ABINGTON HIGH SCHOOL

2026-2027

STUDENT HANDBOOK

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The Abington Public School System is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, homelessness, national origin, race, religion, sex, gender identity or sexual orientation. The contents of all Abington Public Schools publications are available upon request in languages other than English.

BASIC INFORMATION

Massachusetts General Laws

State law requires that the Student Handbook include the rules pertaining to the conduct of students, as well as the policies and procedures to be followed in administering these rules. These rules and policies, derived from our federal and state laws, are more particularly delineated in Massachusetts General Laws, Chapter 71, Section 37H, 37 H ½ and 37 H ¾. They attempt to define both the rights and responsibilities of students in our schools.

These rules refer to matters that can occur both inside and outside the school. They refer to everything from the most serious offenses to the least serious issues that are nevertheless important for good order and discipline of the school. These rules explain the process due to students when disciplinary problems occur. "Due process" is required under the circumstances of each case.

Abington Public Schools Policies

The Abington School Committee has approved policies on a variety of topics. Many of these policies are referenced or summarized in the student handbook. To read a full text of these policies, please visit www.Abingtonps.org.

Abington High School Statement of Academic Integrity

Ideally, all students generate work to authentically show what they know and are able to do. Sometimes, students make mistakes or make poor decisions that call into question the integrity of their work. While the implications and consequences for academic integrity violations are profound, they still represent an important learning opportunity for a student and family. Abington High School's procedures are aimed at deterring violations of academic integrity, and providing restorative opportunities for the student to demonstrate what they know and are able to do, as well as analyze the root cause(s) of the academic integrity violation.

Violations of academic integrity typically involve the inappropriate and deliberate distribution or use of information, text messaging, cell phone pictures, notes, materials, or work of another person or Artificial Intelligence (AI) in the completion of an academic exam, test or assignment. Knowingly providing or receiving these types of information for assignments may also be violations of academic integrity. Violations of academic integrity may more commonly be referred to as cheating and or plagiarism.

Artificial Intelligence - Until or unless a teacher clearly and distinctly states otherwise for individual assignments, Artificial Intelligence (AI) is not to be used by students for assignments. AI tools should not be used to generate work that is submitted as one's own, including writing assignments, problem-solving tasks, or any other work that is intended to evaluate individual learning. Any use of AI to misrepresent work is prohibited.

Cheating - The following will constitute cheating: looking at another student's paper; copying information from another student or from notes on one's person or in one's possession; text messaging, the unauthorized use of electronics including translators, AI, and cameras, any talking during a test or quiz; having a copy of a test or quiz prior to the test or quiz being administered; giving or receiving any information among students.

Plagiarism - Plagiarism in essays/research papers involves the decision to use or paraphrase another writer's work from a print or internet source without supplying complete and appropriate source information.

Procedures for Academic Integrity Violations

- When a teacher suspects that a student has an academic integrity violation, they will consult with their department head or director to provide evidence that an academic integrity violation may have taken place.
- If the teacher and their department head or director confirm that an academic integrity violation may have taken place, the teacher will submit a conduct referral to the main office. The teacher will address the matter with the student and inform the student(s) caregiver(s) that the validity of the assignment is presently in question.
- If after meeting with the teacher and the student, the principal or assistant principal determines that the student has an academic integrity violation, their grade for the assignment(s) and that academic quarter will be considered 'incomplete'. The student will be academically ineligible for athletics and placed on social probation from extra-curricular activities until the student has resolved the academic integrity violation to the satisfaction of the principal and/or assistant principal. Final year credit for the course will be withheld until the student has resolved the academic integrity violation to the satisfaction of the principal and/or assistant principal.
- At this time, the teacher will determine the scope and magnitude of the academic integrity violation, to determine if any other assignments may also be called into question.
- To resolve an academic integrity violation, the student must reflect on the reasons and decisions behind their violation, and determine better courses of action for the future. The student, in arrangement with the teacher(s), will then be required to submit an assignment or assignments that satisfactorily demonstrate their understanding or knowledge related to the topics and concepts being assessed. This may include retaking a test or a quiz, submitting a project, or rewriting an essay or paper by hand.
- Once the student has provided a genuine assignment and has satisfactorily demonstrated understanding of the topic or concept being assessed, they will receive the minimal passing grade for the assignment in accordance with the teacher's gradebook and syllabus. At this time, the student's grade will be recalculated to include this assignment in place of the 'Incomplete' grade. Athletic, extra-curricular activities, and social probation will be lifted, and the student will be eligible to earn credit for the course.

Announcements

All notices of club activities, meetings, and special events will be available during daily morning homeroom. Written notices should be submitted to the main office and should include the dates to be announced. All announcements, posters, and bulletins of school related activities are to be approved by the class or club advisor before being posted. In order to receive email announcements, you must register at www.abingtonps.org.

Animals in School

No animal shall be brought to school without prior permission of the building Principal. The Abington Public School District is committed to providing a high quality educational program to all students in a safe and healthy environment. School Principals, in consultation with the Health Services Providers in each building, shall utilize the Massachusetts Department of Public Health publication, "Animals in the Classroom: Recommendations for Schools," and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

Attendance and Tardy Policies

In compliance with Massachusetts General Law and to stress the importance of exemplary student attendance to academic success, the Abington School Committee has determined that all Abington High School students are expected to attend a minimum of eighty-four (84) days of each semester for a total of one hundred sixty-eight (168) days per year.

Learning needs to be valued as an on-going process that requires the daily interaction of students with their peers and teachers. Student absences negatively affect the learning process. While a student may make up the written paperwork missed, they can never duplicate the learning experiences lost by an absence. When students are absent from class for any reason, it is detrimental to learning. Since education is a cooperative effort, and students gain from interactive discussion with one another, their absences also hurt the class.

Chronic Absence: The Massachusetts Department of Elementary and Secondary Education (DESE) reports chronic absenteeism as the percentage of students missing 10 percent or more of their days in membership ***regardless of whether such absences are excused or unexcused*** (e.g., absent 18 school days when enrolled for 180 school days).

With the knowledge that each student situation is unique and deserves individual attention, Abington High School's efforts and energies will be focused on improving student attendance, while also accounting for natural and reasonable consequences for student absences on a case by case basis. Additional information about the statewide effort to improve student attendance can be found at https://www.doe.mass.edu/sfs/attendance/

Communication from parents & caregivers: Regular and timely communication from parents and caregivers about student absences and attendance is crucial for an effective home and school partnership aimed at student achievement and support. In the event of a student absence, parents and caregivers should call Abington High School's attendance line at 781-982-2160 and select option 1.

Parents and students should continue to provide the main office with notes or documentation from medical or other related absences that must occur during the school day. In addition to being good practice for their future professional responsibilities, medical and legal documentation provide clarity about the reasons and nature of a student's absence.

Communication from the school: Abington High School will communicate via automated phone call to the first and second caregivers listed in Aspen if a student is absent without parent or caregiver notification.

At or prior to a student's 5th consecutive absence, our school nurse will contact families about the reason and nature of a student's absence. Some absences, such as communicable illness, may require notification from a medical provider stating that the student is well enough to return to school.

At a student's 5th absence, Abington High School will send a letter home to families and caregivers notifying them of the student's total absences, as well as an invitation to connect with the school for additional attendance support, if needed.

At a student's 10th absence, ***regardless of whether such absences are excused or unexcused,*** Abington High School will send a letter informing parents that their student is approaching the state's metric of chronic absenteeism as missing 10 percent or more of their days, or absent 18 school days when enrolled for 180 school days. The school will also provide parents with the Physician's

Affirmation of Need for Temporary Home or Hospital Education for Medically Necessary Reasons in their home language. Those forms can be found at https://www.doe.mass.edu/prs/sa-nr/603cmr28.03-3c-form/

The physician's affirmation will assist the Abington High School counseling staff to provide support aimed at improving student attendance and academic performance.

At a student's 18th absence, ***regardless of whether such absences are excused or unexcused,*** Abington High School will send a letter to families and caregivers notifying them that their student has met the state's definition of chronic absenteeism for the school year. Once a student has reached 18+ *excused or unexcused* absences, the following considerations are made;

- **Medical considerations** - if the student and/or family have submitted the physician's affidavit stating that they will miss 14 or more days of school due to ongoing medical care, AHS will seek to support that student's continued education.
- Is the student **Truant** - defined by DESE as a student who "willfully" fails to attend school for more than 8 days in a quarter.
    - Referral to Family Resource Centers
    - Child Requiring Assistance (CRA) referrals https://www.mass.gov/child-requiring-assistance-cases
- Is the student **school avoidant** - similar to truancy (more than 8 absences in a quarter), does the student have a social/emotional basis for school absences, states that they want to come to school and be successful and graduate, and demonstrates some albeit inconsistent attendance.
- **Dropout Prevention & Protocols**: Prior to a student dropping out, AHS is obligated to offer two meetings within 5 days of the tenth consecutive absence before withdrawing students. AHS requires a meeting with administration before allowing a student to unenroll.

Consequences for Absences: It is the distinct preference and intention of the school to have students regularly attend and meet with academic success. In some instances, the school principal or designee may apply consequences for student's absences, including but not limited to:

- **Restricted participation in extracurricular events** - students that are absent from school may not be able to participate in or attend club meetings, practices, rehearsals, games or any other school event.
- **Social Probation** - Prohibits students from attending or participating in extracurricular events for a period of time, typically 2-4 weeks.
- **Credit Loss** - students can lose some or all credit for a course or courses where they have exceeded 18 absences. Students that are at or close to their 18th absence may participate in an attendance **buy back** to prevent credit loss.

In addition to these consequences, absent students may encounter additional natural consequences as a result of their absence, whether excused or unexcused. Teachers plan lessons, group work, and interactive learning that rely on regular student attendance. When a student is absent, it can diminish the learning of their classmates, in addition to them falling behind and needing to catch up on missed work. Individual teachers have procedures for deadlines and extensions due to absences, and it is the responsibility of the absent student to meet the teacher's expectation for missing work.

Dismissal from School Dismissal notes must be brought to the main office before school on the day of the dismissal. Dismissal notes should include the same information as absence notes, a telephone number where a parent/guardian can be contacted and should indicate if the student plans to return to school that day. Student dismissal raises safety concerns to the school and disrupts the academic work of the classes. The assistant principal and/or her designee may approve dismissals on a case by case

basis. Emailed dismissal notes will only be accepted on an emergency basis. Dismissal requests over the phone will not be accepted.

Tardy to School A student who signs in past 7:46 am, or 8:46 am on a Wave Week Wednesday, or more after the start of homeroom requires a note signed by a parent or guardian explaining the reason for tardiness, and may not participate in athletic practices or contests or attend co-curricular events unless that tardy is excused. Tardy students may not enter first period without a pass. If a student accumulates 10 tardies in a term, the school will contact the parents/guardians by letter and/or telephone. If a student accumulates 15 tardies in a term, the student may be placed on Social Probation for a period of 4 weeks. Parking privileges will be revoked during this time, if appropriate. Tardy to school after the beginning of first lunch is considered and absence from school. Students dismissed prior to the beginning of first lunch will be noted as absent/dismissed unless the student returns to school.

TARDY TO SCHOOL AFTER THE BEGINNING OF FIRST LUNCH IS CONSIDERED AN ABSENCE FROM SCHOOL. STUDENTS DISMISSED PRIOR TO THE BEGINNING OF FIRST LUNCH WILL BE NOTED AS ABSENT/DISMISSED UNLESS THE STUDENT RETURNS TO SCHOOL.

Audio-Video Recording

The Abington Public Schools have a responsibility to maintain discipline and protect the safety, security, and welfare of our students and staff, while at the same time safeguarding District facilities, vehicles, and equipment. As part of fulfilling this responsibility, the Abington School Committee authorizes the use of audio-video/digital surveillance cameras in school building common areas, on and around school grounds and on vehicles under the control of the District which are transporting students. Digital or video recorder placements shall be based on the presumption and belief that students and staff have no reasonable expectation of privacy in public areas that occur in plain view of other students, staff, or bystanders. Signs shall be posted, to notify students, staff, and visitors that video or digital cameras may be in use. Parents and students shall also be notified through the student handbook and/or by other means that cameras may be in use. Students and others will be held responsible for any violations of school rules, District Policies and Procedures, or law recorded by the cameras.

Bell Schedules

Daily Bell Schedule – Day 1 means period 1 drops, Day 2 means period 2 drops, etc.
Period 7 replaces the dropped class.

BRIDGE BLOCK BELL SCHEDULE

Homeroom	7:25 am – 7:30 am
Period 1	7:33 am – 8:23 am
Period 2	8:26 am – 9:16 am
Period 3	9:19 am – 10:09 am
BRIDGE BLOCK/MENTOR GROUP	10:12 am – 10:53 am
Period 4	10:54 am – 12:11 pm
First Lunch	10:54 am – 11:19 am
Period 4A	11:21 am – 12:11 pm
Second Lunch	11:20 am – 11:45 am
Period 4B	10:54 am – 11:19 am; 11:46 am – 12:11 pm
Third Lunch	11:46 am – 12:11 pm
Period 4C	10:54 – 11:46 am
Period 5	12:14 pm – 1:04 pm
Period 6	1:07 pm – 1:57 pm

WAVE WEEK WEDNESDAY BELL SCHEDULE

Homeroom	8:25 am – 8:30 am
Period 1	8:33 am – 9:20 am
Period 2	9:23 am – 10:10 am
Period 3	10:13 am – 11:00 am
Period 4	11:03 am – 12:17 pm
First Lunch	11:01 am – 11:24 am
Period 4A	11:27 am – 12:17 pm
Second Lunch	11:28 am – 11:51 am
Period 4B	11:03 am – 11:28 am; 11:53 am – 12:17 pm
Third Lunch	11:54 am – 12:17 pm
Period 4C	11:03 am – 11:53 am
Period 5	12:20 pm – 1:07 pm
Period 6	1:10 pm – 1:57 pm

EARLY RELEASE BELL SCHEDULE

Homeroom	7:25 am – 7:30 am
Period 1	7:33 am – 7:58 am
Period 2	8:01 am – 8:26 am
Period 3	8:29 am – 8:54 am
Period 4	8:57 am – 9:22 am
Period 5	9:25 am – 9:50 am
Period 6	9:53 am- 10:18 am
Period 7	10:21 am- 10:46 am

2-HOUR DELAYED OPENING BELL SCHEDULE

Homeroom	9:25am - 9:30am
Period 1	9:33 am – 10:03 am
Period 2	10:06 am – 10:36 am
Period 3	10:39 am – 11:09 am
Period 4	11:12 am – 11:34 am
First Lunch	11:12 am – 11:34 am
Period 4A	11:34 am – 12:18 am
Second Lunch	11:34 am – 11:56 am
Period 4B	11:12 am – 11:34 am; 11:56 am – 12:18 pm
Third Lunch	11:56 am – 12:18 pm
Period 4C	11:12 am - 11:56 pm
Period 5	12:21 pm – 12:51 pm
Period 6	12:54 pm – 1:24 pm
Period 7	1:27 pm - 1:57 pm

Bullying Prevention and Intervention Policy for Abington Public Schools

The Abington School Committee and the Abington Public School District is committed to providing a safe and civil educational environment for all students, employees, volunteers and patrons which is free from harassment, intimidation, bullying, cyberbullying and retaliation.

The Bullying Prevention and Intervention Policy shall apply to students and members of a school staff, including, but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, paraprofessionals and appointed volunteers.

Policy:

The Abington Public School District, in accordance with the General Laws of Massachusetts, Chapter 71, §37O, prohibits bullying in any form.

Acts of bullying, which include cyberbullying, are prohibited:

(i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by the Abington Public School District, andt6

(ii) at a location, activity, function, or program that is not school-¬related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school. Nothing in this Policy requires the district or school to staff any non-school related activities, functions, or programs.

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

Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §§ 37H or 37H1/2, M.G.L. Chapter 76 § 5 or other applicable laws or school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct or behavior.

I. Definitions

Bullying is defined as the repeated and intentional use by one or more students or by a member of a school staff including, but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target. Bullying is characterized by an imbalance of physical, psychological or emotional power, 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 themselves 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.

For purposes of this section, bullying shall include cyberbullying.

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

Perpetrator is defined as a student or a member of a school staff, including, but not limited to, an educator, administrator, counselor, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation. For purposes of this Policy, the term "aggressor" will have the same meaning as "perpetrator".

Cyberbullying is defined as bullying through the use of technology or any electronic communication. See M.G.L. c. 71, § 370 for a complete legal definition of cyberbullying.

Where the term "bullying" is used in this document, it is intended to encompass both "bullying" and "cyberbullying" as defined above.

Retaliation is defined as any form of intimidation, reprisal, or harassment, directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

II. Leadership

The Abington Public School Department's administration, faculty and staff will, in conjunction and cooperation with each school building's Student Support Team (SST) review, develop and oversee bullying prevention and intervention efforts.

- As required by M.G.L. c. 71, § 37O, planning is reviewed and developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians.
- At least once every four years beginning with 2015/16 school year, the district will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the school or district will annually report bullying incident data to the Department.
- It is recognized that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic, status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics. Specific steps will be taken to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

III. Procedures for Reporting Bullying and Retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school staff member is required to report immediately to the Principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school staff members, may be made anonymously. The school district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a voicemail box, a dedicated mailing address, and an email address.

A. Reporting by Staff

A staff member will report immediately to the Principal or designee when they witness or become aware of conduct that may be bullying or retaliation. The requirement to report to the Principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

B. Reporting by Students, Parents or Guardians, and Others

The Abington Public School District expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the Principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the Principal or designee. The Principal or designee will consider the following when addressing a student involved in an act of bullying or retaliation:

Acknowledge student's feelings

Determine if there are safety issues that must be addressed immediately

Staff member completes incident report and gives to designated administrative staff member

If a report is anonymous:

Determine if there are safety issues that must be addressed immediately

Staff member completes incident report and gives to designated administrative staff member

IV. Procedures for Investigating Reported Bullying or Retaliation

Before fully investigating the allegations of bullying or retaliation, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; predetermining seating arrangements for the target and/or

the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The Principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

The safety of all students involved in the alleged incident will be monitored at all times.
Interview Procedure:

- Interview the target and the alleged aggressor separately
- Identify the problem
- Determine if incident is repetitive in nature
- Protect the target's confidentiality when possible
- In case of denial or if further information is needed, interview witnesses.
- Make the alleged aggressor aware of consequences of retaliation against target and reporter
- Encourage reporting of future incidents
- Document all interviews

V. Procedures for Follow-Up of Investigating Reported Bullying or Retaliation

The Principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Prohibition of Retaliation

It will be explained to the target, aggressor, and where appropriate, the witnesses that any retaliation taken by any party against any other party as a result of the reporting of the incident is strictly forbidden and could be subject to school and/or legal action.

Insufficient Evidence

If there is insufficient evidence that the situation meets the definition of bullying, inform the parties involved and continue to monitor the situation. Refer to the Student Handbook for further disciplinary action if applicable.

Target Safety

The target's need for protection will be assessed and addressed. A post incident conference with the target will be held during which the target will be reassured of his or her safety and steps taken to prevent further occurrences.

Disciplinary Action Procedure

In cases where it is determined that disciplinary action is needed the Principal or designee shall assign such consequences as are outlined in the Student Code of Conduct within the Student Handbook.

Notification of Parents

Parents of the alleged aggressor and target should be contacted as soon as possible following the conclusion of the investigation or the end of the student day, whichever comes first.

The Principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

Student Support Team (SST) Follow-Up
Following the conclusion of the investigation, the case will be brought to the building level Student Support Team. SST will discuss further needs of the target, aggressor, appropriate family members of the involved students and any witnesses and determine if further services and/or referrals to outside services are necessary. When appropriate, additional staff members will be notified such as: special education, general education, and support staff.

Special Education Process: Students on an Individual Education Plan (IEP)
An Act Relative to Bullying in Schools, Section 7
"For students identified with developmental or mental disabilities, the IEP team must consider and specifically address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing. (see M.G.L.C. 71B, 3, as amended by Chapter 92 of the Acts of 2010)

Whenever the IEP Team evaluation indicates that a student's disability affects social skills development or when the student's disability makes them vulnerable to bullying, harassment, or teasing, the IEP must address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

Reporting of Criminal Acts Relative to Bullying
Should it be determined that a crime has been committed in the act of bullying and/or cyberbullying, the Principal or designee will contact the Superintendent of Schools then the Abington Police Department in accordance with the Memorandum of Understanding.

False Accusations
If it is determined that a student has knowingly provided a false accusation of bullying or retaliation, such action will be considered in itself an act of harassment or bullying/retaliation. An appropriate consequence will be assigned as outlined in the Student Code of Conduct within the Student Handbook.

