal access to all students to devices, the internet and the development of technology skills and knowledge. Additionally, the following goals for teachers and students have been outlined:

Teachers will be able to

- modify and redefine student learning through a richer variety of assignments and projects.
- create learning experiences that require students to be critical thinkers, and to employ higher order thinking skills such as application, evaluation and analysis.
- promote active student-centered learning empowered by technology integration.
- create inquiry-based, student-directed instruction replacing lecture-based methods.
- modify, extend and individualize digital content based on student need.
- provide more timely and specific feedback, improving the interaction between the teacher and student.

Students will be able to

- demonstrate personal responsibility, character, cultural understanding, citizenship and ethical behavior.
- make connections between existing information and the content they are creating.
- actively solve problems, answer questions, brainstorm, work in teams, debate, and formulate questions of their own.
- use interactive tools, digital resources, and creation/production tools that will enable deeper study.
- to communicate information clearly and effectively using a variety of tools and media in different contexts.

For more information regarding MHS's BYOD and Chromebook Program, please refer to the following:

[BYOD Digital Learning Student and Family Manual](#)

[Frequently Asked Questions](#)

[Chromebook Care and Use Policy](#)

[Internet Acceptable Use Policy](#)

STUDENT GOOGLE & EMAIL ACCOUNTS

All students have a Google account with a First.Last.YOG@miltonps.org email account. The email feature of these accounts is enabled, allowing teachers to communicate with their students effectively via email.

Students must be aware that all email communication is considered public, and is stored on the school's server. It is important that all staff follow the Milton Public Schools' published policies and guidelines for internet use. See also the district's [Internet Acceptable Use Policy](#), as well as the school's [BYOD Digital Learning Student and Family Manual](#) and [Chromebook Care and Use Policy](#).

Upon graduation, students' Google accounts will be deactivated and students' digital files will not be maintained.

SECTION VI: APPENDIX

MPS INTERNET ACCEPTABLE USE POLICY

See also School Committee Policies [IJND](#), [IJNDC](#), and [IJNDD](#).

MHS BYOD DIGITAL LEARNING STUDENT AND FAMILY MANUAL

CHROMEBOOK CARE AND USE POLICY

ADDITIONAL INFORMATION

[School Committee Policy on Remote Learning](#)
[Terms of Remote Learning by Audio and Video Conferencing](#)
[Technology Family Support Center](#)

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 (including e-cigarettes and vaping 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

See also School Committee Policies [JICH](#) and [GBEC](#).

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/guardians 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/guardians 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/guardians. Please call the high school main office to arrange a mutually convenient time to peruse the materials that may be of interest.

See also School Committee Policies [IHAM](#), [IHAM-R](#) and [IHAMA-R](#).

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 also School Committee Policy [IHAMA](#).

ANTI DISCRIMINATION AN ANTI-HARASSMENT POLICY

Discrimination Prohibited: The Milton school system conducts its programs and activities in conformity with state and federal laws that prohibit discrimination 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, on the basis of race, color, gender, gender identity, religion, national origin, sexual orientation, disability and/or marital status 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 Prohibited: Harassment of students by other students, employees, vendors and other 3rd parties will not be tolerated in the Milton Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

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

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

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

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

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

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

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

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

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

Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally appropriate disciplinary, restorative and/or corrective action.

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

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

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

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

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

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

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

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

NOTICE OF SEXUAL HARASSMENT

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

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

DUE PROCESS PROTECTIONS

Due process protections include the following:

- 1) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2) A prohibition of the single investigator model, instead requiring a decision –maker separate from the Title IX Coordinator or investigator;
- 3) Application of a preponderance of evidence standard;
- 4) The opportunity to test the credibility of parties and witnesses through cross examination at a live hearing, if offered by the district, subject to “rape shield” protections;
- 5) Written notice of allegations and an equal opportunity to review the evidence;
- 6) Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
- 7) Equal opportunity for parties to appeal, where schools offer appeals;
- 8) Upon filing a formal complaint, the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools, a hearing is optional at the election of the district, but the parties must be allowed to

submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying the preponderance of the evidence standard. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

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

The Superintendent in consultation with the Title IX Coordinator shall designate the Principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

RECORD KEEPING REQUIREMENTS

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

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

The Assistant Superintendent for Curriculum and Human Resources is the Title IX Coordinator for the District. Complaints may be directed to any of the following offices/individuals:

Milton High School:

Principal – (617) 696-4470, X5505

Vice-Principal – (617) 696-4470, X5504

Vice-Principal – (617) 696-4470, X5507

Central Office/School Committee:

Superintendent – (617) 696-4809

Chairperson, Milton School Committee – (617) 696-4809

Dr. Garth McKinney, Assistant Superintendent and Title IX Coordinator – (617) 696-4812

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

The Complainant may also file a complaint with:

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

For more information regarding the Title IX Grievance Process, please refer to Milton School Committee Policies [ACAB, ACAB-R](#).

For more information regarding the Milton Public Schools’ prohibition of harassment and discrimination, please refer to [School Committee Policy Manual Section A](#) found on the Milton Public School website.

BULLYING PREVENTION

The Milton Public Schools strive to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. 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 and ensure that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. 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 prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, gender, gender identity or expression, gender variance, gender conformity, gender transitioning, transgender status, age, homelessness or disability. The civil rights of all school community members are guaranteed by law. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, subcontractors, and vendors. The protection of those rights is of utmost importance and priority to our school district. Further, the Milton Public Schools will also not tolerate Retaliation (as defined below) against persons who take action consistent with this policy.

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

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

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

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

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

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

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

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

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the District;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the District if the act or acts in question:

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

See School Committee Policy [ACH](#), Bullying Prevention

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 their 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 known to the 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/guardians 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 post injury 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 their 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/guardian 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/guardians 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 a 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/guardians, 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 their 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/guardians, athletic trainer and other school personnel. Every year student athletes and parents/guardians 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.**

See School Committee Policy [JJIF](#).

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.

See School Committee Policy [ECAAF](#).

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.

See School Committee Policy [JICFA-R](#).