Notification of Other Districts
If the reported incident involves students from more than one school district, the Principal or designee will promptly notify the Principal or designee of the other school or district. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

VI. TRAINING AND PROFESSIONAL DEVELOPMENT

The Abington Public Schools is dedicated to providing ongoing professional development for all staff, including, but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. Our plan for providing professional development reflects the requirements under M.G.L.c.71,§ 370.

A. Annual Staff Training

Abington Public Schools has committed to train faculty representatives through the Massachusetts Aggression Reduction Center (MARC) at Bridgewater State University. This training is approved by the Massachusetts Department of Elementary and Secondary Education, and is grounded in the research and best practices of Bullying Prevention and Intervention. Through this "Train-the-Trainer" Model, faculty representatives will serve as liaisons to all staff.

B. Ongoing Professional Development

The bullying prevention and intervention policy includes ongoing, research-based professional development to build the skills of all members of school staff, including but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development includes:

1. Developmentally appropriate strategies to prevent bullying incidents;
2. Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
3. Information regarding the complex interaction and power differential that can take place between and among the aggressor, the target, and any witnesses to the bullying;
4. Research findings on bullying;
5. Information on the incidence and nature of cyberbullying; and
6. Internet safety issues as they relate to cyberbullying.

C. Written Notice to Staff

All Abington Public Schools' employees will be provided a copy of the Bullying Prevention and Intervention Policy. It will also be available as an electronic document on the Abington Public Schools' Website at www.abingtonps.org.

D. Parents and Guardians

Parents and Guardians will be informed about the bullying prevention and intervention curricula used by the school district or school including:

1. How parents and guardians can reinforce the curricula at home and support the school or district policy;
2. Dynamics of bullying; and
3. Online safety and cyberbullying.

Parents and guardians will also be notified in writing each year about the student-related sections of the Bullying Prevention and Intervention Policy, in the language(s) most prevalent among the parents or guardians. School- or district-specific approaches to collaboration should take into account age, climate, socio-economic factors, linguistic, and cultural make-up of students and the parents.

The school or district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the PTO, School Councils, Special Education Parent Advisory Council, or similar organizations.

Each year the school or district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The school or district will send parents written notice each year about the student related sections of the Policy and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The Abington Public Schools will post the Policy and related information on its website at www.abingtonps.org.

VII. Problem Resolution System:

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: http://www.doe.mass.edu/pqa, emails can be sent to

compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

Hazing

Massachusetts General Laws—Chapter 269 S.17. Crime of Hazing: Definition: Penalty
Whoever is a principle organizer or participating in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

C.269, S.18. Duty to Report Hazing

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

C.269, S.19. Hazing Statutes to Be Provided; Statement of Compliance and Discipline Policy Required

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

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, 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 a report.

Cancellation of School

Cancellation of school announcements will be broadcast over radio stations WBZ (103 AM), WHDH (85 AM), WBET (1460 AM), WMSX (1410 AM), WBUR (90.9 FM), WATD (95.7 FM), WJDA (1300 AM), WRKO (68 AM), WCAV (97.7 FM) and WPLM (1390 AM, 99.1 FM) and TV channels 4 (WBZ), 5 (WCVB), 6 (FOX), and 7 (WHDH). Please do not telephone and tie up necessary school, police or fire phone lines. Cancellation and 2-hour delay notices will be broadcast

over the stations after 6:00 a.m. Cancellations and 2 hour delays may also be announced by social media and automated telephone message. When they occur, 2-hour delay schedules are posted in each classroom and in the main office.

Computer, Network, Internet and Email and Other Forms of Electronic Communication: Acceptable Use Policy for Students of the Abington Public Schools

The Internet is a vast, global network linking computers at universities, schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files of educational value are available for downloading. Because of its enormous size, the Internet's potential is without boundaries. It is possible to speak with prominent scientists, world leaders, and close friends. With such great potential for education also comes the potential for abuse. It is the purpose of the guidelines to make sure that all who use the Abington Public Schools' Computer Network, which includes Internet access and electronic mail capability, use this resource in an appropriate manner.

The Abington Public Schools' Technology Network, which includes Internet access, electronic mail capability, voice mail, telephones, fax machines, laptops etc., exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. Although limited personal use of these systems is authorized, provided it does not interfere with any students' work or the business of the Abington Public Schools, the user acknowledges that they have no expectation of privacy in connection with the use of these systems or with the transmission, receipt, or storage of information on these systems. The Abington Public Schools' computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Abington Public Schools' community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior, as stated in student handbooks, and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner. Discipline will be imposed pursuant to the student disciplinary code as set forth in the school's student handbook.

The Abington Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents or guardians should be aware that their child's level of access to the Internet will depend on that child's grade level. The following is a description of the manner in which the Abington Public Schools intends to incorporate network use and Internet access in the schools:

a. Grades kindergarten through two. During school time, teachers of students in grades kindergarten through two will guide them toward appropriate materials. Internet access at these grade levels will be limited to teacher-directed and teacher-demonstrated use.
b. Grades three through eight. Students at these grade levels may have the opportunity to conduct research via the Internet in the classroom, only during directly supervised instruction.
c. Grades nine through twelve. Students in grades nine through twelve may be given individual access passwords and may have the opportunity to access the Internet and conduct independent research on the Internet, both during classroom instruction and outside of classroom instruction.

The Abington Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. Through the use of suitable technological safeguards, education, supervision, and responsible use, the Abington Public Schools believes that the Internet can be used safely and effectively.

In order for a member of the Abington Public Schools' community to use the computer network, s/he must read the following rules and sign the version of the User Contract appropriate to the user's grade level. Students in grades kindergarten through two are not required to sign the User Contract because they will not be accessing the Internet or using e-mail individually. For users under the age of 18, the User Contract must be signed by a parent or guardian.

The Abington Public Schools use a filter to restrict minors' access to materials that might be harmful to them. The employment of this filter and this Acceptable Use Policy ensure that the Abington Public Schools meet the requirements of the Children's Internet Protection Act.

Rules:

1. ***Network access is a privilege, not a right.*** The use of the network must be consistent with, and directly related to, the educational objectives of the Abington Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Abington Public Schools and could also result in criminal prosecution where applicable. The Abington Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Abington Public Schools' computer network.
2. ***Violation of this Acceptable Use Policy include, but are not limited to, the following conduct:***
    a. Communicating or generating material that causes a person to fear for their own safety, the safety of others or is designed to insult a person or will likely injure a person's reputation by exposing them to hatred, contempt or ridicule commonly referred to as cyber bullying.
    b. Intentionally placing unlawful or inappropriate information on a system
    c. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
    d. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
    e. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "list serves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
    f. Participating in other types of use which could cause congestion of the network or interfere with the work of others.
    g. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
    h. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
    i. Accessing any prohibited sites on the Internet.
    j. Revealing one's own personal address or telephone number without authorization.
    k. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
    l. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
    m. Attempting to harm, modify or destroy data of another user.
    n. Exhibiting any other action whatsoever which would in any way subject the user or the Abington Public Schools to any civil or criminal action.
    o. Discussing highly sensitive or confidential school department information in e-mail communications.
    p. Using the Abington Public Schools' technology network to buy, sell or advertise anything.
    q. Accessing unauthorized discussion groups or "chat rooms."

r. Using the Abington Public Schools' technology for gambling.
s. Using the Abington Public Schools' technology network for political campaigning purposes, including attempt to influence ballot questions or to promote or oppose a candidate for public office.
t. Failing to log off the computer network at the conclusion of a work session or at the request of system administrator.
u. Using the computer network for recreational purposes or activities relating to personal hobbies.
v. Behavior or use that is in violation with any other Abington Public Schools policies or handbooks.

3. ***The Abington Public Schools assumes no responsibility for:***
   a. any unauthorized charges or fees, including telephone charges, long distance charges,
   b. per minute surcharges and/or equipment or line costs.
   c. any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
   d. any cost, liability or damages caused by a user's violation of these guidelines.
   e. any information or materials that are transferred through the network.
4. The Abington Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Abington Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
5. All messages and information created, sent or retrieved on the network are the property of the Abington Public Schools. Electronic mail messages and other use of electronic resources by students and staff are also the property of the Abington Public Schools and should not be considered confidential. While the Abington Public Schools does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. The user, also, understands that use of the Abington Public Schools technology will not use code, access a file, or retrieve any stored communications on any of the systems unless authorized by Abington Public Schools.
6. The Abington Public Schools strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In such event, the user's network access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.
7. Because of size, many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Abington Public Schools' Technology Network, they shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
8. Should a user, while using the Abington Public Schools' Technology Network, encounter any material that they feel may constitute a threat against the safety of fellow students, staff members or the property of the Abington Public Schools, that user is obligated to report the discovery of such material to a teacher or to the Principal.
9. The Abington Public Schools' administration reserves the right to amend this policy at any time without prior notice. Users will be notified in writing of any amendments to this policy.

Laptop Care and Use Policy Guide: A Resource for Students and Parents/Guardians

Abington Public Schools Vision

"The Abington Public Schools (APS), in partnership with families and the community, is a model school system that provides opportunities for all students to think critically and creatively, communicate effectively, and act responsibly to achieve their highest potential in academics, arts, and athletics. We are dedicated to providing state of the art resources for teaching and learning, technology, and facilities in an environment that is safe and supportive, enabling students to become life-long learners. Our students are prepared to face the challenges of the future in an ever-changing world."

The effective and meaningful use of technology integrated across all curricula will enhance the quality and scope of teaching and learning and create the environment for students to be digitally literate, gain the critical thinking skills and the knowledge and experiences essential for their success today and in the future.

Receiving Your Laptop/ Distribution of Laptops
Laptops will be issued to students in Grades 9 at the start of school year per the schedule determined by AHS. All students who have received a laptop will retain possession of the device through the school year and summer and are responsible for caring for the device at all times. **Students and Parents/Guardians are required to sign-off on the Laptop Care and Use Policy Guide, included in the student handbook, before students are allowed to take their laptop home.**

Transfer/New Student Distribution
All transfers, new students or students that miss the summer/fall distribution will receive a laptop from their school's guidance department or office. Both students and their parents/guardians must sign the Laptop Care and Use Policy Guide prior to picking up a laptop.

Taking Care of Your Laptop
Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Library Media center as soon as possible so that the problem can be taken care of properly. District-owned laptops should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their laptops unattended except when locked in their locker.

General Precautions
- Laptops should be used for educational purposes only.
- No food or drink should be near the laptops.
- Cords, cables, and removable storage devices must be inserted carefully into laptops.
- Laptops should not be used or stored near pets.
- Laptops should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter.
- Laptops should not be used with the power cord plugged in where the cord may be a tripping hazard.
- Laptops must remain free of any inappropriate content both on the laptop hardware (cover) and software.
- Heavy objects should never be placed on top of laptops.
- Always Transport laptops with care and in the protective case. Never lift laptops by the screen. Never carry laptops with the screen open.

Screen Care
- The laptop screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a laptop when it is closed.
- Do not store a laptop with the screen open.
- Do not place anything inside the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g., pens, pencils, etc.).
- Only clean the screen with a soft, dry microfiber or anti-static cloth.

Using Your Laptop at School
- Students are expected to bring a fully charged laptop to school every day and bring their laptops to all classes unless specifically advised not to do so by their teacher. Loaner devices are not available for students who forget their laptop.

Laptop Service
- Loaner laptops will be issued to students that require a repair to their laptops. Laptops in need of repair should be brought to the Library Media Center to swap with a loaner laptop.
- Repaired laptops will be returned to the Assistant Principal and the student will be called down to the Main Office to pick up their repaired device.

Daily Laptop Use Expectations
- Laptops should be brought to school each day with a full charge.

- Inappropriate media may not be used as laptop backgrounds or themes. The presence of such media will result in disciplinary action.
- Sound should be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own set of headphones for sanitary reasons. APS will provide one pair of earbuds for student use when the laptop is initially provided. Replacement earbuds can be purchased for $10 from the appropriate school office.
- Students will log into their laptops using their school-issued account. Students should never share their account passwords with others, including faculty and staff.
- All student work will be stored in Internet/cloud-based applications (OneDrive) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The district will not be responsible for the loss of any student work.

Using Your Laptop Outside of School
Students are encouraged to use their laptops at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of laptop use; however, some applications can be used while not connected to the Internet. Students are bound by the Abington Public Schools Acceptable Use Policy, Administrative Procedures, and all guidelines wherever they use their laptops.

Content Filter
The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All laptops, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

Location Information
The APS provided laptops will be equipped with location tracking software to help APS track the location of any laptop reported missing or stolen. If a laptop is suspected to be stolen or missing, the theft/loss should be reported to the Library Media Center immediately.

General Laptop Requirements
No software should be installed by students at any time on their laptop. Attempts to circumvent install protections may result in loss of laptop privileges. Students may not use or install any operating system on their laptop other than the current version of Windows that is supported and managed by the district.

All laptops will be labeled with an Abington asset tag. The asset tag indicates the laptop is property of the Abington Public Schools and links it to the student to whom the specific laptop has been assigned. Asset tags may not be modified or tampered with in any way. Families may be responsible for the full replacement cost of a laptop with a damaged or missing asset tag.

Each student will be assigned a designated laptop during their time in the Abington Public Schools. This device will be used across multiple school years. Take good care of it!

All laptops in need of repair must be brought to the Library Media Center as soon as possible. The Library Media Center will provide a loaner laptop and the Technology Services Department will engage in repair of the student laptop. APS reserves the right to pursue financial compensation for any laptop loss or damage deemed malicious in nature to a district owned laptop.

The following are approximate costs of laptop parts and replacements:

Replacement device - $450.00
Replacement case/Bag - $25.00
Replacement charger - $45.00

In the event that a student damages their device in a manner that is deemed accidental, appropriate repairs will be made to the device for the first instance of accidental damage. In the case that a student damages their device more than once, the following costs will apply for repair of the device:

Replacement device - $450.00
Replacement screen - $85.00
Replacement keyboard -$40.00

Appropriate Uses and Digital Citizenship
School-issued Laptops should be used for educational purposes only and students must adhere to the Abington Public Schools Acceptable Use Policy, all its corresponding administrative procedures and the Laptop Care and Use Policy. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines.

Privacy Expectations
All use of school issued laptops will be monitored and logged by APS.

On Campus Laptop Use
All computing devices on the school network are protected via a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites searched and accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

Off Campus Laptop Use
When laptops are being used off school grounds devices will continue to be monitored and filtered with our security tools.

a. Laptops will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.
b. Each laptop has a tracking device and theft prevention service in use.

At no time will any member of the Abington Public School staff have the ability to manipulate the laptop webcam in any way.

Returning Your Laptop
Abington Public Schools will collect laptops at the end of student enrollment, either upon graduation or withdrawal from the school district. Laptop return for seniors will be completed during the high school graduation process per schedule determined by AHS.

Transferring/Withdrawing Students
Students that transfer out of or withdraw from the Abington Public Schools must turn in their laptops, cases, power supplies, and any other equipment issued with the laptop to their appropriate office on their last day of attendance. Failure to turn in the laptop will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

Community Eligibility Provision

Abington Public Schools (APS) is participating in the Community Eligibility Provision (CEP) of the National School Lunch Program. This special provision means that families are no longer required to complete a meal benefit application, and all our students have access to breakfast and lunch at no cost. With the implementation of the Community Eligibility Provision (CEP) for the 2026-2027 school year, fee waivers for transportation, athletics, and other applicable areas will primarily be based on Direct Certification. Direct Certification is the process by which school districts certify students who are members of households receiving assistance from SNAP, TANF/TAFDC, or FDPIR, as eligible for free meals without further application. Direct Certification is based on information provided by the state agencies administering these benefit programs.

If you do not qualify for the Direct Certification benefit and are experiencing financial hardship, please complete the district's hardship application to be considered for assistance with district fees. This form can be found at www.abingtonps.org .

District Mission Statement

The mission of the Abington Public Schools is to provide all students with relevant, challenging educational experiences to prepare them to be engaged, responsible citizens and members of the global community.

Early Graduation

Most students find that the time required to complete their high school program is four years. Under extenuating circumstances, provisions can be made for students to be eligible to receive a diploma after three years. All course, credit and state testing requirements must be met. Parents must request in writing that the student be considered for early graduation. The Principal and Guidance Department will consider each case individually. Please note that early graduates are not factored into class rank; however, they will be given an unweighted GPA.

Eighteen-Year-Old Rights

Students who are eighteen years old or older have the legal rights of an adult. Where the rights and/or responsibilities of a parent or guardian are referred to in this handbook, it is understood that they include students who are eighteen years old or older. A student who is eighteen years old or older may act with the same rights and responsibilities of a parent or guardian, following procedures outlined within the handbook in such areas as:

-attendance and grade reporting;
-decisions about course selections;
-decisions about testing available through guidance services;
-decisions about withdrawal from school;
-absences, tardy and dismissal notes and permission forms;
-disciplinary proceedings

With regards to student records, the 18-year-old student's rights should be recognized over the parent's if a conflict arises to parent and student rights. However, a parent shall retain the right to access their student's records, but not to release the records if the 18-year-old student has advised the building Principal in writing of their sole authority to authorize release of records.

Electronic Equipment

The use of communication or recording features on cellular devices, eyewear or earbuds during instructional time, or in a disruptive manner in the school atmosphere, is prohibited. Each teacher may collect cell phones or other electronic devices for the duration of the period. Teachers have the right to allow the use of mobile devices (e.g. cell phones, laptops, iPods, and personal data assistants) or earbuds during instructional time for educational purposes. Students who utilize cell phones, AI or wifi/cellular enabled eyewear or earbuds in a disruptive manner, in an unapproved manner, or during class at an inappropriate time will follow the discipline protocol for non-compliance. Video and audio recording through cell phone or eyewear electronic use is not permitted at any time without prior approval of an administrator. Failure to comply may result in suspension.

Emergency Dismissal or Evacuation
If a determination is made that an emergency dismissal is necessary, high school students will be dismissed and sent home. If the need arises for an emergency evacuation, the Frolio School has been designated as the alternate school site.

Emergency Plans
Accidents are undesirable, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety. The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety. The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety. Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

English Language Learner Education Program
The goal of Abington's English Learner program is to provide all students with appropriate and challenging educational programs that are in alignment with Abington Public School's Mission and Guiding Principles. The procedures outlined in our English Language Education program take into account federal and Massachusetts' laws and guidelines about educating English Learners in the public schools. Any student who indicates any language other than English on their home language survey will be tested for English language proficiency

Equal Educational Opportunities
In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, homeless status, sexual orientation or physical and intellectual differences. To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows: No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, homeless status or sexual orientation. This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

Field Trips and School Sponsored Trips
The Abington School Committee (School Committee) recognizes that first-hand experiences provided by field trips and school-sponsored trips (field trips) are an extension of the classroom

experience that expand and reinforce concepts learned in the classroom and can provide new and unique experiences not available in the classroom setting. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their learning in ways different from those typically available in the classroom. A field trip is student travel away from school premises that is approved by the school district through established procedures for the purpose of curriculum-related study, co-curricular activities, or interscholastic programs

Students attending a school sponsored trip such as International travel or music trips may not be suspended for participating. However, it is important to note that students playing time may change at the coaches' discretion (including not playing at all) upon their return for a variety of reason (conditioning, safety, change in line ups, other players earning more time, new game plans, etc.).

International Study Abroad Trip

Application and Selection Process

Criteria for Selection

- Essay and/or short answer questions (blind)
- Teacher/Coach/Advisor input will be solicited by questionnaire
- Administrative input will be solicited regarding conduct and attendance history

Students will be chosen based on the criteria outlined above

- Students who do not meet the criteria will not be accepted and be notified in writing
- Students who meet the criteria for travel will be accepted without further process or, in the case that there are more eligible applicants than there are travel slots available, students will be placed into a lottery.

Lottery Process

- Students will be notified in writing of the results in the event of a lottery.
- Students who are not selected in the lottery:
  - May choose to travel on another trip with open travel slots offered within the same year
  - May choose to be put onto a waiting list should their first choice have slots become available
  - Will be the first selected travelers on future trips if their application continues to meet the eligibility standard

Fire and Safety Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instruction. Students should follow posted safety procedures. The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

Graduation Speakers

The highest-ranking student at the end of the third term of their senior year will give the class Valedictory address at the graduation ceremony. Only grades earned at Abington High School will be used when calculating class rank. Class rank will be completed again at the end of the senior

year. In order to qualify to be the Valedictorian a student must be enrolled at Abington High School since the beginning of Grade 11. Additional speakers will be chosen by a volunteer committee consisting of administrators, faculty and students who will determine the graduation program.

Homeroom

Students are assigned to advisory classes for the purpose of taking daily attendance and disseminating information. From time to time, advisory periods will be scheduled where students may attend presentations or participate in school functions.

Homework

Homework is designed to supplement classroom instruction and to provide students with practice in skill development beyond the regular class period. Students are expected to be prepared for all classes. Several hours of homework may be assigned each day so students should make careful choices about commitments beyond the school day. Academic responsibilities must be a priority, and students must be able to balance academics with the other parts of their life. The guidance counselor can be contacted if the student is absent for an extended period of time. Homework in high school will be given on a regular basis and may not always include a written assignment.

Students should expect that homework may vary among the following types:

- Preparation homework: getting ready before the classroom lesson (e.g., read pages from a social studies textbook and prepare discussion questions based on that reading for the next class)
- Practice homework: practicing a concept or skill after it is taught (e.g., writing a new ending to a short story that has been recently read, being sure that the ending is a logical fit)
- Extension homework: transferring an idea or skill to a new or different situation (e.g., after studying a historical period, students write a newspaper article depicting a strike)
- Creative homework: putting together, analyzing, synthesizing or evaluating concepts or skills in new and different ways (e.g., create a new invention).

Students, teachers and parents have different responsibilities to ensure that students benefit from assigned homework. Certain tasks must be carried out consistently if students are going to become better learners

Teachers are encouraged and expected to:

- give homework assignments that are clear, of a reasonable length, challenging, varied and related to the work of the class;
- provide for varied abilities among the members of the class;
- inform parents and students of their homework policy (duration, frequency, etc.);
- assess homework consistently and provide feedback to students about their success on homework.

Parents/Guardians are encouraged and expected to:

- encourage the student to assume responsibility for completing homework assignments;
- provide the student with a time and place to complete homework assignments without distractions;
- contact the teacher if a question or concern surfaces;
- take an active part in the supervision of the student completing the assignment to model the importance of homework and to promote good study habits;
- utilize student/parent portal to view students' progress

Instructional Materials

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Abington Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual

orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

Library/Media Center

The Abington Middle / High School Library supports students and faculty by providing a collection of materials, both print and electronic, to implement and enrich curriculum and to help ensure students are effective finders, users, and ethical producers of information. The Library also strives to promote reading for pleasure.

The Library supports the Technology Department by being the contact point for laptop troubleshooting and repair. Library staff help students begin the Technology Department's Ticket process. If students have a hardware issue, they should bring the device to the library to begin the repair process. Students with a broken device will in most cases, be issued a "loaner" computer. Unfortunately, day loaner computers are not available for students who forget their laptops.

During the school day, the library is home to VHS (virtual high school) and yearbook students who work independently. The library also welcomes students who choose to visit from their Learning Centers. We welcome an unlimited number of National Honor Society members each period and three non-NHS members from each learning center. We are both a Middle School Library and a High School Library and the library staff work with students from both schools.

The library provides access to e-books and audiobooks for students through the SORA app. We also have numerous databases. The library's electronic resources can be accessed at the Library Media Center (LMC) website. The library's print collection can be accessed using Destiny. Students may place holds on materials and have them delivered to their classroom by the library staff."

List of Central Office Staff and School Committee

Felicia Moschella, Superintendent: (781) 982-2150
Christopher Basta, Assistant Superintendent: (781) 982-2150
Sarah J. Gainey, Director of Finance and Operations: (781) 982-2150
James Robbins, Director of Student Services: (781) 982-2150

Chair ..... Melanie Whitney
Vice Chair ..... Pamela Neely
Secretary ..... Heidi Hernandez
Member ..... Christopher Coyle
Member ..... Caroline Ellis

Lockers

Abington High School assumes no responsibility for lost or stolen items. Students are required to keep their locker doors locked and accept responsibility for the condition of the locker. Students are required to maintain the cleanliness of locker and gym locker. The locker will be surrendered to the school at the end of the year in "as found" condition with reasonable wear and tear excluded. If at the end of the school year, the locker is not returned in this condition, a student will pay the cost to have it restored.

Media Release for Students

From time to time, students may be asked to be interviewed, photographed, and/or videotaped as part of school events. To allow this to happen we need to have the permission from the student's parents or guardians. By signing permission on the Basic Information Sheet, you are indicating that

you are agreeing to allow your child to participate in these activities and granting use of such materials that may result.

Mission Statement and Expectations of Abington High School

Our mission is to provide a learning environment that promotes the intellectual, artistic, physical, cultural, and emotional development of our students. We seek to create an educational experience based upon a curriculum reflecting the standards set forth in the Massachusetts curriculum frameworks. Recognizing and serving individual differences, interests and abilities, our educational community aims to prepare students to become informed, skilled and responsible citizens. Our students will:

COMMUNICATE effectively through speaking, writing the arts and technology.
DEMONSTRATE high level thinking skills to reason and problem solve.
WORK toward mastery of course specific content.
PARTICIPATE productively in their own educational progress.
ACT with respect toward the people, property and safety of our school community. EXHIBIT appropriate social behavior that reflects kindness and tolerance.

Nondiscrimination

The Abington Public School System is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. The contents of all Abington Public Schools publications are available upon request in languages other than English.

Observations of Special Education Programs

1. Parents' request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Director of Student Services or designee and/or Principal.
2. The Director of Student Services or designee shall contact the parent(s) for initial scheduling conversation within five (5) days of receipt of the parents' request.
3. When a parent requests an observation of a special needs student or program, the Director of Student Services or designee will seek approval from the building Principal before it is processed. Such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The Director of Student Services or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.
8. The observer will be informed not to interfere with the educational environment of the classroom. If the observer presence presents a problem, the observer will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
9. The observer will be asked to submit a report of the observation in advance of any follow-up TEAM meeting.
10. The observer will be informed the purpose is to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. The observer is not there to evaluate a teacher's ability to perform contractual job duties.
11. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of

students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.

12. A school administrator, or designee, also will observe at the same time and take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period. This observation summary will be placed in the student's file and provided to the parent(s) prior to any follow up TEAM meeting

Parental Notification Relative to Sex Education

Massachusetts General Laws Chapter 71, Section 32A, known as the Parental Notification Law, requires that parents and guardians be notified about any curriculum that primarily involves sexual education. The grade 9-12 comprehensive Health Education curriculum which incorporates the State's Health Frameworks has been developed by our professional staff under the guidance of the Community Health Education Advisory Council. The primary goal of the courses is to continue efforts begun in earlier grades to promote the health and well-being of our students and to help them make wise and informed decisions during their teenage years and beyond.

Sex education is part of the health education curriculum in Grades 9-12 including topics such as puberty, dating, relationships and communication skills, pregnancy, birth control, abortion, homosexuality, prevention of HIV/AIDS and other sexually transmitted diseases and prevention of sexual abuse. The instructional materials used for the course include a district curriculum package, a set of class texts, various handouts and video presentations. If you would like to review these materials at the school, please call the high school office to arrange a convenient time to do so.

During the course, students will be able to ask questions which will be answered factually and in an age-appropriate manner. Each student's privacy will be respected and no one will be requested to reveal personal information. Material will be presented in a balanced, factual way that makes it clear that people may have strong religious and moral beliefs about issues such as birth control and abortion, and that these beliefs must be respected.

Under Massachusetts Law and School Committee Policy, a parent/guardian may exempt a student from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption, parents should mail a letter to the Principal requesting an exemption for the child. No student who is exempt from this portion of the curriculum will be penalized. An alternative assignment may be provided to students who are exempt.

PPRA Notice and Consent/Opt-out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. & 1232h, requires Abington High School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following areas ("protected information surveys"):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing survey"), and certain physical exams and screenings. If you wish

to review any of the survey instruments or instructional materials used in connection with any protected information or marketing survey throughout the school year or have your child opt out of participation, please submit a written request to the building Principal by September 15.

The school hereby notifies parents/guardians that unless a written request is received in the office of the Principal, the school will assume the right to administer any survey and/or instructional material used in connection with any protected information or marketing survey it deems appropriate.

School-Based Automated External Defibrillation

Under the Commonwealth of Massachusetts MGL Chapter 112 Section 12V persons who provide AED emergency services in accordance with this law, shall not be liable for acts or omissions, other than for gross negligence or willful or wanton misconduct resulting from the rendering of such emergency cardiopulmonary resuscitation or defibrillation.

The Abington Public School District will have at least one Automated External Defibrillator (AED) available in each of its schools – Abington Middle/High School, Woodsdale Elementary School, Beaver Brook Elementary School, and the Early Education Program, for use by trained staff members for cases of sudden cardiac arrest (SCA). The Abington Public School District will define and establish standard operating guidelines that are required by the Massachusetts Department of Public Health in order for the school district to acquire, maintain and utilize Automated External Defibrillators (AED). Only trained and certified CPR/AED staff are authorized by the school district to use an AED. All certified CPR/AED staff must maintain certification that meets or exceeds the standards established by the American Heart Association or equivalent and participate in practice drills annually. This policy does not create an obligation to use the AEDs nor create any expectation that either an AED or trained employee will be present at every event.

School Hours (7:25am – 1:57pm)

Once a student has arrived on the school campus, whether by bus, car, or walking, they are to immediately enter the school building to prepare for the start of the day. Students are supervised between 7:10 AM and 2:10 PM. Students arriving before 7:10 AM or staying after 2:10 PM, unless for a specific extracurricular/athletic event, or with instructor, do so at their own liability. No student should be in the building or on school grounds after 2:10 PM dismissal, unless they have a legitimate reason, such as make-up work, detention, extracurricular activities, athletics or employment by the school, etc.

School Property

Students have a responsibility to keep the school building, its furnishings, and all textbooks and materials in their possession free from needless destruction and mistreatment. Any student who marks, damages, mutilates or destroys any school property will be required to make financial restitution and will face the possibility of court action. Students who have outstanding financial obligations will not be issued a locker the following school year. Seniors with outstanding obligations will not be allowed to participate in the graduation ceremony.

Student Drug/Alcohol Involvement

To ensure the health and safety of students in school and at all school functions, Abington High School has a zero-tolerance policy regarding the use or possession of alcohol or other drugs. The school will continue to be aggressive with consequences as well as education, intervention, and support. Students should only ride in a vehicle not in violation with state, local and/or school alcohol and drug policies being violated. Recent experiences in many high schools involve students who find themselves in a car containing alcohol. As difficult as this is for high school students, they

must ask questions and be clear with the drivers and passengers before entering a car to ensure that alcohol or other drugs are not present anywhere in the vehicle. If a student is aware that alcohol or drugs are present, they should remove themselves from the vehicle or situation as safety allows.

Staff, students and parents work very hard to promote and to plan activities that are safe, legal and fun. Out of respect for the efforts of the people who have worked so hard to create these events, and out of concern for the safety of their peers, students need to make a commitment not to use alcohol or other drugs before or during school or school functions. Alcohol and other drugs should never be present at school or any school function including those that take place off campus.

Students exhibiting signs of having consumed alcohol such as glassy eyes, slurred speech, unsteadiness on the feet, or the emission of an alcoholic odor may be required to take a Breathalyzer test administered by a school administrator. If a student tests positive for alcohol, they will receive two additional opportunities to take the test. Students who test positive for alcohol, or students who refuse to take a Breathalyzer test upon determination that there is reasonable cause to suspect they have consumed alcohol, will be subject to all school rules relating to the use and/or possession of alcohol.

Student E-Mail Policy

Abington High School is proud to partner with Microsoft Live@Edu, a program for Education that is used by thousands of schools and universities worldwide to make email and collaboration tools available for students. Email accounts are required by many web-based educational tools, and also allow students and teachers to communicate and collaborate in a safe and structured manner with their class.

Student Email Accounts

To ensure equal access for all students and comply with online safety laws protecting children 13 and under, the District will only provide accounts to students 13 years of age and older. District staff has carefully considered student online safety in setting up the procedures and rules for the use of these accounts.

Acceptable Use

Before your child receives an account, the Abington High School Media Center Specialist/Librarian will teach students how to access their account, who can see email messages, and how accounts may be used in compliance with our Computer and Internet Acceptable Use Policy. Students will also receive additional training on the safe use of web based email and general internet safety. Parents are also encouraged to talk with their child at home about online manners and appropriate safe use of the internet as well.

Students should consider their school email as an extension of the classroom and its use is subject to the same policies, rules and expectations. Student email should only be used for school work, and is subject to review by school administration. This insures that this service is used appropriately.

Restrictions/ Limitations for Student email accounts

- All student email accounts will be _____ @student.abingtonps.org.
- Students can only send and receive emails from Abington Public Schools staff and students or approved domains. We are taking this precaution to protect students from SPAM and from receiving emails from strangers.
- Student email addresses will have restrictions on what can be received and will be filtered; however, if a student receives an inappropriate email, it should be reported to the school office.

- Use of this account is a privilege not a right. Use of email, constituting a violation of school policy may result in loss of access.
- Content of Student email accounts may be reviewed by school administration at any time The district does not provide tech support, or guarantee access to the student's email system from outside of the district or from non-district owned devices.
- Students experiencing difficulty with their email account should contact their teacher and or guidance counselor.

New student account requests shall be made to the guidance department and processing using the Network User Change Form. Please allow 5-7 business days for processing. No password will be given or reset over the phone.

Password reset requests shall be made to the Media Center Specialist/Librarian and processed using the Network User Change Form. Please allow 5-7 business days for processing. No password will be given or reset over the phone.

The school district does not provide backup or restorative services for student email and does not take any responsibility for lost student work or correspondence. Students are responsible for printing and or making backup copies of important emails and attachments.

All student assignments must be completed regardless of the availability of the school email system outside of the district/student E-Mail Policy

Summer School

Summer School is available to students to earn credits for courses they have failed during the school year. Details about Abington High School Summer School are available by contacting a guidance counselor. Summer School availability is dependent on need and funding.

Telephone Use

A student phone is for use in the main office. A pass must be secured from the teacher to use the phone for emergency purposes.

Tobacco Free Environment

According to the Department of Health and Human Services, "cigarette smoking is the most devastating, preventable cause of disease and premature death in the United States." Passive smoking, the smoke that non-smokers involuntarily inhale, is a contributing factor in the leading causes of many avoidable fatal illnesses such as heart disease and lung cancer. Smokeless tobacco is yet another contributor to cancer.

Use of any tobacco or vaping products within the school buildings, school facilities, or on school grounds or school buses is prohibited at all times. No one is allowed to smoke or use smokeless tobacco on school buses, school property before or after school, anytime during the school day, or at co-curricular or athletic events. A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

Vision of the Graduate (emblem on front cover designed by Michelle Poirier)

Members of the steering committee attended a 2-day NEASC seminar in the spring of 2019 around how to take the feedback from the stakeholders and develop them into 4 categories that represent the **cognitive, personal, and interpersonal competencies that students should have when they graduate.**

The categories we developed after reviewing the survey results and attending the NEASC seminar are:

- *Critical Thinker*
- *Engaged Participant*
- *Socially Competent Contributor*
- *Self-aware Individual*

We then worked as a faculty to develop related indicators and corresponding rubrics for each competency. As a school/district our goal is to foster multiple opportunities/pathways for students to develop these competencies.

- *CRITICAL THINKER:*
    - Curiously seeks new knowledge
    - Gathers information from a range of perspectives
    - Reasons through and weighs evidence before making a decision
    - Demonstrates an open-minded thought process
    - Constructs arguments/forms conclusions
- *ENGAGED PARTICIPANT:*
    - Seeks new knowledge
    - Collaborates towards personal and common goals
    - Uses feedback to adjust behavior
    - Expresses thoughts, ideas and emotions meaningfully and creatively
    - Actively involved in school community
    - Advocates for self and others
    - Perseveres through daily tasks
- *SOCIALLY COMPETENT CONTRIBUTOR:*
    - Displays tolerance and empathy
    - Learns about and values cultural differences
    - Advocates for needs beyond oneself
    - Is physically and intellectually present in daily interactions
    - Successfully navigates social situations
    - Builds and maintains healthy relationships
    - Uses technology to enhance learning for self and others
- *SELF-AWARE INDIVIDUAL:*
    - Prioritizes and manages time effectively
    - Models healthy lifestyle choices
    - Manages stressful situations
    - Demonstrates resiliency
    - Advocates for themselves
    - Takes intellectual risk
- *CRITICAL THINKER*
- Proficiency – I can:
    - Curiously seek new knowledge
    - Gather information from a range of perspectives
    - Reason through and weighs evidence before making a decision
    - Demonstrate an open-minded thought process
    - Construct arguments/form conclusions
- *ENGAGED PARTICIPANT:*
- Proficiency – I can:
    - Seek new knowledge
    - Collaborate towards personal and common goals
    - Use feedback to adjust behavior
    - Express thoughts, ideas and emotions meaningfully and creatively
    - Actively contribute to school community
    - Advocate for myself and others
    - Persevere through daily tasks
- *SOCIALLY COMPETENT CONTRIBUTOR*
- Proficiency – I can:

    - Display tolerance and empathy
    - Learn about and values cultural differences
    - Advocate for needs beyond oneself
    - Be physically and intellectually present in daily interactions
    - Successfully navigate social situations
    - Build and maintain healthy relationships
    - Use technology to learn and share ideas
- *SELF-AWARE INDIVIDUAL*
- Proficiency – I can:
    - Prioritize and manages time effectively
    - Model healthy lifestyle choices
    - Manage stressful situations
    - Bounce back from setbacks and use self-reflection
    - Advocate for myself
    - Evaluate opportunity and take intellectual risks

Visitors/Volunteers

Student visitors are welcome as long as their behavior is appropriate and not disruptive. However, certain times of the year such as special programs, MCAS, holidays, before school vacations or exams may not be convenient times for visitors. Students should meet with the Assistant Principal a week in advance of a visit to explain the request. The Assistant Principal will notify teachers in writing about the visitor. Former students who have been excluded from the school, or previous visitors who have been uncooperative with school personnel or regulations, will not be permitted to visit. As a courtesy, students should introduce visitors to each faculty member at the beginning of the class. Visitors will report immediately to the main office, sign in, and receive a visitor's pass. All visitors must sign out in the main office before they leave the building.

Voter Registration

Students may register to vote as soon as they turn eighteen years of age. Mail-In Voter Register Forms are available in the guidance office. One registration qualifies you for local, state and national elections as well as Abington Town Meeting.

ACADEMICS

Academic Requirements for Promotion and Graduation

To meet the Department of Education requirements for Time and Learning and to earn a diploma from Abington High School, a student must be enrolled in a minimum of 30 credits each year. Students must earn 27 ½ credits each year totaling 110 credits over four years. The total graduation requirements must include the following:

English	20 credits
Mathematics	20 credits
Science	15 credits
Social Studies	15 credits (includes one year of U.S. History)
Physical Education	10 credits (enrolled every year)
World Languages	10 credits
Health/Wellness	2.5 credits

Most students find that the time required to complete their high school program is four years. Under extenuating circumstances, provisions can be made for students to be eligible to receive a diploma after three years. (All course, credit and MCAS requirements must be met.) Parents must request in writing that the student be considered for early graduation. The Principal and Guidance Department will consider each case individually. (*Please note that early graduates are not factored into class rank and therefore will not be eligible to speak at graduation. However, they will be given an unweighted GPA.)*

Awards

The Senior Awards and Underclassmen Awards Ceremonies give the faculty of Abington High School the opportunity to recognize the multiple talents of our students. Awards are given by department and in special categories to honor academic achievement, citizenship, leadership, athletic and artistic ability as well as contributions to the school community.

CEEB Number

The College Board number for Abington High School is 221-565. This number is needed to register for SAT examinations, complete college admission applications and apply for many scholarships.

Certificate of Attainment

Students with disabilities who do not meet the MCAS requirements by the end of the school year but who do meet the graduation requirements approved by Abington School Committee, which are published in the Program of Studies and Student Handbook, are eligible for a certificate of attainment and to participate in graduation.

Additional requirements for eligibility include:

- The satisfactory participation in tutoring and other academic support services made available by or approved by Abington High School.
- The student must take the grade 10 MCAS examination in each subject area in which the student did not achieve a passing score at least three times.
- The student must maintain at least a 95 percent attendance level during senior year of high school. The superintendent, however, may permit a student to qualify by documenting and maintaining evidence of extenuating circumstances such as a student's serious illness that would justify an exemption.
- In the case of a student participating in the MCAS Alternative Assessment, the student is encouraged to participate in the Alternative Assessment in each subject area in which the student did not achieve a passing

score once each year, for the year prior to the student's scheduled graduation date. The final determination on the student's annual participation is left to the student's IEP Team.

- The student must take courses in the subject area in which the student did not achieve a passing score each year following the year in which the student initially did not achieve a passing score on a particular MCAS test.

Class Rank

What is class rank?

- A student's rank in class is a measure of academic performance relative to the achievement of others in the same class. It is often used by colleges, trade schools and employers in making admissions or employment decisions.

What data is used to determine the rank?

- A student's rank in class is calculated using the final grades in all leveled courses. No unleveled courses are used in determining class rank.

When is it computed?

- A student's class rank is computed at the end of grade 11. It is then recomputed when final grades are available in grade 12.

How is class rank computed?

- Step 1: A final numerical grade for each student is computed for each leveled course taken. Failing grades are included.
- Step 2: Weighted class rank equivalents are assigned for final grades at the appropriate level of difficulties (*See next page)*
- Step 3: The sum of the weighted grade equivalents is divided by the total number of credits attempted in leveled courses to determine the grade point average.

Where can class rank be found:

- Go to https://www.naviance.com/
- Sign in with your student email and desired password
- Click on the about me drop down menu and navigate to my account
- You should be able to view your current class rank on this page

Weights for final grades for computation of class rank

Grade Earned	*AP*	*Level 1*	*Level 2*	*Level 3*
100	22	20	18	16
99	21.75	19.75	17.75	15.75
98	21.5	19.5	17.5	15.5
97	21.25	19.25	17.25	15.25
96	21	19	17	15
95	20.75	18.75	16.75	14.75
94	20.5	18.5	16.5	14.5
93	20.25	18.25	16.25	14.25
92	20	18	16	14
91	19.75	17.75	15.75	13.75
90	19.5	17.5	15.5	13.5
89	19.25	17.25	15.25	13.25
88	19	17	15	13
87	18.75	16.75	14.75	12.75
86	18.5	16.5	14.5	12.5
85	18.25	16.25	14.25	12.25
84	18	16	14	12
83	17.75	15.75	13.75	11.75
82	17.5	15.5	13.5	11.5
81	17.25	15.25	13.25	11.25
80	17	15	13	11
79	16.75	14.75	12.75	10.75

Grade Earned	*AP*	*Level 1*	*Level 2*	*Level 3*
78	16.5	14.5	12.5	10.5
77	16.25	14.25	12.25	10.25
76	16	14	12	10
75	15.75	13.75	11.75	9.75
74	15.5	13.5	11.5	9.5
73	15.25	13.25	11.25	9.25
72	15	13	11	9
71	14.75	12.75	10.75	8.75
70	14.5	12.5	10.5	8.5
69	14.25	12.25	10.25	8.25
68	14	12	10	8
67	13.75	11.75	9.75	7.75
66	13.5	11.5	9.5	7.5
65	13.25	11.25	9.25	7.25
64	13	11	9	7
63	12.75	10.75	8.75	6.75
62	12.5	10.5	8.5	6.5
61	12.25	10.25	8.25	6.25
60	12	10	8	6

Course and Level Changes

Student Placement in core courses is based on teacher recommendations. Appeals to the recommended placement must be made to the teacher and department head. ***No changes to teacher recommended placements will be made after the first Monday following Quarter 4 Progress Reports.***

Once the school year has begun, a parent must contact the teacher to request a level change. **** Any changes made after term 1 grades are issued will result in the original dropped course remaining on the student transcript showing a "W" for withdraw. The new added course will also show on the student transcript.***

If a change is deemed necessary, the student must have the teacher or department head contact their guidance counselor. The guidance counselor will then review the request and adjust the student's schedule if the change is approved.

*Schedule changes will not be made except:

- Add a course in place of a Learning Center
- Change a course that was already taken
- Change a course to meet graduation requirements

No course may be dropped or added before week two of a semester or after week three of a semester. Requests for changes outside this time period must be initiated by a faculty member.

Evaluation System

Students are evaluated with a report card four times during the year. Progress reports are issued midway through each term. A progress report may also be issued when a student is not working at a level consistent with their ability.

Grades of students at Abington High School are reported as numerical grades on report cards. Each grade represents a range of numerical grades as follows:

Each grade represents a range as follows:

- 90-100 represents a high honor grade, reflecting outstanding work
- 80-89 represents an honor grade, indicating a high quality of accomplishment
- 70-79 represents average work, indicating accomplishment sufficient to continue in the subject
- 60-69 represents passing, but not satisfactory work; not prepared for advanced work in certain sequential subjects
- 0-59 represents not passing; no credit allowed
- Incomplete: incomplete due to excused absence or extended illness (must be made up prior to the close of the next term unless an extension is granted by the Principal or their designee)
- AF Attendance Failure
- WP withdrawal while passing more than halfway through the course
- WF withdrawal while failing more than halfway through the course

Grade Point Average

- To compute the grade point average the sum of the grade points in leveled courses should be divided by the number of level courses attempted. (Weights for final grades for computation of class rank table)
- To access your grade point average, use the following steps:
  - Go to https://www.naviance.com/
  - Sign in with your student email and desired password
  - Click on the about me drop down menu and navigate to My Account
  - You should be able to view both your weighted and unweighted GPA on this page.

100	4.0	79	2.5
99	4.0	78	2.4
98	4.0	77	2.3
97	4.0	76	2.2
96	4.0	75	2.1
95	4.0	74	2.0
94	3.95	73	1.9
93	3.9	72	1.8
92	3.8	71	1.7
91	3.7	70	1.6
90	3.6	69	1.5
89	3.5	68	1.4
88	3.4	67	1.3
87	3.3	66	1.2
86	3.2	65	1.1
85	3.1	64	1.0
84	3.0	63	.9
83	2.9	62	.8
82	2.8	61	.7
81	2.7	60	.6
80	2.6	59	0

Honor Roll

High honors consist of a term grade report containing nothing lower than "90" in all subjects.
Honors consist of a term grade report containing nothing lower than "80" in all subjects.

Marking Periods

Term 1

- Progress Report grades close Friday, October 2, 2026
- Quarter 1 grades close Friday, November 13, 2026

Term 2

- Progress Report grades close Friday, December 11, 2026
- Quarter 2 grades close Friday, January 29, 2027

Term 3

- Progress Report grades close Friday, March 12, 2027
- Quarter 3 grades close Friday, April 9, 2027

Term 4

- Progress Report grades close Friday, May 21, 2026
- Seniors last day and grades close TBD
- Quarter 4 grades close for underclassmen TBD

Students and parents are responsible to check their online parent portal to view progress and report cards.

Massachusetts Competency Determination

Students must meet the Abington Public Schools requirements for a competency determination to receive a high school diploma. These requirements are in addition to the graduation requirements.

As defined by the Massachusetts Department of Elementary and Secondary Education:

> *The "competency determination" shall be based on the academic standards and curriculum frameworks for tenth graders and shall represent a determination that a particular student has demonstrated mastery of a common core of skills, competencies and knowledge in these areas, by satisfactorily completing coursework that has been certified by the student's district as showing mastery of the skills, competencies, and knowledge contained in the state academic standards and curriculum frameworks in the areas measured by the MCAS high school tests described in section one, I* administered in 2023, and in any additional areas determined by the board. *M.G.L. c. 69, § 1D(i)*

Students who have previously earned a Competency Determination (CD) through a regular or retest administration of the MCAS (including the November 2024 retest) or through a DESE appeal process, have earned their competency determination.

Students in the Abington Public Schools who have not yet earned their competency determination through previous MCAS administrations must participate in one of the MCAS testing sessions in Biology, ELA & Mathematics, and can meet the requirements for a competency determination through the following:

- Receive a passing final grade in a 9th grade and a 10th grade English course.
- Receive a passing final grade in Algebra I and Geometry courses.
- Receive a passing final grade in a laboratory science course.

The principal may, on a case by case basis, review a student's transcript and determine if the successful completion of a course or courses constitutes a reasonable equivalent for one of the expectations above for a Competency Determination.

Testing

Several standardized tests are administered at Abington High School to help students evaluate aptitudes, skills, and interests. These include:

*MCAS: Massachusetts Comprehensive Assessment System tests will be given during the Spring for all grade 10 students in ELA and Math and grade 9 students in Biology students to measure whether individual students and school districts are achieving a level of achievement for all students. The MCAS test will be part of their requirement for graduation.

*PSATs: Will be offered to all grade 10 and 11 students.

SATs: An examination used for college admissions. Offered monthly from October to June.
Reasoning Test: Most colleges require the Reasoning Test. Many students plan to take the Reasoning Test once during their junior year and once during their senior year.
Subject Test: Specific subjects are also occasionally required by colleges. Each student is responsible for studying college catalogs to determine the level and the type of *Subject Test* required.

ACTs: An examination used for college admissions.

AP: The Advanced Placement Test is offered to students taking the following courses at the AP level: Art, Biology, Calculus, Computer Science, English Literature and Composition, English Language and Composition, U.S. History, European History, Psychology, Chemistry, Physics, and Statistics. Tests are typically taken in school in May and have fees associated with each exam.

CODE OF CONDUCT

School-Wide Education Service Plan

Student Discipline
The Abington Public School acknowledges that student discipline policies, rules, and regulations must be written and established in all schools within the school system. The overarching goal(s) of student discipline is to provide a learning environment that protects the welfare of all students. The discipline provided by the Abington Public Schools is in accordance with the Massachusetts General Laws and establishes a school environment that is free of discrimination and provides equal access to all education programming and extracurricular activities.

Implementation of the general rules of conduct is the responsibility of the Principal and the professional staff within the school building. The Principal is to ensure that student discipline and the code of conduct are consistent with the Massachusetts General Laws and not in conflict with the School Committee policy. Building discipline should be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances. The building Principal believes that removal from the educational setting at any time is the last resort to restore acceptable behavior. As a result, when any student is suspended or expelled for more than ten consecutive days, the school district will offer/provide educational services that allow for academic progress during the period of removal.

Educational services may include, but are not limited to:

- Alternative schooling services
- Private schooling services
- Web-based academic services
- Tutoring services
- Homebound schooling services

It is the responsibility of the building Principal to notify and identify in collaboration with the parent(s)/guardian(s) the educational services necessary for the student to continue making academic progress as compared with all students. Once an educational service plan is established and implemented for a student, it is also the responsibility of the building Principal to verify student enrollment and participation. Abington Public School believed that whenever possible, a student should be educated in their community-based public school and only utilize educational service plans when a student is unable to participate programming due to discipline matters.

Bullying
The Abington School Committee and the Abington Public School District is committed to providing a safe and civil educational environment for all students, employees, volunteers and patrons which is free from harassment, intimidation, bullying, cyberbullying and retaliation.

The Bullying Prevention and Intervention Policy shall apply to students and members of a school staff, including, but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, paraprofessionals and appointed volunteers.

The Abington Public School District, in accordance with the General Laws of Massachusetts, Chapter 71, §37O, prohibits bullying in any form.

Acts of bullying, which include cyberbullying, are prohibited:

(i) on school grounds and property immediately adjacent to school grounds, at a school sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by the Abington Public School District, and

(ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school. Nothing in this Policy requires the district or school to staff any non-school related activities, functions, or programs.

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

Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §§ 37H or 37H1/2, M.G.L. Chapter 76 § 5 or other applicable laws or school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct or behavior.

Bus Conduct

In view of the fact that a bus is an extension of the classroom, the School Committee shall require the children to conduct themselves in a manner consistent with established standards for classroom behavior as stated in the student handbook. Bus drivers have the authority and the responsibility to maintain good order while operating the bus. Additionally, bus drivers are instructed to inform the building Principal about any student misconduct that creates an annoyance or distraction while driving. The building Principal will inform the parents/guardians of the misconduct and request their cooperation in monitoring the child's behavior. Any student who becomes a disciplinary problem on the school bus may have riding privileges suspended on a temporary or permanent basis. In such cases, the parents/guardians of the child involved become responsible for seeing that the child gets to and from school safely. There will be no refunds resulting from disciplinary action.

Explanation of Behavior and Consequences

When a student is asked to leave a classroom or specific area in the school, the expectation is that the student will report directly to the office and sign in. The student may be asked to complete a written statement of reflection to be signed by a parent or guardian.

GROUP A

Potential consequences may include the following:

- ☐ Administrative Detention and/or work detail if appropriate supervision is available.
- ☐ Temporary suspension from participation in co-curricular activities.
- ☐ Temporary loss of driving/parking privileges.
- ☐ E-Hallpass restrictions
- ☐ No credit for classes disrupted or missed.
- ☐ Multiple or repeat infractions may result in increased consequences.
    1. Behavior which disrupts the educational process (e.g. inappropriate classroom behavior making excessive noise, misuse of school equipment, disrespectful treatment of school property, food deliveries to school, gambling, cell phones, etc.).
    2. Cutting class.
    3. Truancy from school.
    4. Violation of tardy policy.

5. Failure to report for teacher detention.
6. Failure to sign into building immediately upon arrival or sign out of building upon dismissal.
7. Being in an area in which the student does not have permission from a staff member or in an area that is unsupervised. (e.g. hall wandering, cafeteria or Green
8. Wave Café visits, music room, gymnasium, bathroom, elevator, Library, or classrooms in which the student is not assigned).
9. Unsafe driving on school property. (May be reported to the Abington Police)
10. Violation of dress.
11. Violation of Academic Integrity Policy

GROUP B

Potential consequences may include the following:

- ..... One to three-day suspension (in-school or out-of-school) and/or a work detail if appropriate supervision is available.
- Temporary suspension from participation in co-curricular activities.
- E-Hall pass restrictions

Social Probation

1. Failure to serve an administrative detention or assigned work detail.
2. Deliberately giving false or misleading information during an investigation by administrators.
3. Knowingly forging or willfully using a school related forged document, tampering with a school record, or misrepresentation of parental communication.
4. Failure to identify oneself or giving false information upon request by a staff member.
5. Leaving the building or the school grounds after entering the building or arriving on school property without permission from an administrator.
6. Disrespectful language, attitude, or behavior directed toward any member of the staff.
7. The spreading of rumors or gossip intended to harm one's reputation, deliberate excluding or shunning, verbal taunting such as name-calling, rude jokes or nicknames that call attention to a shortcoming or cause embarrassment, and hostile expressions such as staring aggressively, making faces or derogatory gestures.
8. Use of language, gestures, behavior (e.g. spitting) or other forms of symbolic expression (e.g. T-shirts) that substantially disrupt the good order of the educational process. The use of racial, religious, ethnic or sexual slurs, which have any of these effects, will not be tolerated.
9. Non-compliance with any reasonable request from any member of the school staff. Students are expected to respond in a courteous and respectful manner. When doubt exists as to the reasonableness of a request from a staff member, students are encouraged to consult with a director or school administrator AFTER compliance with the request. Repeated offenses of category A may be addressed as non-compliance.
10. Inappropriate physical contact of any kind that disrupts the educational process.
11. Violations of the Computer Acceptable Use Policy.
12. Failure to report directly to the office and sign in when sent out of class.

GROUP C

Potential consequences may include the following:

- Three-day suspension out-of-school with possible participation in counseling and mediation; restitution for any damages or loss; involvement of the Police and/or Fire Department
- Temporary suspension from participation in co-curricular activities.
- E-Hall pass restrictions

Social Probation

1. Theft of school or personal property or receiving such stolen items including possession of answer key, teacher manual, tests, cash, personal belongings.
2. Actions and/or comments that may threaten or incite others to disrupt the good order of the school and/or endanger a person(s) or property such as throwing snowballs, food or other objects, misbehavior in common areas of the school (e.g. music room, cafeteria, gymnasium, halls, etc.)
3. Fighting. "Self-defense" may be used as a defense in a hearing procedure. However, it is the responsibility of the person claiming self-defense to prove that there was no route of escape.
4. Embarrassment or harassment of any student, staff member or other member of the school community that is of an abusive nature or disrupts the good order of the school. (May include e-mails, text messages or phone calls.)
5. Student smoking and/or vaping is not allowed on school buses, school property before or after school, anytime during the school day or at co-curricular or athletic activities. Student smoking and/or vaping

includes possession of cigarettes, electronic cigarettes and/or paraphernalia (e.g., lighters), other tobacco products as well as the use of tobacco in any form (e.g., smokeless tobacco.) Because smoking and/or vaping compromises the health of the school community, students found smoking and/or vaping in school, on school grounds, and/or at school-sponsored functions will be subject to the following:

First offense: Up to two days of suspension and a mandatory meeting with the student, parent, and an administrator before the student may return to school after the suspension.

Second offense: Up to three days of suspension and a mandatory meeting with the student, parent, and an administrator before the student may return to school after the suspension.

Third offense: One to five days of suspension and a mandatory meeting with the student, parent, an administrator, and the Superintendent of Schools before the student may return to school after the suspension.

GROUP D

Potential consequences may include the following:

- Minimum five days out-of-school suspension with restitution for any damages
- Involvement of the Police and/or Fire Department
- E-Hall Pass Restrictions
- Social probation

1. Assault and/or battery on any member of the school community. School rules remain in effect for all students who walk to and from school every day. It is the school's expectation that all students are able to walk to and from school safely every day without the threat of assault and/or battery.
2. Threat of violence directed toward any member of the school community.
3. Obtaining money, material goods, or favors by threat of physical harm.
4. Willful destruction or damage to school or personal property.
5. Possessing, selling, giving or distributing an alcoholic beverage, illegal drug or counterfeit substance, weapon, fireworks or any other contraband.
6. Use or being under the effect following use of an illegal drug, counterfeit substance or alcoholic beverage.
7. Act of arson (i.e., setting something on fire), use of a weapon (including knife, club, slingshot, shod foot, bracelet, chain or other article that can be deemed dangerous or physically threatening to others), use of explosives (including fireworks).
8. False bomb threat or fire alarm or any other threat of impending terror or harm to the school community.
9. Participation in the act of hazing which is any conduct or method of initiation into any student organization or team, which endangers the physical or mental health of a student (Chapter 269, Section 17 of Massachusetts General Law).
10. Charged with felony, pursuant to Massachusetts General Laws, Chapter 71, Section 37H.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Hazing

Massachusetts General Laws—Chapter 269 S.17. Crime of Hazing: Definition: Penalty Whoever is a principle organizer or participating in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the

weather, forced consumption of any food, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

C.269, S.18. Duty to Report Hazing
Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine or not more than one thousand dollars.

C.269, S.19. Hazing Statutes to Be Provided; Statement of Compliance and Discipline Policy Required
Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, 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 a report.

In-School Suspension Guidelines

1. Students assigned to in-school suspension are under official suspension guidelines as outlined in the Abington High School Student Handbook and are excluded from attending classes and school events (including after school activities, dances and athletic games or practices) for the duration of the suspension.
2. In-school suspension is scheduled from 7:25 a.m. - 1:57 p.m. Students will report directly to the In-School Suspension room and sign in with the In-School Suspension Specialist. Students will proceed to the in-school suspension room with only textbooks and materials needed to perform academic work in a quiet study environment for the day. If a student cannot attend in-school suspension, the parent/guardian must call the school prior to 8:00 a.m. to explain the student's absence. Failure to report for in-school suspension will result in attending the next available date for in-school suspension, and may result in additional consequences. Student dismissal will be allowed only for emergency purposes. Students must furnish documentation to substantiate the dismissal, or may face further disciplinary action.
3. Students are expected to arrive at in-school suspension with a full day's worth of class work. When possible, the Specialist will distribute assignments, study/work sheets, tests, quizzes and/or study packets to each student from each course at the start of the session.
4. Alternate assignments may be supplied for some courses (e.g. Art, Physical Education).
5. Students will be required to keep a record of these assignments on the In-School Suspension Assignment Plan Sheet provided and indicate each assignment completed. The specialist will review this sheet and sign off each completed assignment. All completed work will be collected by the specialist and returned to the appropriate teacher at the end of each session.

6. Students may not leave the in-school suspension room for any reason other than the specified supervised lavatory and lunch time.
7. Communication of any kind with students in in-school suspension and regular school is not allowed. Any important communication by a parent/guardian will be delivered by an administrator.
8. A student's failure to comply with in-school suspension guidelines or generating a discipline referral may result in the assignment of additional sessions, community service or an out-of-school suspension. Program availability contingent on budget.

Liability

Students are personally liable or responsible for their actions that result in the loss or damage of property of others or the school, and for behavior that interferes with the rights, civil rights or education of other students. Any student experiencing or witnessing such violation of rights or property is requested to report those incidents to a member of the faculty or administration.

Memorandum of Understanding between APS and Abington Police Department

This Memorandum of Understanding is established between the Abington Public Schools and the Abington Police Department regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within Abington Public Schools. The Abington Public Schools and the Abington Police Department agree to coordinate their response to violence or other illegal activity by students and non-students which occur on school premises or at school-sponsored or school-related events. Through collaboration, the two departments can enhance safety at school and community environments designed to maximize effective teaching and learning.

This collaborative effort between school administration and law enforcement includes, but is not limited to, addressing issues of drugs, alcohol, weapons, verbal and physical assault, intimidation, bullying, cyber-bullying, sex crimes, hate crimes and violence within and on the grounds of the Abington Public Schools. Nonstudents involved in such acts on school premises or at school events are to be reported in the same manner as students are reported. Non-students include administrators, teachers, professional staff, support staff, clerical and custodial staff, security personnel, volunteers, bus drivers, visitors and trespassers.

Although it will continue to be the sole prerogative of school officials to impose disciplinary sanctions for infractions of school rules and policies, as appropriate, it is the responsibility of school authorities to notify the Abington Police Department when any mandatory reportable act of criminal activity is detected or suspected on school grounds or at school-sponsored events. It is the responsibility of the Abington Police Department to respond when drugs, alcohol or weapons are found on school property or when a student is suspected of or charged with mandatory reportable acts of criminally chargeable offenses under Massachusetts General Laws.

M.G.L. c. 71 § 37H requires each school district to have a written Code of Conduct reflected in student handbooks stating the standards and procedures to assume building security and safety of students and school personnel, and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, bullying, the use of force, vandalism, or civil rights violations. Reference to this Memorandum shall be made in these handbooks.

This Memorandum of Understanding is voluntarily entered into with the consent of both parties and is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable as against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the Memorandum of Understanding will be protected by all laws relating to privacy and confidentiality. This

Memorandum of Understanding is in addition to, and does not supplant, policies of the Abington Public Schools with regard to disciplinary procedures and codes of student conduct which are now or may be formulated and published in student handbooks.

The parties to this Memorandum of Understanding hereby understand and consent to the following terms, conditions and operating procedures:

- If funded, a School Resource Officer, will be assigned to work in the Abington Public Schools and will report to the Chief of Police. The appointment/assignment of the School Resource Officer will be made annually pending the approval of the Chief of Police and the Superintendent of Schools.
- The Superintendent of School, or their designee or the school Principal or their designee are responsible for reporting the acts specified below. The Police Chief will designate an officer (or officers) to coordinate investigation of all reported criminal acts.
- The Superintendent of Schools or their designee and the school Principal or their designee shall, without undo delay, report to the Abington Police Department any incident on school premises, including in or around a school bus, or at a school sponsored or school related function, if such incident involves any of the mandatory reportable acts set forth below. It is understood that it will not constitute an undo delay if the Abington Police Department is notified once a school administrator has cause to believe an allegation, and/or has knowledge that a mandatory act was committed or is about to be committed. This reporting shall be accomplished by contacting the Abington Police Department using the 9-1-1 system, by calling the department's business phone line, by police radio if issued to a school department employee, or directly to a police officer if nearby.

A mandatory reportable act shall include:

- a student's possession or use of a dangerous weapon as defined in Massachusetts General Laws c. 269, § 10.
- All sex offenses to include but not limited to, sexual assault, indecent assault and battery, lewd and lascivious behavior, open and gross lewdness, indecent exposure, "sexting", possession and dissemination of sexually explicit photographs of a student.
- Any incident in which any individual is reasonably suspected of, or determined to be, in possession of, selling, or distributing alcoholic beverages, inhalants, synthetic drugs, or controlled substances as defined in G.L. c. 94C;
- any assault and battery which results in bodily injury;
- any violation of a temporary or permanent restraining order, harassment prevention order, domestic abuse, dating violence, stalking, or harassment in violation of G.L. c. 209A or G.L. c. 265
- any so-called "hate crime," meaning for purposes of this section, any violation of Massachusetts General Laws c. 265, §§ 37 or 39, any civil rights violation or hazing incident as defined by G.L. 269 s17.
- any substantial destruction of property or theft;
- any threat to commit a crime against the person or property of another or witness intimidation under G.L. 268 s. 13B; and
- any incident involving the physical, emotional or sexual abuse of a minor (in addition to a report filed with the Department of Children and Families ("DCF")

All school department personnel, including but not limited to, administrators, teachers, professional staff, support staff, clerical and custodial staff, security personnel and bus drivers, shall immediately report to their direct supervisors (which shall cause the police department to be notified) and are also authorized, if they want to, to report DIRECTLY to the Abington Police Department, if there is an imminent threat, any incident on school premises, including in or around a school bus, or at a school-sponsored function, if such incident involves any mandatory act specified above.

Said supervisor shall immediately report such incident to the Principal. Any Principal who receives such a report and who has reasonable cause to believe the allegations shall file a written report with the superintendent of said school district on the same school day. The Superintendent shall file copies of said official reports, as soon as reasonably possible, with the local chief of police and, where required by law, the Massachusetts Department of Children and Family. When reports are forwarded to the Abington Police Department, the police will provide a follow-up response to the Superintendent of Schools.

The Superintendent of Schools or designee and the school Principal or designee may report to the Abington Police Department any incident on school premises, including in or around a school bus, or at a school sponsored or school related function, if such incident involves any of the following discretionary reportable acts:

A discretionary reportable act shall include:

- Any student's violation of a state criminal statute which warrants reporting but is not a mandatory reportable act as described above; and
- Finding any student, regardless of age, who is reasonably believed to be under the influence of alcohol or other drugs (excepting any possession of prescription medication possessed and administered in accordance with state law and school policy).

Any teacher or other school employee who has reasonable grounds to believe that a student has committed a mandatory reportable act or a discretionary reportable act, as defined above, shall if practicable, take (or cause to be taken) the student to the Principal or designee. The Principal/designee shall ask the reporting teacher/employee what happened and take custody of any physical evidence. In the case of a mandatory reportable act, all evidence of the crime, and the scene itself, when appropriate, shall be secured in place until the arrival of a police officer from the Abington Police Department. The officer will work with school employees to limit disruptions to others, in attendance at a school or other location, while maintaining a crime scene for an investigation that will proceed.

The Principal/designee shall inform the student and their parent or guardian of the nature of the offense and inform the student and their parent or guardian that certain offenses must be reported to the police. The Principal/designee may offer the student the opportunity to respond to the teacher/employee's report. The Principal/Superintendent shall in the case of a mandatory reportable act, and may in the case of a discretionary reportable act, without undo delay notify the local police department of the presence of contraband and the existence of any physical evidence. All contraband (drug, alcohol, firearms, and dangerous weapons) shall be immediately surrendered to the police department.

Upon notification from the Principal/Superintendent or their designee or any school department employee (only as outlined in section #4), police shall respond without undo delay in cases of mandatory reportable acts and may respond in other cases. Police shall investigate such cases and, where appropriate, refer such cases to the District Attorney's Office.

In addition, the Principal/Superintendent will comply with Massachusetts General Laws c. 71, § 37L requiring that an incident involving a student's possession or use of a dangerous weapon on school premises at any time be reported in writing to the Chief of Police. This report must be filed in any case involving a student's possession or use of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been expelled.

The Abington School Department will maintain files for all school reports submitted to the department and appropriate records for all school incidents including acts or suspected acts of violence in compliance with all state and federal law requirements. The Abington Police Department will maintain appropriate records for all incidents/activities that it investigates.

The Superintendent of Schools, Chief of Police and other designated school administrators and police officers will meet to collaborate on the implementation of this Memorandum of

Understanding and establish communication lines to support a safe, secure school and community. They will then continue meeting on at least an annual basis.

Abington Police Department will continue to provide police services to the Abington Public

Schools with a high priority response to reported crimes in progress in and around school facilities.

The Abington Police Department will also maintain visibility of uniformed Abington Police Officers, manpower permitting, when requested by the School Department at arrival and dismissal of students at targeted locations.

The Abington Police Department will respond to and be responsible for all reports of missing or abducted children. Parents will be notified by the appropriate authorities.

The Abington School Department will plan with the Abington Police Department for safety and security of certain extra-curricular activities involving Abington students, and held on property owned and controlled by the Town of Abington, including school buildings and athletic fields.

Nothing in this Agreement shall supersede or contravene any applicable state or federal law or regulation, school or police department administrative procedures or policies or any collective bargaining agreement.

In order to facilitate effective communication between school administrators and police personnel, only limited positions are designated as school and police liaisons. The liaisons will only release respective reports and information as governed by this MOU.

(a) Police Liaisons will be any officer holding the rank of Sergeant and above, to include any current school resource officer.
(b) School Liaisons will be any school administrator holding the position of Assistant Principal and above.

The appropriate Abington Police Department Designated Liaison will inform the appropriate Abington School Designated Liaison, subject to applicable statutes and regulations governing confidentiality, of:

- Any arrest of a student or the filing of a criminal or delinquency complaint.
- Any application against any student of the Abington Public School; and any occurrence involving a student of the Abington Public School, if the activity poses a serious (present or future) threat to the safety of the student, other students, faculty, or administrative personnel.
- A report of conduct that would facilitate supportive intervention by school personnel on behalf of the student; or activity involving actual or possible truancy.

In addition to the exchange of reports, as stipulated in section 18 of this MOU, the Abington Police Department and Abington Public Schools will share information pertaining to incidents that may have the potential to adversely affect the health and safety of students, staff or the community. Only that information which is needed to ensure the health and safety of others will be released.

The Abington Police Department is considered Abington Public School's "Law Enforcement Unit" as defined in the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. s. 1232g and 34 CFR s.99, for purposes of sharing information regarding students. The SRO, who is a professional designated by the Abington Public Schools shall be considered a "school official" pursuant to 34 CFR s.99.31(a)(1)(i)(B) and "authorized school personnel" pursuant to 603 CMR 23.02 and, as such, is eligible for access to the records of students to whom they provide services in order to promote school safety and the physical security of the students, subject to the redisclosure

requirements and limitations of 34 CFR s.99.33 and 603 CMR 23.00. Anytime the SRO requests, and is provided, private school records they shall fully document the reasons for the request in a report to be approved by a police supervisor.

Rights and Responsibilities

Students at Abington High School are expected to treat all members of the school community with dignity and respect. Every person has the right to be free from derogatory or degrading remarks or actions, which cause humiliation. All forms of "put downs," sexual comments or harassment, physically intrusive or violent behavior are unacceptable. They detract from a supportive, caring educational environment, which we try to promote in our school. Each person in the school must also have the opportunity to grow personally, socially, and intellectually, as well as have the opportunity to exercise their rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates a respect for all individuals, their rights, and their property. All members of the school community must also understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, co-curricular, athletic and special events of the school, both on and off campus, including school sponsored trips and those times when school buses or other school provided transportation is used.

The administration reserves the right to restrict a student's participation in co-curricular or athletic activities because that participation is a privilege, not a right. These include but are not limited to, removal from school activities, senior class activities and/or participation in senior week activities, ceremonies or graduation. In order to reinforce this standard of conduct, the types of behavior which will not be tolerated in the school (and on school grounds, fields and at school sponsored dances, events and trips) are explicitly identified below. They have been categorized into four groups (A through D) based on the seriousness of their consequences. These rules and regulations may be supplemented by teachers' rules for individual classes, which will be explained to students and posted in the appropriate classrooms. These rules must be in concert with the Student Handbook and approved by the Principal.

Our rules and regulations are based on a system of progressive discipline. This means that an administrator has the discretion to increase penalties in the cases of second and third offenses. In determining the severity of the penalty or suspension, the Principal or Assistant Principal may consider all relevant factors, including but not limited to the following factors:

- the student's previous disciplinary record;
- the severity of disruption of the educational process;
- the degree of danger to self, others, and the school in general;
- the degree to which the student is willing to change inappropriate behavior.

Penalties or suspensions will be served on those dates specified by the Principal or Assistant Principal. Suspensions will be served on consecutive days. The only exception to this would be to allow students to complete midyear or final exams. If a suspension ends on the day prior to a weekend or vacation, then the student is ineligible to participate or attend any activities on the following day. When the period of suspension includes a weekend or vacation period, the student is ineligible to participate in activities throughout the entire period. Students who are suspended from school are not allowed to be in school or on school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities. Students who do not fulfill outstanding disciplinary obligations by the last day of school must make arrangements with the Principal or Assistant Principal to serve detentions and suspensions during the summer. Any outstanding detentions and/or suspensions will be served at the start of the following school year.

A student serving social probation will be required to complete these obligations at the beginning of the school year. If a school sponsored activity begins prior to the start of the school year, that time will be included as part of the social probation.

Some additional interventions the school may use include:

- Temporary Removal from Class: The academic success and the safety of students in courses are contingent on maintaining appropriate and responsible behavior. Any student reported to be disruptive in class and/or in violation of the safety precautions established by the teacher may be removed from that class for a period of time designated by an administrator. If the student's behavior does not improve after returning to class, a student may be permanently removed from the class by an administrator following a conference with a parent or guardian.
- Counseling Support: Students who have engaged in behavior that has led to conflicts with peers or adults, fights etc., will be referred to a guidance counselor to discuss strategies in conflict prevention and resolution.
- Work Detail: Some student behavior that interferes with student learning or interrupts the good order of the school is in violation of the school community. To repay the school community with work such as assisting in clerical, custodial or social service is a realistic consequence to this behavior. Students will be assigned two-hour periods of work detail after school for one or more days. Specific arrangements for this after schoolwork will be made by the Principal or Assistant Principal.
- In-School Suspension: In-school suspension may be assigned as an option to an Out-of-School suspension and is scheduled from 7:25 a.m. – 1:57 p.m. During this time, students must perform academic work, which is provided by their teachers. This work will be collected at the end of the session and returned to the teacher. Students must successfully adhere to all rules and regulations in order to be credited with the completion of their suspension assignment. Students will not return to the regular school day until they have met these obligations. Transportation to and from school will be the responsibility of the student. An assignment of an Out-of-School suspension could result for infractions of the Code of Conduct if a student has previously served in-school suspension sessions. This program is available depending on funding.
- Saturday Suspension: Saturday Suspension may be assigned by the Principal or Assistant Principal as an option to an In/Out-of-School suspension for some student discipline offenses. Saturday Suspension will be held when the nature of the offense and/or the number of referrals warrant. A five-hour assignment (8:00 a.m.-1:00 p.m.) on a Saturday will be served for each day of suspension assigned. During this time, students must perform academic work. Students will also be asked to reflect and/or write about their suspension. If a student cannot attend Saturday Suspension, a parent/guardian must call the high school between 7:45-8:00 a.m. on the morning of the Saturday suspension to explain the reason for the student's absence. The student will then be assigned an In/Out-of-School suspension if the absence is unexcused. This program is available depending on funding.

All students, parents and guardians are encouraged to bring any violations of rules and regulations to the attention of the Principal or Assistant Principal. In addition, all school staff have an obligation to report violations of rules and regulations to the school administration. The Principal and Assistant Principal will apply the rules and regulations and will extend their application in a manner which is consistent with their intent. Every effort will be made to balance fairness with consistency in the application of this code.

Search and Seizure

If a student is suspected of violating school rules or state law, they may be subject to reasonable search and seizure by a school official, including the search of their locker and/or personal effects. As part of their reasonable searches, school officials may use metal detectors. Searches by trained canines may occur throughout the year.

Sexual Harassment Policy for Employees & Students

The School Committee takes the position that all of its employees and students have the right to work and learn in an environment free from sexual harassment.

The federal and state law prohibiting sexual harassment in schools is Title IX of the Education Amendments of 1972, which prohibits any person, on the basis of sex, to be subjected to discrimination in an educational program or activity receiving federal financial assistance.

The School Committee will take seriously all complaints of sexual harassment and will investigate, through its designated sexual harassment investigator, each and every complaint thoroughly and as quickly as possible. **Dr. Chris Basta, Assistant Superintendent has been designated as the Sexual Harassment Investigator for the Abington Public Schools.**

The School Committee recognizes that employees/students have legal rights under Massachusetts and federal anti-discrimination laws that are not superseded by this policy.

The School Committee, through its Sexual Harassment Investigator, shall comply with all statutory obligations in the reporting of suspected child abuse cases and sexual assault on minors.

The School Committee recognizes that teachers, administrators, etc., have statutory obligations to report cases of suspected child abuse to the proper authorities. Although the School Committee, through its Superintendent, would like to be notified as soon as possible by the faculty of suspected abuse by another faculty or staff member before the authorities, the School Committee recognizes that there is no statutory obligation to do so.

The student and the employee retain all state and federal protection throughout the investigation; and, both can seek the remedies afforded them by state and federal law at anytime. Inquiries should be directed to the Massachusetts Commission Against Discrimination, 1 Ashburton Place, Boston, MA (617) 727-3990 or the U.S. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA (617) 565-3200. The School Committee shall take the necessary steps to ensure that the parties involved shall have the utmost protection of privacy; that is, only those persons with a need to know will be informed of the complaint.

The term "sexual harassment" means sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term of condition of employment/educational environment or as a basis for employment/ academic decisions;
(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work/academic performance by creating an intimidating, hostile, humiliating or sexually offensive educational or work environment for either student or staff. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

Examples of Sexual Harassment: Sexual harassment may include but is not limited to:

- Verbal harassment or abuse; verbal comments (about parts of the body, what types of sex the victim would be "good at", clothing, looks, name calling, spreading sexual rumors, gossip intended to harm one's reputation, leers and stares, sexual or dirty jokes, deliberate excluding or shunning, taunting;
- Subtle unwelcome pressure for sexual activity;
- Inappropriate touching, patting, pinching or gesturing with hands and body;
- Intentional unwelcome brushing against an employee/co-worker/student's body;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment/educational status;
- Using the computer, email, MySpace, Facebook, blog, twitter, text message, IMs, etc. to leave sexual messages, graffiti, cartoons, pictures, pornography or to play sexually offensive computer games, or "slam books" (lists of individuals' names with derogatory sexual comments written about them by others)
- Any cornering, blocking, standing too close, following, howling, catcalls, whistles, spiking (pulling down someone's pants).

Sexual Harassment Investigator: The **Sexual Harassment Investigator** is the person appointed by the School Committee to investigate charges of **sexual harassment**. The **Sexual Harassment Investigator** shall be a person both employees and students feel comfortable approaching with such a charge. The School Committee shall decide before implementing this policy who that person is and notify all employees and students, who the **Sexual Harassment Investigator** is for the Abington Public Schools.

Complainant and Respondent:
Complainant is the person bringing forth the charge of sexual harassment.
Respondent is the person charged with sexual harassment.

Reasonable Man/Reasonable Woman Standard: The Sexual Harassment Investigator shall employ either a **reasonable man** or a **reasonable woman** standard, depending upon the sex of the complainant, when investigating a charge of sexual harassment. That is, would a **reasonable man** or a **reasonable woman** perceive the conduct of the respondent as sexual harassment. The School Committee retains the right to adjust the standard applied to the standard set by the United States Supreme Court in the sexual harassment case now pending before it.

Reprisal: A **reprisal** is an action that is retaliatory in nature. Any other form of harassment shall be considered a reprisal: for example, respondent is a supervisor/teacher and gives complainant an undeserved negative evaluation/grade because complainant brought the claim of sexual harassment against the respondent. In addition, any member of the community who retaliates against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment.

Consequences/Disciplinary Action: Any school employee or student that is found to have violated this policy may be subject to action including, but not limited to, warning, remedial training, informal or formal reprimands, reduction in pay, reduction in duties, education or counseling, suspension, exclusion, expulsion, transfer, termination or discharge. If the situation warrants such obligation, notification to the proper authorities will be conducted. In addition, a person who knowingly makes a false report may be subject to the same action that the school system may take against any other individual who violates this policy. The term “false report” refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Privacy Counseling Option: If a person believes he/she is the victim of harassment, in addition to the right to file a complaint, he/she may also seek advice from a designated school member of the counseling staff. These persons are available to discuss any concerns the complainant may have and provide information to him/her about the policy on harassment and the complaint process. If the complainant desires, this individual will work with him/her to find a way of resolving his/her concerns in an informal manner acceptable to him/her and in a manner which would offer him/her as much privacy and confidentiality as is possible.

Employee(s): **Employee(s)** shall be read to mean: administrators, teachers, clerical staff, cafeteria workers, aides, custodial staff, and anyone else employed by, or a volunteer of, the School Committee. **Sexual Harassment** may encompass an accumulation of incidents, and not just one incident, i.e., a remark/joke/etc. that may seem insidious when said the first time but continues after complainant states that he/she is offended by that type of remark/joke/etc. The following **Procedure** section refers to an "incident" of sexual harassment but also means the accumulation of "incidents" to the point of sexual harassment.

Persons who need to know: Persons who need to know shall include, at the appropriate time(s), the respondent, any witnesses, the Sexual Harassment Investigator, the representatives present in the investigation interviews, the complainant's parent(s) / guardian(s) if complainant is a student, the Superintendent, and the School Committee.

Procedure: **When complainant is a student:** If a student confides in an employee that student, or another student is being harassed by a student, the employee shall bring the matter to the attention of the building administrator. The employee should inform the student of the “Suggested Procedures” listed in the Student Handbook. The employee should offer assistance to the student to follow procedures correctly and/or secure adult assistance for support. The building administrator will investigate the allegation and decide upon the appropriate action. All unresolved complaints of harassment will be reported to the Sexual Harassment Investigator.

If a student confides in an employee that student, or another student, has been sexually harassed by an employee of the School Committee, the employee shall bring the matter to the attention of the Sexual Harassment Investigator.

The Sexual Harassment Investigator shall:

- Notify the student and his/her parent(s)/guardian(s)that the student's claim of sexual harassment has been referred to the Sexual Harassment Investigator for an investigation;
- Notify the proper authorities, if the situation warrants such obligation;
- Notify the respondent of the charge against him/her and inform him/her that he/she may have a representative present when interviewed by the Sexual Harassment Investigator;
- Interview the complainant with parent(s)/guardian(s) and/or legal representation present;
- Interview the respondent with union representation or legal representation present, if requested;
- Interview the employee who notified the Investigator of the claim of sexual harassment;
- Interview any witnesses to the sexual harassment; and,
- Submit a written determination to the Superintendent.
- The Sexual Harassment Investigator shall document the statements of the complainant, the respondent, and the witnesses, as to (a) the date(s) of the alleged incident(s); (b) the dates of the meetings with the interested parties; and, (c) the persons present at the meetings.

Complainants, respondents, and witnesses shall have the opportunity to review their statements and confirm that the Sexual Harassment Investigator has reported their statements and the meetings accurately. The parties shall then sign their statements. In the case of the minor student, the student's parent(s)/guardian(s) shall co-sign the statement.

The Superintendent shall: notify the complainant and the respondent that a determination has been made; and determine whether action need be taken.

If action is taken, the Superintendent shall notify the School Committee in the same manner as he/she would in other serious matters. Action shall consist of but not be limited to one of the following: warning, suspension, dismissal, following all due process procedures.

SHOULD THE SEXUAL HARASSMENT BE OF THE LEVEL OF SEXUAL ASSAULT OF A MINOR, THE INCIDENT WILL, IN ACCORDANCE WITH MASSACHUSETTS GENERAL LAWS CHAPTER 119, SECTION 51A, BE REPORTED TO THE DEPARTMENT OF SOCIAL SERVICES AND THE PROPER AUTHORITIES WILL BE NOTIFIED AT ANY POINT IN TIME DURING THE INVESTIGATION. THE SCHOOL COMMITTEE'S INVESTIGATION, THROUGH ITS SEXUAL HARASSMENT INVESTIGATOR, SHALL BE SEPARATE BUT THE SCHOOL COMMITTEE WILL COOPERATE WITH THE AUTHORITIES.

When the complainant is an employee: If an employee believes that he/she has been sexually harassed, he/she shall report the incident immediately to the Sexual Harassment Investigator, or a person with whom the complainant feels the most comfortable reporting such a matter (e.g., union

representative, supervisor, etc.). If the sexual harassment is not reported to the Sexual Harassment Investigator initially, the person to whom it was reported shall notify the Sexual Harassment Investigator immediately upon learning about the harassment.

After the report of sexual harassment, the Sexual Harassment Investigator shall immediately begin the investigation. The investigation shall consist of:

1. Interviewing both the complainant and the respondent, individually and privately, unless the presence of a union representative, or other legal representative is requested;
2. Documenting the statements of both the complainant and the respondent by noting (a) the dates of the alleged incident(s), (b) the dates of the meetings with the complainant and the respondent, (c) the persons present at the meetings, and, (d) the names of persons given as witnesses;
3. Interviewing any witnesses named by either the complainant or the respondent, individually and privately, unless the presence of a union representative or other legal representative is requested;
4. Documenting the statements of the witnesses, who will sign-off as to the validity of the statements; and,
5. Re-interviewing the complainant and the respondents, under the same circumstances as the first interview, if the Sexual Harassment Investigator believes more information or clarification is necessary. Or, the Sexual Harassment Investigator **may** permit the complainant and the respondent the equal opportunity to submit written reports with any additional information.

The complainant and the respondent shall both verify the Sexual Harassment Investigator's documentation of their individual statements as to the incident(s) of sexual harassment, by signing the Sexual Harassment Investigator's notes of the meeting(s), making any corrections to their own statements, if necessary.

The respondent shall be informed of the complainant's identity and shall also be informed that reprisals against the complainants shall/will not be tolerated.

Within a reasonable time of the submission of the complaint of sexual harassment and completion of the investigation:

1. The Sexual Harassment Investigator shall file a written report which shall include his/her findings of fact with the Superintendent.
2. The Superintendent shall determine what action shall be taken, if any.
3. The action, if the charge is substantiated, to be taken shall be one of the following: warning, suspension, dismissal
4. The action of the Superintendent shall be taken as soon as possible following the submission of the Sexual Harassment Investigator's report.
5. If action is taken, then said action shall be placed in the respondent's personnel file.

If the Sexual Harassment Investigator's findings do not substantiate the charge of sexual harassment, then the charge is not placed in the respondent's personnel file.

REPRISAL AGAINST THE COMPLAINANT OR ANY WITNESSES AFTER A NON-FINDING SHALL NOT BE TOLERATED. BOTH THE COMPLAINANT AND THE RESPONDENT SHALL BE PROVIDED WITH A COPY OF THE INVESTIGATOR'S REPORT. CONFIDENTIALITY WILL BE MAINTAINED TO THE BEST ABILITY OF THE SEXUAL HARASSMENT INVESTIGATOR. THE PERSONS WHO NEED TO KNOW WILL BE THE ONLY ONES TO BE TOLD THE NAMES OF THE PARTIES.

If either the complainant or the respondent is dissatisfied with the results of the investigation of the harassment charge, he/she may discuss his/her dissatisfaction directly with the Superintendent. If still dissatisfied, he/she may turn to the grievance procedure set forth in the applicable collective bargaining agreement. At all times, the parties retain all rights under state and federal laws, and are free to avail themselves of those rights.

The School Committee issues this policy to provide measures to fight sexual harassment at a level below litigation; but, the School Committee does not intend to usurp any rights guaranteed under state or federal laws.

Copies of this policy, and the students' policy, shall be given to each employee of the School Committee--either as a part of a handbook or by the normal route for disseminating important notices--and posted in conspicuous places: i.e., places where employees gather and are most likely to see the postings.

The School Committee shall arrange workshops for the employees to explain the policy and sensitize employees to sexual harassment. Such workshops shall be held at reasonable times after implementation of this policy.

Spectator Behavior Standards

All spectators attending Abington High School sponsored athletic contests are expected to:

1. Remain in assigned area of game site at all times during the game.
2. Accept adverse or unpopular decisions of game officials without vocal and/or other demonstrations.
3. Keep off the playing area during or immediately after the game.
4. Refrain at all times from inflammatory, obscene, or obnoxious calls, yells, and gestures toward officials, coaches, players or opposing fans.
5. Abstain from rowdy or inappropriate acts including throwing objects of any sort.
6. Support the cheerleaders in demonstrating constructive sportsmanship.
7. Show respect for property of schools, at game sites, and in communities. Vandalism will not be tolerated.
8. Cooperate with police and other security at all times.
9. Observe all laws and regulations regarding the use of alcoholic beverages at the game site. No spectator should be under the influence of any chemical substance.
10. Refrain from carrying or using any horns or noisemakers of any kind in the gymnasium.

Such articles will be confiscated at the gate.

11. Observe with dignity and attention the playing of the "National Anthem."
12. Remain in the arena after entering the area of admission.
13. Students who violate spectator behavior standards may/will be subject to the Code of Conduct.
14. Any spectator who is removed from a game is required to take the NFHS Sportsmanship course before they may attend another event.

Student Complaints and Grievances

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public-school system will be continued. Students and their parents and/or guardians who believe that a student has received unfair treatment may bring forward their grievance within two school days or the decision is final. Appeals of individual disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, grievances will begin at the level the decision was made and may ultimately be referred to the Superintendent and on to the School Committee if applicable.

Student Discipline (Chapter 222)

State law requires that the school include within this Student Handbook the rules pertaining to the conduct of students as well as the policies and procedures to be followed in administering these rules. These rules and policies are derived from our federal and state laws and are more particularly spelled out in Massachusetts General Laws, Chapter 71, Section 37H and 37H 1/2. These laws attempt to define both the rights and responsibilities of students in our schools. These rules refer to things that can happen both inside and outside the school. They refer to everything from the most serious offenses to the less serious things that are nevertheless important to the good order and discipline of the school. These rules give the process due to students when disciplinary problems occur. This process is called "due process" because it is the process due or owed to the student under the circumstances of each case.

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal/designee shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals/designee and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal/designee may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed, a Principal/designee shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than 10 days, a Principal/designee must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal/designee shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal/designee must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal/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/designee's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal/designee shall immediately notify the Superintendent in writing of the removal including a description of 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/designee shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the

Principal/designee that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal/designee, student, and parent; 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 applicable law and regulation.

A Principal/designee shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In-School Suspension – not more than 10 days consecutively or cumulatively
The Principal/designee may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal/designee may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal/designee follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's/Designee's Hearing – Short Term Suspension of up to 10 days
The hearing with the Principal/designee shall be 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/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/designee should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

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

The Principal/designee shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal/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 required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal/designee 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.

Principal's/Designee's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)
The hearing with the Principal/designee shall be 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, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal/designee may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person

of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal/designee, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal/designee shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

The Principal/designee shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal/designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal/designee and the parent.

If the Principal/designee decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal/designee; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's/designee's decision to the Superintendent or designee, but only if the Principal/designee 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, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's/designee's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal/designee 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 Hearing

A student who is placed on long-term suspension following a hearing with the Principal/designee shall have the right to appeal the Principal's/designee's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's/designee's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

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

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

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's/designee's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal/designee, but shall not impose a suspension greater than that imposed by the Principal's/designee's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal/designee determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, 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/designee shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, 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.

The Principal/designee shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal/designee shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, 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.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal/designee of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

Student Discipline – Special Needs Students

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or pattern has developed for suspension exceeding 10 cumulative days. This policy outlines the responsibilities of the Team and responsibilities of the district:

1. A suspension of longer than 1- consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP "a manifestation determination".
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is **NOT** a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer:
    a. Services to enable the student, although in another setting, to continue to participate in the general curriculum and to progress toward IEP goals; and
    b. As appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur. 4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the students in an interim alternative educational setting (as determined by the Team) for up to 45 school days:
        a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or

b. on the authority of hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure themselves or others.
c. Characteristic. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP and provides services to address the problem behavior.

4. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already been done so. If a behavioral assessment and behavioral intervention plan if it has not already been done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part f; the student returns to the original placement unless the parents and district agree otherwise.
5. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requires a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Procedural requirements applied to students not yet determined to be eligible for special education:

1. If, prior to the disciplinary action, a district has knowledge that the student may be a student with a disability, then Abington Public Schools makes all protections available to the student until and unless the student is subsequently determined not to be eligible. Abington Public Schools may be considered to have prior knowledge if;
   a. The parent has expressed concern in writing; or
   b. The parent has requested and evaluation; or
   c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

Abington Public Schools may not be considered to have had prior knowledge if the parent has not consented to an evaluation of the student or has refused special education service, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If Abington Public Schools had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action. Abington Public Schools has procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then they receive all procedural protections subsequent to the finding of eligibility.

Terminology

Assault: an attempt to threaten or use unlawful force against someone to physically hurt them.
Battery: unlawful and offensive touching of person without consent.
Assault and Battery: a combination of the above; that is, it is unlawful, offensive touching of one person by another which is threatening and potentially injurious and for which there is no justification, excuse or consent.
Contraband: goods prohibited by law or treaty from being imported or exported (e.g., drugs, weapons, fireworks, etc.).
Cutting: failing to attend class.
Defamation: slander or libel; false and intentional communication that injures a person's character or reputation.
Detention: a period of time before, after, or during school when students are expected to study quietly in a supervised program as a consequence to their inappropriate behavior.
Disruption: student misbehavior, which results in an interruption of classroom procedure or places a class into confusion or disorder.
Due Process: the fundamental right to notice of charges and an opportunity to rebut the charges before a fair tribunal if life, liberty or property rights are at stake.
Expulsion: long term and/or permanent dismissal from Abington High School.
Felony: serious criminal offense that may result in a state prison incarceration of more than one year (e.g., damage over $250, possession or intent to sell a Class D substance, etc.). *Fighting Words:* language, which constitutes extreme provocation (e.g., sexual, ethnic, racial slurs, etc.).
Forgery: the production of something fraudulent or counterfeit (e.g., absence note written by another student, not a parent/guardian, etc.).
Hazing: any conduct or method of initiation into any student organization or team, which endangers the physical or mental health of a student. Such conduct is illegal under Massachusetts General Law, Chapter 269, Section 17.
Inciteful Language: language, which stirs a group of persons to action or gives support to such action.
In-School Suspension: a supervised program within the school to modify inappropriate student behavior in a separate, structured environment; students are required to complete assignments as well as reflect upon their behavior; students are not allowed to participate in co-curricular or athletic events.

Liability: an obligation one is bound by law to discharge.
Obscenity: indecency, lewdness, or offensiveness in behavior, expression or appearance. *Out of School Suspension*: a program to modify inappropriate student behavior where students are not allowed to attend classes, participate in co-curricular or athletic activities, or enter school property.
Physical Assault: an unlawful attempt or threat to injure another physically.
Quiz: is designed to check on student homework or classwork and may be announced or unannounced. A quiz counts proportionately less than a test in computing students' grades and will generally not require additional homework time.
Saturday Suspension: a supervised program within the school to modify inappropriate student behavior in a separate, structured environment; students are required to complete assignments as well as to reflect upon their behavior; students are not allowed to participate in co-curricular or athletic activities on the days they would have served an out-of-school suspension. *Self- Defense:* defense of oneself when physically attacked; self- defense at Abington High School means a student may use only the physical force necessary to protect oneself from injury (e.g., holding a student's arm to avoid a punch).
Social Probation: a period when students are restricted from attending or participating in any voluntary school-sponsored functions (e.g.: dances, concerts, receptions, pep rallies, plays, Proms or activities such as not participating in athletic practices, contests or co-curricular events.)
Tardy: arriving late to school or to an individual class.
Test: a significant evaluation of student progress announced at least three days in advance and carrying several times the weight of a quiz in computing students' grades. An announced test indicates that students will need to spend additional homework time in preparation.

Tobacco Use by Students

Use of any tobacco/nicotine/vape products within the school buildings, school facilities, or on school grounds or school buses is prohibited at all times. No one is allowed to smoke or use smokeless tobacco or vapes on school buses, school property before or after school, anytime during the school day, or at co-curricular or athletic events. A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

Vandalism

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to them and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as they see fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damage.

STUDENT LIFE

Administrative Detention

Detention is assigned by an administrator according to the Code of Conduct. Detention is held after school from 2:00 pm to 2:45 pm. Students are expected to arrive on time with study materials and give their cell phone to a Main Office staff member. Administrative detention may also be assigned in the mornings, from 6:45 am to 7:25 am or during a student lunch period at the administration's discretion. Failure to serve an administrative detention will be subject to the Code of Conduct.

Announcements

All notices of club activities, meetings and special events will be available during daily morning advisory and printed in the main office. Written notices should be submitted to the main office and should include the dates to be announced. All announcements, posters and bulletins of school related activities are to be approved by the class or club advisor before being posted. In order to receive email announcements, you must register at abingtonps.org.

Assemblies

Throughout the year, curriculum-based assemblies are offered to enhance student learning. Attendance at assemblies is a privilege, and respectful courteous behavior is expected of all spectators. Inappropriate behavior may result in the removal from the assembly, exclusion from other assemblies and any other appropriate action as described in the Code of Conduct.

Availability of in-school programs for pregnant students

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.

The District does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.

Breakfast Program

Breakfast foods will be available free of charge in the cafeteria before school. Students are expected to consume all food and beverages in the cafeteria. In an effort to maintain a clean environment, all students are expected to clean up after themselves.

Chemical Health

From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product **(including e-cigarettes, vape pens, and all similar devices)**; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

The MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

First Violation The student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.
Second and Subsequent Violation The student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating 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 high school Assistant Principal in collaboration with a Chemical Dependency Program or Treatment Program** must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest). Students in leadership positions and/or team captains will lose their leadership position for a period of 90 calendar school days if they are in violation of the school's chemical health policy or conduct from groups C and D of the Student handbook.

College Admission Standards

The admissions standards for Massachusetts state universities and colleges emphasize a strong academic high school background so that students enter college ready to learn. These standards represent minimum requirements; meeting them does not guarantee admission, since campus officials consider a wide range of factors in admissions decisions. Students shall have fulfilled all requirements for the high school diploma or its equivalent upon enrollment. *It is important to note that admissions standards for the state's community colleges differ. Community colleges may admit any high school graduate or GED recipient.*

General Four Year College Requirements:

- 4 years English
- 4 years of Mathematics
- years Social Studies
- years Laboratory Science
- 2 years World Language

Highly Competitive Colleges:

- The most difficult courses whenever possible
- Math every year
- Advanced study in World Language
- years Science
- 3-4 years Social Studies

Two-Year Colleges and Certificate Programs:

- The requirements for these programs vary widely depending on educational/vocational objectives. See your counselor to develop appropriate plan.

College Visitations

The student/family visit to a college campus is an important part of the post-secondary planning process. Students are encouraged to schedule college interviews and campus tours to help them make more informed choices. Often these visits cannot be scheduled around the high school calendar. Juniors and seniors will be allowed five college visits that must be completed by May 1 of their senior year. Military visits include tours, information sessions, interviews placement exams and other military obligations. Upon return to school the student must bring a note from the school visited to the main office.

Concussion Policy

Pursuant to Mass. Gen. L. c. 111, Section 222 ("Section 222") and accompanying regulations (105 CMR 201 et seq.) the Abington Public Schools have developed this policy to address the identification and proper handling of suspected head injury in students participating in school-based athletics and marching band.

Medical management of sports-related concussion is evolving. In recent years, there has been a significant amount of research into sports-related concussion in high school athletes. Abington High School has established this protocol to provide education about concussion for athletic department staff and other school personnel. This protocol outlines procedures for staff to follow in managing head injuries, and outlines school policy as it pertains to return to play issues after concussion.

Abington High School seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

This protocol will be reviewed on a two-year basis, by the AHS administration, guidance, athletic director and medical staff. Any changes or modifications will be reviewed and given to athletic department staff and appropriate school personnel in writing.

The Athletic Director of Abington High School shall be the person responsible for the implementation of these policies and procedures in coordination with school administration, school nurse and the guidance department. The Athletic Director is required to review this policy every two years.

All athletic department staff will attend a yearly in-service meeting in which procedures for managing sports-related concussion are discussed. Coaches are required to instruct students in form, technique and skills that minimize sports-related head injury and are directed to discourage and prohibit students from engaging in any unreasonably dangerous athletic technique that endangers the health and safety of students, including using a helmet or any other sports equipment as a weapon.

Students who engage and unreasonably dangerous behavior while participating in extracurricular athletic activities will be subject to the code of conduct and possible disciplinary consequences.

Training: The following personnel shall be required to participate in training in the prevention and recognition of a sports-related head injury: coaches, certified athletic trainers if applicable,

volunteers, school physician, school nurses, athletic director, marching band director (including those volunteers), parents of students who participate in an extracurricular athletic activity, and students who participate in an extracurricular athletic activity.

In accordance with Section 222 and accompanying 105 CMR 201.008, online training programs will be offered through the athletic department at no charge to the individual. This training shall include recognizing sports-related head injury including second impact syndrome. Individuals who participate in the training shall submit documentation verifying the completion of the training to the Athletic Director. Such documents shall be maintained by the Athletic Director for three years.

Documentation of a student history of head injuries, including concussions, is kept on file each athletic season with the completion of the parental consent form for each athlete. (See Department of Public Health Pre-Participation Head Injury/Concussion Reporting Form for Extracurricular Activities)

This Pre-participation information required on the Department of Public Health form concerning head injuries and concussions is included in the Abington High School's parental consent form required of each athlete and kept on file in the athletic office.

Documentation of an annual physical examination of students participating in extracurricular athletic activities consistent with 105 CMR 200.00 is kept in the student's health record, which is on file in the Abington High School nurse's office.

Prerequisites to Participation in Athletics or Marching Band

At or before the start of each sport season or band season, students/parents shall provide the following information:

Documentation of the students' annual physical examination;

A completed Pre-Participation Head Injury/Concussion Reporting for Extra-Curricular Activities ("Pre-Participation Form") which shall include:

a. A comprehensive history with up-to-date information relative to concussion history, any history regarding head, face or cervical spine injury and/or any history of co-existent concussion injuries; and
b. Signatures of both the parent and the student

A certification of completion for any Athletic Department approved online course or a signed acknowledgement as to their receipt of Department approved written materials. Certification for completion of the online course is valid for one school year. If the student/parent fails to provide any of the above information, the student will not be permitted to participate in the activity/sport, including but not limited to try-outs or practices.

Removal from Athletic Activities due to Head Injury

Any student who during a practice or competition, sustains a head injury or suspected concussion, shall be removed from the practice or competition immediately and may not return to practice or competition that day. Parents will be notified so the parent may take the student to a medical provider for appropriate medical evaluation and treatment.

The student must provide a completed Department Post Sports-Related Head Injury Medical Clearance and Authorization Form to the Nurse and Athletic Director prior to resuming the extracurricular athletic activity.

Procedures for Returning to the Activity

If a student is diagnosed with a concussion, school personnel, including but not limited to the teachers, school nurse, guidance counselor, along with parents shall develop a written graduated entry plan for return to full academics and extracurricular activities. The guidance counselor in coordination with the school nurse will coordinate the writing and approval process of the written graduated entry plan.

Accommodations may include, as appropriate: provision for physical or cognitive rest; graduated return to classroom studies; estimated time intervals for resuming activities; assessments by the school nurse; periodic medical assessment by a physician until the student is authorized to full classroom and extracurricular activities. The school physician and/or student's physician may be consulted as appropriate in devising the graduated entry plan.

Reporting Requirements

All coaches are required to report any student's head injury or suspected concussion sustained in practice or competition to the students' parents so follow up by a medical provider for evaluation and treatment can provided. The parent shall be informed of the injury immediately after the practice or competition in which it occurred and notification must be provided in writing no later than the end of the next business day.

The coach must also notify the Athletic Director of the injury and removal from play by the end of the next business day. The coach must also complete a Department Report of Head Injury During Sports Season Form and provide it to the Athletic Director, parent and school nurse.

If a student sustains a head injury outside of the extracurricular activity, the parent must complete the Department Report of Head Injury During Sports Season Form and return to the Athletic Director.

The Athletic Director shall disseminate to coaches and band director's copies of the Pre-Participation Form for all of the teams and band. All forms that indicate a history of head injury shall be provided to the school nurse. The Athletic Director shall copy any forms that indicate a history of head injury, batch them by team or band grouping, and provide them to the team's physician and the team's certified athletic trainer, if any.

Conclusion

All coaches, volunteers, trainers etc. who are involved with Abington High School athletes and band members are responsible to follow the procedures and protocols associated with this policy. Failure to do so will result in, but not limited dismissal.

Dances

1. Dances are school-sponsored events that are held to benefit the social life of the school. It should be carefully noted that the behavior of students at dances is governed by the Code of Conduct.
2. Dances are a privilege. A student's inappropriate behavior in school may compromise this privilege.
3. Tickets are sold in advance only.
4. A student must be recorded as present before 7:45am and must remain in school for the day in order to attend a dance on that evening or over the weekend unless excused by the Principal and/or a designee.
5. Students who arrive later than 1/2 hour after the beginning of the dance will not be admitted to the dance without prior approval of the Principal or designee.
6. Once a student leaves a dance, they may not return to the dance.
7. Chaperones who volunteer their time as a favor should be treated with consideration and appropriate courtesy.

8. Students are expected to attend the dance until its completion.
9. Proper dress is required; no jeans or sneakers. Shirt and tie are required.
10. Guests will not be allowed to attend school dances. The exception will be the Junior Prom and Senior Reception. These guests must be under the age of 21. The senior class will decide whether guests will be invited to the Senior Reception. As a courtesy, the guest should be introduced to staff upon entering the dance. Guests are expected to act appropriately at all times.
11. Inappropriate dancing will be addressed by the administration.

Directory Information Notice

Abington Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CME 23.00 et seq. The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in its discretion, without the consent of a parent or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by the FERPA and 603 CME 23.00 et seq. In 2002, Congress passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students.

Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements. In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Providing this information is consistent with the *Family Educational Rights and Privacy Act,* which protects the privacy of student education records. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. For some of our students, this may be the best opportunity they have to get a college education.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effort with Jonathan Bourn, Principal, of Abington High School, 201 Gliniewicz Way, on or before September 17, 2021.

In the event a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

Dress Code

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements above. Examples of such clothing may include messages advocating violence, gangs, weapons, alcohol, drugs, illegal behavior or expressing hate speech, vulgarity, and/or slurs or derogatory images of individuals based upon sex, gender, religion, race, ethnicity, disability, sexual orientation, and/ or protected status. This Dress Code shall not be enforced to the extent that it conflicts with religious observance or a documented medical condition.

E-Hall Pass

E-Hall Pass is an electronic hall pass system. Students can access it through a student's Clever account. This system is expected to be used by students whenever leaving the classroom, excluding lunch, and traveling with a staff member. E-Hall Pass is used to control the number of students in the restrooms at once, control the amount of hallway traffic, and prioritize the safety of students all together. If E-Hall Pass is not working, paper passes will be used as a substitute.

Food and Beverage

Students may have food and beverage at the teacher's discretion. At no time will food and beverage be allowed in the library, media spaces, the auditorium, seminar room, gymnasium, and science labs.

Food Service Policy

The Food Service Program uses the software program "MOSIAC" in all the schools in the district. A student is assigned a unique PIN number entered at the school cashier stations to complete any transaction.

Abington's Food Service Program is designated as CEP (Community Eligibility Provision). CEP allows high-need schools to offer free school breakfast and lunch to all students in the school, regardless of income level. This designation provides one free approved NSB (National School Breakfast) and NSLP (National School Lunch Program) approved breakfast and lunch daily to all students who choose to take advantage of the program. This supports our students by providing them with nutritious meals that are vital for their academic success and overall well-being.

Each student is assigned a unique PIN number, which they use at the cashier stations to complete any transaction. The first breakfast and lunch meal each day are provided free of charge under the CEP program. Students wishing to purchase additional school breakfast or lunch meals, or ala carte items may do so by:

a. Using pre-paid funds in their individual food service account through the Mosiac system; or

b. Paying with cash for the amount owed.

If funds are not available to cover a transaction, additional purchases or transactions will not be allowed. Charging is not permitted.

For more information on setting up your child's MOSIAC (www.myschoolbucks.com) account or managing payments, please refer to the School Bucks document under the District's Food Services tab. We encourage use of the website to monitor the activity in your student's account.

Guidance Services

Counseling services are available at the high school to help students maximize their potential for personal and academic growth. Students and parents are encouraged to utilize services on an as needed basis in order to accomplish this goal. In general, services can be divided into four areas:

Educational: Educational counseling is done in small student groups. In the winter each student meets with their counselor in small groups to discuss appropriate courses for the following year(s).

A student experiencing academic problems is seen by their counselor on an "as needed" basis. Conferences and telephone calls with parents are encouraged. Educational counseling can be initiated by students, teachers, counselors, or parents.

- Vocational: Vocational counseling is also done in a group setting. During the first year of high school, it begins in an informal manner during the initial meeting with students and again when course selections are made. During the sophomore and/or junior year, a career interest survey is administered, and students are encouraged to read career materials and talk with adults regarding vocational issues. As junior and senior, students have the opportunity to meet individually with counselors to discuss vocational options.
- Personal: Personal counseling is encouraged by the counseling staff. Counseling can be initiated by student, parent, teacher, or administrator request. Counselors work with problems that fall within the normal adolescent range. When a problem of greater magnitude surfaces, counselors attempt to make appropriate referrals as soon as possible. Since the system has limited resources for treatment of these problems, outside professionals are recommended to students and parents.
- Psychological: To serve students' learning and mental health, a school psychologist is on staff at the high school. Services are primarily accessed through referrals from guidance counselors. However, services may also be initiated by students, parents, and teacher or administrator request. The roles of the school psychologist include, but are not limited to, special education evaluations, counseling, mediations and crisis intervention. A consultation model is the primary avenue for the provision of counseling services, with the involvement of parents and outside services providers strongly encouraged.

Guidance Counselors	Services	Who it's accessible to
Sarah McGinness (School Counselor) sarahmcginness@abingtonps.org	• Educational • Vocational • Personal	Students with the last name Starting with letters: A - F
Christina Park (School Counselor) christinapark@abingtonps.org	• Educational • Vocational • Personal	Students with the last name Starting with letters: G - M
Jessica Coscia (School Counselor) jessicacoscia@abingtonps.org	• Educational • Vocational • Personal	Students with the last name Starting with letters: N -Z
Kathleen Posk (School Psychologist) kathleenposk@abingtonps.org	• Personal	All High School Students
Rebecca Selenow (School Adjustment Counselor) rebeccaselenow@abingtonps.org	• Personal	All High School Students

Health Office

The health office is available to students during the school day. A registered nurse is available from 7:10 am -2:10 pm for health counseling, emergency health services when a student is ill, and for assistance regarding any student's health concerns.

When a student becomes ill, they should obtain a pass from the teacher and go to the health office. If the nurse is not in the building, students should report to the office. If a student is sufficiently ill, the parent or guardian will be notified, and the student dismissed to the parent/guardian or designated adult. Students may not call a parent/guardian to be dismissed without consultation with the nurse or an administrator first.

Home Schooling

The Massachusetts General Law requires the School Committee to determine that a Home Schooling program meet with the minimum standards established for public schools in the Commonwealth prior to approving such a program. When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for their child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:
The parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment. The parent/guardian must certify in writing, on a form provided by the District, the name, age, place of residence, and number of hours of attendance of each child in the program.

The Superintendent or designee shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent or School Committee in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parents to teach the children,
3. The textbooks, workbooks and other instructional aides to be used by the children and the lesson plans and teaching manuals to be used by the parents.
4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program within the District may have access to public school activities of either a curricular or extracurricular nature upon approval of the Superintendent.

How Parents Access Guidance Services
Parents are encouraged to utilize guidance services. Meetings or conferences can be arranged by contacting the guidance office at (781) 982-2165.

How Students Access Guidance Services
Each student is assigned to a counselor by alphabetical arrangement, which is determined before the opening of school each year. Students should schedule appointments with their counselor during unassigned periods or before or after school. Students who do not have an unassigned period should see their counselor to make an appointment for a mutually convenient time. (If an emergency should arise, students may come into the guidance office to see their counselor. If the counselor is not available, students should leave a message with the secretary and will be contacted as soon as possible).

Inoculations
Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent. A copy of the student's immunization record will be provided to seniors prior to graduation to keep for their personal records.

Latex Policy
To minimize exposure to latex allergens in the Abington Public Schools we are implementing the following protocol for latex products.

Purpose: To minimize exposure to latex allergens in the school environment by decreasing the volume and usage of latex products and by increasing awareness of latex allergies.

Definition of latex allergy*:* Latex allergy is defined as an allergy to the proteins retained in finished natural rubber latex products. It is an acquired allergy whose symptoms may become more severe with repeated exposure. Controlling exposure is the key.

General Information*:* Recognizing the Allergic Reaction

A. Typical mild allergic reactions
- Itching, skin rash, hives, welts anywhere on body
- Eye irritation
- Sneezing, nasal drip or congestion

B. Typical severe allergic reactions
- Swelling of any body part, including lips, tongue, throat and gums
- Throat or chest tightness
- Labored breathing or violent cough
- Fainting/unconsciousness or convulsions
- Crying, may report "funny feeling" or "tingling"

Methods of Exposure:
- Direct contact with latex
- Indirect contact (particles left on surfaces, clothing, etc.)
- Inhalation of airborne latex proteins (glove powder, balloons, etc.)

Interventions:
1. All staff, including food handlers in the cafeteria, custodians on building premises, school nurse, faculty and students will use non-latex gloves.
2. Latex-free first aid supplies will be used if available and financially reasonable.
3. When ordering new products, a latex-free product will be obtained and if a substitute is not available, the individual will practice strict avoidance.
4. Latex balloons will be prohibited from inside the school and outside on school grounds. Mylar balloons may be substituted.
5. Tennis balls will not be cut open for use as chair leg coverings as they emit latex into the air.
6. Written documentation of latex/latex-free product will be obtained and/or clear labeling of the product packaging should be available to verify product content before use with an allergic individual.
7. Appropriate staff will be informed of any student allergic to latex and advised of any necessary accommodations.
8. Students will take responsibility for avoidance of allergen as age appropriateness. Faculty and staff aware of the latex allergy and potential latex product exposure will collaborate with the allergic individual and family to assist them to minimize exposure.

Medication Policy

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that they are taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

The school district shall, through the district nurse leader, register with the Department of Public Health and train personnel in the use of Epi-pens.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

Parking Regulations

It is considered a privilege for a student to park their car on school grounds. Students will park in the designated parking lot. Registration forms must be completed and submitted to the main office to obtain a parking sticker. Loss of privilege will be subject to the consequences listed in the Code of Conduct.

Peer Mediation

Peer Mediation is a form of conflict resolution, which enables those who are in conflict to work out a resolution to their disputes with the help of trained (student) mediators. Mediations will occur as needed, convenient to all parties. The mediation process aims to deal with conflict prior to, in lieu of, or in addition to administration/staff involvement. Mediation referrals can be made by teachers, counselors, administrators, students, parents, or anyone else. All cases are confidential (with the exception of mandated reporting), and all participation is voluntary.

Physical Education Exemption

Any medical exemptions from physical education class require a written note from a student's physician. The note must include the time frame for exemption. Long-term exemptions will be referred to the Guidance Department for reassignment during that class period.

Notice on Transfer to Other Schools

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the Abington Public Schools forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

Student Drug/Alcohol Involvement

To ensure the health and safety of students in school and at all school functions, Abington High School has a zero-tolerance policy regarding the use or possession of alcohol or other drugs. The school will continue to be aggressive with consequences as well as education, intervention, and support.

Students should only ride in a vehicle not in violation with state, local and/or school alcohol and drug policies being violated. Recent experiences in many high schools involve students who find themselves in a car containing alcohol. As difficult as this is for high school students, they must ask questions and be clear with the drivers and passengers before entering a car to insure that alcohol or other drugs are not present anywhere in the vehicle. If a student is aware that alcohol or drugs are present, they should remove themselves from the vehicle or situation as safety allows.

Staff, students, and parents work very hard to promote and to plan activities that are safe, legal and fun. Out of respect for the efforts of the people who have worked so hard to create these events, and out of concern for the safety of their peers, students need to make a commitment not to use alcohol

or other drugs before or during school or school functions. Alcohol and other drugs should never be present at school or any school function including those that take place off campus.

Students exhibiting signs of having consumed alcohol such as glassy eyes, slurred speech, unsteadiness on the feet, or the emission of an alcoholic odor may be required to take a Breathalyzer test administered by a school administrator. If a student tests positive for alcohol, he or she will receive two additional opportunities to take the test. Students who test positive for alcohol, or students who refuse to take a Breathalyzer test upon determination that there is reasonable cause to suspect they have consumed alcohol, will be subject to all school rules relating to the use and/or possession of alcohol.

Student Health Services and Requirements

Absences

Any school absence five (5) days or greater requires a written note from the student's physician. This note must be provided to the health office on the first day the student returns to school. Any illness/injury requiring a cast, crutches or prolonged absence from school should be reported to the health office so that the nurse can function as the medical liaison between the home and the school. The nurse should be notified in advance for planned medical absences. Any necessary accommodations will be coordinated with the Principal's office and the Guidance Department.

Accidents/Injuries

Any accidents/injuries involving a student during the school day should be reported to the nurse immediately. The student will be assessed by the nurse and parents/guardians notified as appropriate. In the event of any accident/injury requiring immediate medical intervention, the 911 emergency response system will be activated. Student injuries after school should be reported to the advisor or coach and also to the school nurse the next day.

Allergies

In the event a student has known food and/or insect bite allergies, parents are requested to provide the school with an emergency anaphylaxis kit (EpiPen) and an order from the physician to administer the EpiPen in an event of an allergic reaction.

Availability of In-School Programs for Pregnant Students

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. The District does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.

Student Health Screenings

BMI Screening regulations established by Massachusetts State Law (M.G.L. Chapter 71 Section 57 and 105 CMR 200.500) require the measurement of height and weight among Massachusetts public school students and the further calculation and screening for underweight, overweight and obesity. These regulations seek to improve data quality and increase the prevention of underweight, overweight and obesity among the youth of Massachusetts by calculating the height, weight, and BMI index and percentile for students in grades 1, 4, 7, and 10.

The Abington Public Schools will comply with the regulations as set forth by the MA Department of Public Health and:

- Provide educators, parents, and health care providers with this information before and, if requested, after the screenings.
- Improve the health and well-being of our school age children.
- Identify children who may be at risk for health problems.

Screenings for Brief Intervention and Referral to Treatment (SBIRT) is an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs. In addition to BMI screening, SBIRT screening will be conducted for grade 9 students each year.

Hearing and Vision screening will be conducted for grade 10 students each year. Written documentation directed to the school nurse is required if you do not want your child screened.

These programs compliment the APS wellness initiative. Screenings will take place throughout the school year. Further information will be posted on the Abington Public Schools website @ www.abingtonps.org

Emergency Contact

All parents/guardians must complete an Emergency Contact Card at the beginning of each school year. An emergency contact needs to be included in the event a parent is unable to be reached. This information needs to be kept current.

Physical Examinations of Students

Every student will be examined for screening in sight, hearing, BMI*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

Every student will be given a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

The school physician will make a prompt examination of all children referred to them by the school nurse. The physician will examine school employees when, in their opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

The school nurse will make a monthly report to the Superintendent of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report. * *NOTE: Department of Health Regulations call for vision screenings in Grades 15, once between 6-8, and once between 9-12; hearing screenings in grades 1-3, once between 6-8, and once between 9-12; BMI in grades 1, 4, 7, 10.*

School Health Records

In order to provide the best possible comprehensive health care to all students, parents/guardians are requested to update students' health records annually. Annual health forms should be completed and returned to school. The Department of Public Health School Division recommends students have physicals by their physicians at least every two years. The school requests that copies are made of all physician visits and added to the student's health record. Any change in health status should always be reported to the health office.

Resources and Referrals

Child Safety/Abuse/Neglect
Department of Children and Families Hotline (DCF) .....(508) 732-6200
..... Fax: (508) 747-1239
Domestic Violence
Massachusetts Statewide Domestic Violence Hotline.....(877) 785-2020
National Domestic Violence Hotline.....(800) 799-SAFE
Eating Disorders
Eating Disorders Awareness and Prevention.....(800) 931-2237
*Child and Family Counseling**
Brockton Area Multiservice (BAMSI) .....(508) 580-8700
BAMSI Crisis Center.....(508) 897-2000
Brockton Family and Community Resources, INC .....(508) 583-6498
Gambling
Gambler's Anonymous/Gam-Anon.....(617) 843-1388
Gay and Lesbian Youth
Gay and Lesbian Helpline.....(617) 267-9001
.....(800) 340-GLBT
Peer Listening Line (Youth Only) .....(617) 267-2535
.....(800) 399-PEER
Greater Boston Parents, Families & Friends of Lesbians and Gays (PFLAG).....(617) 547-2440
Grief Counseling and Hospice
South Shore Hospital/Hospice of the South Shore .....(781) 843-0947
.....(800) 423-9995
Bereavement Support.....(781) 794-7803
Parenting
Parental Stress Line.....(800) 632-8188
Pregnancy and Wellness
Planned Parenthood .....(800) 230-PLAN
AIDS Action Line.....(800) 235-2331
Rape and Sexual Assault
Boston Area Rape Crisis Center .....(617) 492-7273
Self-Abuse
Safe Alternatives Program ..... (800) DONT-CUT
Substance Abuse

Massachusetts Substance Abuse Information and Education Hotline.....(800) 327-5050
The Adolescent Substance Abuse Program (ASAP) @ Children's Hospital Boston(617) 355-2727
Suicide Prevention and Assistance
National Suicide and Crisis Hotline.....988

Contact your school psychologist or guidance department for a current list of local counseling and support services referrals.

Student Mediation

Mediation is a way of helping students solve conflicts by talking to each other. It involves mediators and those in conflict. Mediators are people who are trained to listen to those in conflict and help them resolve their problem. Mediators do not take sides. The goal of mediation is to help those in conflict make up their own solution to the situation that they are willing to abide with in the future. If any student believes a situation is getting out of control, he or she should please see one of the following mediators: guidance counselor, assistant Principal or school psychologist.

Student Publications

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

The School Committee will at least annually review their support of student publications, and encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

Distribution of Literature

The time, place and manner of distribution of literature will be reasonably regulated by the Principal.

Student Rights and Responsibilities

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights; including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make, rules regarding the orderly operation of the schools. Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

Student Welfare

Students are not allowed in unsupervised areas and are subject to the consequences of the Code of Conduct. Student presence in locker rooms, music room, library, empty classrooms, elevators, the cafeteria, the Green Wave Café and corridors or in an area in which they do not have permission to be in can pose a safety hazard or invite inappropriate behavior if a teacher or administrator is not present.

Wellness Policy on Physical Activity and Nutrition

The policy can be found at https://abingtonps.org/students_families/health_and_wellness

STUDENT RECORDS

Amendment of Record

The parent and eligible student have the right to add relevant comments, information, or written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the Principal (or the Principal's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the Principal's decision may appeal to higher authorities in the school district.

Confidentiality of Record

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific informed, written consent of the parent or eligible student.

Destruction of Record

Temporary records will be provided to students upon graduation beginning with the Class of 2018. No copies of temporary records will be held by Abington High School. School authorities are also allowed to destroy misleading, outdated or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

Inspection of Record

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available no later than ten (10) calendar days after the request. The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them. Non-custodial parents will have full access to student records according to the Procedures outlined in 603 CMR 23.07(5).

With regards to student records, the 18-year-old student's rights should be recognized over the parent's if a conflict arises as to parent and student rights. However, a parent shall retain the right to access their student's records, but not to release the records if the 18-year-old has advised the building Principal in writing of their sole authority to authorize release of records. These rights to control student records shall also be the rights of the student upon reaching 14 years of age or entering the ninth grade, whichever comes first. 23.01(1). If a student is from 14 to 17 years of age or has entered the ninth grade, both the student and their parent, or either one acting alone, shall exercise these rights. 23.01(2).

Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly-funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and

destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by a school or school district about a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school sponsored extracurricular activities, evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. Temporary records will be provided to students upon graduation beginning with the Class of 2018. No copies of temporary records will be held by Abington High School.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may:

The above is only a summary of some of the more important provisions of the Student Record Regulations that related to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) last revised in May 2002, and the Questions and Answers guide published by the Massachusetts Department of Education in 1995.

Working Papers

Students under the age of 18 are required to obtain working papers in order to comply with State and Federal Labor Laws. Once a student has a prospective job, working papers can be processed in the guidance office. See the guidance secretary in the guidance office from 8:00 a.m. to 3:00 p.m. for information.

TRANSPORTATION

Bus Conduct

In view of the fact that a bus is an extension of the classroom, students are required to conduct themselves in a manner consistent with established standards for classroom behavior as stated in the student handbook.

Bus drivers have the authority and the responsibility to maintain good order while operating the bus. Additionally, bus drivers are instructed to inform the building Principal about any student misconduct that creates an annoyance or distraction while driving. The building Principal will inform the parents/guardians of the misconduct and request their cooperation in monitoring the child's behavior.

Any student who becomes a disciplinary problem on the school bus may have riding privileges suspended on a temporary or permanent basis. In such cases, the parents/guardians of the child involved become responsible for seeing that the child gets to and from school safely. There will be no refunds resulting from disciplinary action.

School Bus Rules and Regulations

Mandated Town-Paid Transportation - Under Massachusetts General Laws, transportation at town expense shall be furnished to all Abington pupils grades K-6 who live two miles or more from the school they attend. Transportation at town expense is based solely on the student's home address and is only for transportation between the student's home bus stop and their school. Additionally, transportation shall be provided at town expense for children whose Individualized Education Plan (IEP) requires such transportation or whose physical condition makes such transportation necessary as stated in an IEP.

Non-Mandated Fee-Based Transportation - The Fee-Based Transportation System provides an option for arranging bus service for students Grades K-6 who live less than 2 miles from their school and for all students Grades 7-12. There is a provision for a fee waiver. The "Fee Waiver Application Form" must be completed and submitted by July 1 to the Superintendent's Office. This form is available in both the Principal's Office and the Superintendent's Office. Eligibility is subject to income guidelines and verification. Ridership is not guaranteed, as it is dependent on sufficient funding and available seating.

Two Mile Limit - The two-mile measurement is the shortest vehicular route between the nearest walkway or driveway to the student's residence to the nearest walkway or gateway leading to the front door of the school. If the mileage is in dispute, a "Distance Appeal Form" must be completed and submitted by July 1 to the School Department. This form is available in both the Principal's Office and Superintendent's Office. The distance will be rechecked and a decision made. This decision shall be final. Appeals not properly submitted by July 1 will not be honored. Please note that the shortest vehicular route may change from year to year as new streets open to traffic; therefore, the shortest vehicular route will be based on streets existing as of July 1 of each year. Mileage will NOT be calculated to or from a daycare provider.

Street List - A list of eligible and ineligible streets will be posted at each elementary school and on the Abington Public Schools web site, www.abingtonps.org

Application, Fees & Due Dates - During the month of April, students will receive a Transportation Packet containing rules and regulations, frequently asked questions, and all pertinent forms.

The fee is $255 per student with a $510 family cap (note: the transportation fee is subject to change). The fee is refundable only if the School Department cannot provide the service. Aside from this exception, and because buses must be contracted in advance, the fee is nonrefundable and will be not be prorated in any manner or for any reason. The seat purchased is not transferable to another route.

The application and payment in full must be submitted by July 1. This payment insures that your child is included on the bus list as routes are developed during the summer. Applications and payments received after July 1 will be considered late and will be honored only if space is available and if there is an existing stop on the route.

Subject to the availability of seats and an existing bus stop, applications for children whose parents/guardians are experiencing an emergency situation will be accepted and processed during the school year. Applications submitted under this provision must be accompanied by a written explanation of the nature of the emergency and any supportive documentation requested by the School Department. The Superintendent of Schools and/or designee will review, act on such emergency requests and, if approved, set a prorated fee.

New Residents - Subject to the availability of seats and an existing bus stop, applications and fees for children of new residents will be processed at the time of registration.

Identification - In mid-August bus passes will be mailed directly to the households of all mandated and enrolled riders. The bus pass will indicate the student's name, grade, and the assigned school, bus route and bus stop. Beginning the first day of school, each bus student is required to carry the bus pass. Not doing so could result in exclusion from the bus. We suggest attaching the pass to the backpack. This will keep the pass handy and allow the student to display it without delay. Lost passes will be replaced for a $5.00 fee.

Bus Stops and Routing - Students K-12 are not entitled to street-by-street or door-to-door pick-up and/or delivery. The School Department will establish common neighborhood bus stops. Timing and routing do not allow for additional bus stops even if the bus passes your residence. As it is unknown how many buses will be funded, the length of bus routes may be adversely affected. All efforts will be made to schedule bus routes so that no child is riding for more than one hour per trip.

School Bus Safety Program

Safety is a responsibility that is shared between the home and the school district. While the law requires the School Department to furnish a defined level of transportation, it does not relieve parents/guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning.

Once the child boards the bus - and only at that time – the child becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. Therefore, it is the responsibility of the parent/guardian to escort the child to and from the bus stop where there are no sidewalks, where sidewalks are only on one side, where the bus stop is on the opposite side of the street, and where there are either traffic or commuter rail concerns.

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.

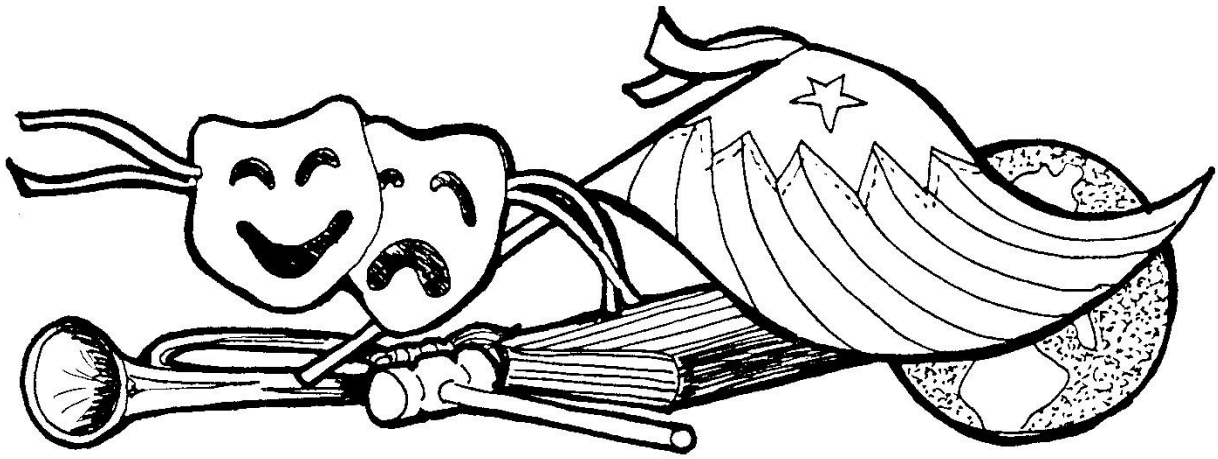
Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.

All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.

Student Transportation in Private Vehicles

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The driver will be required to complete a Department of Motor Vehicles Driving Record review.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of $100,000 - $300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.
4. The activity has the approval of the Superintendent of Schools.



CO-CURRICULAR OPPORTUNTIES

Philosophy

Co-curricular activities form an integral part of the school's educational program and include student government, student publications, music, drama, subject-related clubs, assemblies, as well as social, political, hobby and service organizations. The co-curricular program provides each student with an opportunity to pursue established interests and to develop new interests.

The Abington School Committee has established a Co-curricular activity fee of $50 per student. This is a fee paid once each year regardless of the number of activities in which a student participates. Co-Curricular user fees may be waived or reduced by submitting a Free and Reduced Lunch Application to the Assistant Superintendent. This Federal Free and Reduced Lunch Application is a once-a-school-year application and does not carry over year to year. The form as well as documentation of all income supporting a student(s) is required. Co-Curricular fees will not be collected for School Service Organizations.

The following clubs/activities ***will not be*** charging user fees during the 2026-2027 school year: ABC, Gender Sexuality Alliance, Language Buddies, National Honor Society, Peer Leaders, Student Council, Unified Sports, and Yearbook.

Through participation, students are encouraged to form productive and satisfying relationships with others based on respect, trust and caring. Experiences that foster leadership, cooperation and a sense of community educate young people for citizenship in a democratic society. Perhaps, most importantly, students involved in the co-curricular program can have fun.

Participation in any co-curricular activity is always contingent upon maintaining good standing in terms of conduct, attendance and academic performance. ***All students must meet the same academic and behavioral standards as described for athletic participation.***

Based on budget constraints and/or student interest, some activities may not be offered in a given year. All equipment issued to the student must be returned in good condition.

Students interested in forming a club not listed in the Student Handbook should submit a letter of interest to the Assistant Principal. The additions of new clubs are contingent upon contractual and budget constraints.

ABC Club

The Anti Bullying Coalition (ABC) is a club where students find ways to make a difference and promote a culture of kindness. Throughout the year students volunteer to promote kindness and contribute to not only the school but the global community as well. The group participates in several anti-bullying initiatives and activities to promote tolerance in our schools. The ABC club also plays a role as Peer Mentors. The intention of this is to match students identified as having social, emotional, or behavioral struggles navigating through the school day with trained club mentors. The role of the mentor is to check in periodically with their match, and provide guidance and a listening ear to make their experiences at school more peaceful.

Abington Recycling Crew

Mission: To increase awareness and participation of students, faculty and staff of the benefits of recycling. Plan: Use lunch and occasional Advisory Day time to encourage collection of recyclable materials and to place student-created posters around the school to highlight various aspects of recycling, (e.g. What Other Countries Do to Recycle, Consumer Recycling Efforts, Waste Management: An Overview of Refuse, Examples of Family Recycling Plans.) Organization: Student-elected officers (3+), Faculty advisor(s)

Art Club

The Art Club allows for artistic expression at all skill levels exploring and creating various projects using different mediums.

Dance Crew

The dance crew is a winter club that involves one or two choreographed dance routine(s) that perform during the halftime of all girls' varsity basketball home games. Practices will be held two to three times a week. The dance crew could participate in other winter school events dependent upon team members' availability.

Distributive Education Clubs of America (DECA)

DECA is a global non-profit student organization preparing high school and college students for careers in marketing, finance, hospitality, and management. It integrates classroom learning with competitions, fostering leadership, entrepreneurship, and professional skills through role-plays, business simulations, and conferences.

Drama Club

The Abington High School Drama Club is an exciting activity that produces up to two major productions each year, and is open to all students. Acting classes are sometimes offered in the fall. The spring musical is the biggest production of the year and provides opportunities in many areas of the theater including performing, set construction and painting, costumes, lighting, sound, publicity and pit band. No previous performance experience is necessary.

Fitness Center

We're here to pump you up! The Fitness Center is open intermittently after school, providing students access to nautilus and free weights, as well as stationary bikes and stair climbers.

Gender Sexuality Alliance
The Abington High School Gender Sexuality Alliance exists to educate, inspire and provide support for gay, lesbian, bisexual, transgendered and straight students and their families. Initiatives include a Day of Silence and Spread the Peace. Students will have opportunities to lead, attend conferences and dances, as well as fundraise and raise awareness in our school and community. All students are welcome!

Green Wave Gazette
The school newspaper is a voluntary activity in which all students, grades 9-12, may participate. Writing, editing and design are just some of the skills that can be shared and further developed through this involvement. The newspaper provides a vehicle for self-expression as well as stimulating a critical and serious approach to the written word. Members meet weekly throughout the year. To be a member in good standing, students must publish four works in an academic year.

History Club
The History Club meeting to discuss certain time periods, learning about it from movies, books, etc. This club also helps students with many subjects such as AP History classes, Politics, Science, Philosophy, an Sociology.

Improvable
Improvisation is the art of acting, singing, talking, reacting and making quick creative decisions. The improve troupe will engage in various improvisation techniques to sharpen the talents of our students. No previous performance experience is necessary.

Interact Club
The interact club is a student group organized through the Business department, building relationships with community groups and local commerce. The interact club volunteers at area nursing homes, serving ice cream at senior citizens' luncheons, and reading to students at the ECC.

International Club
The International Club is open to all students. The mission of the club is to enhance awareness of cultural diversity, individual differences, interests, and activities of all students within the Abington High School community. Throughout the school year, club members have the opportunity for cross-cultural communication via pen pal/e-mail pal with World Wide Schools. In addition, club members participate in various activities such as donations to organizations, participation in community events and fund raising opportunities. One major project the club members are responsible for is the design, organization and celebration of events during March's International Week, including the community event, "Night of Nations." Come join the fun!

Intramurals
Intramural sports occur as available after school, contingent on student interest and faculty supervision. Students typically play organized sports such as basketball, badminton, or volleyball.

Jazz Band
Jazz Band is a winter and spring activity, open to all students with music reading experience. It provides opportunity for musicians to explore jazz and rock music through performance.

Language Buddies
The Language Buddies Club provides opportunities for English language learners to attend cultural events, field trips and participate in off campus activities with English speaking student peers.

Math Team
The Math Team is open to all students and abilities. The schedule consists of four to five meets and practices per year (one before each meet). The meets are held on the first Thursday of the month after school, November through February/March. Practices are held during the month as determined yearly by the team members and advisor.

Media Production
The Media Production Club is a club designed for students interested in learning how to write scripts, film, edit, and produce short television segments. As a member of this club students have access to camera equipment, and are responsible for filming various events that occur around the school, as well as report on sports, and current events. Students are then responsible for editing what they film, and then the film is uploaded to the Abington public access channel. Students that are interested in media production should truly think about becoming a part of this club.

National Honor Society
The National Honor Society was founded in 1921 with the hope that it would be an organization that would recognize and encourage academic achievement while developing other characteristics essential to productive citizens in a democracy. These ideals of scholarship, character, service and leadership remain as relevant today as they were in 1921 and they are the four standards on which a student is judged for membership in the NHS.

- To be academically eligible for membership in the National Honor Society, a student must have a grade point cumulative average of eighty-seven or better (GPA 3.3) at the end of the sophomore year. Physical education and unleveled courses are not counted in this average; however, a student must have a passing grade in these courses.
- At the beginning of the school year, the advisor will post the names of those juniors and seniors who are academically eligible.
- Eligible students who wish to be considered must submit a portfolio which supports the standards of leadership, character and service.
- Forms for adjudication are given to faculty and administration. Each is to judge the students on a scale of one to four in standards of leadership, character, and service.
- The Faculty Council then makes its selection based on the staff evaluations and the information provided by the students.
- The selection of each member shall be decided by a majority vote of the Faculty Council.
- Members are required to maintain the four standards as indicated in the constitution and Bylaws. Should a member fall below any of the standards, appropriate action will be taken, including, but not limited to academic probation, dismissal, or failure to be recognized at graduation.
- A senior member in good standing may be excused from the final examination in a class if they have maintained a cumulative average of (90) ninety or better in that subject. Projectbased examinations will be completed by all students, regardless of their averages.
- Appeals must be done in accordance with the Abington high school appeal procedure.

The highest honor that can come to a student at Abington High School is to be chosen for membership in the National Honor Society.

Peer Leaders
A group of students who work through collaboration with teachers, staff, students, and the public. They intend to give back to the school and community through volunteering hours and services. They engage in leadership activities and represent our school as socially and academically strong students.

Show Choir

The Show Choir, "Pastiche," is an auditioned singing group that specializes in contemporary music with choreography. Auditions take place in the fall and are open to all high school students. No prior singing or dance experience is necessary, but singers are encouraged to sign up for Concert Choir. The Show Choir performs at a variety of home performances as well as traveling to several festivals throughout the year. The Show Choir uses a live band including piano, bass, drums, guitar, and horns.

Student Advisory Council

The Student Advisory Council (SAC) is a statewide organization of high school students elected by their peers. The SAC advises the Commissioner of Education and has voting representation on the State Board of Education. There are eleven regional councils across the state that meet as five functioning councils, as well as a coordinating state council elected by the regions. By state law, every Massachusetts high school must elect two student representatives to the SAC. Any enrolled high school student who will not graduate before April of the following year and who has resided within the Commonwealth for at least six months prior to the election is eligible for election to the SAC. Each SAC member is expected to attend monthly regional meetings and must provide their own transportation.

Typical Student Advisory Council projects, proposals, and activities of the past years have included:

- Writing, filing, and lobbying for legislation, which directly relates to students.
- Drafting of recommendations for curriculum innovation.
- Sponsoring of regional student conferences.
- Initiating local school projects for improvement of student involvement.
- Direct involvement in educational decision making at state and regional levels.
- Membership on department committees and proposal reading teams.

Student Arts Magazine

S.A.M. is the Abington High School *Student Arts Magazine*. Membership is open to all students who are required to attend regularly scheduled meetings. The goal of the program is to produce a literary/arts magazine of creative work. Members solicit manuscripts and art works, judge submissions, notify contributions, work on production and layout, and then publish the magazine in the spring.

Student-Athlete Advisory Council

The Student-Athlete Advisory Council (SAAC) consists of representatives from each varsity program and is run by the student-athletes. It is the goal of SAAC to be the student-athlete voice to the athletic administration; provide a bridge between the student-athletes and the Abington community; to undertake Student-Athlete Advisory Council projects which will benefit student-athletes and the community; and to represent AHS student-athletes and what they stand for. The group will focus on such issues as community service, student-athlete welfare and personal development.

Student Coordinator for the Abington Education Foundation

Members of the junior class elect a student coordinator to the Abington Education Foundation (AEF) for their senior year. The AEF works to encourage, promote, and sponsor educational experiences for the town's students and teachers. It is composed of community members, who raise money to fund educational grants. This position is a great opportunity to work with people from various professional backgrounds. The student coordinator gives voice to the concerns and

interests of students in respect to event planning, student involvement, and the awarding of grants. The coordinator is required to sit with the AEF at its monthly meetings. Interested juniors should indicate their interest to the Assistant Principal.

Student Council

The Abington High School Student Council consists of five representatives from each class elected by the members of their class. Members are required to attend all regularly scheduled meetings, unless excused by the president or the advisor. Two consecutive, unexcused absences will result in the removal from the office and a new representative will be elected. Each council shall establish the schedule of meetings; however, the representatives should expect to attend at least one meeting each month.

The Student Council discusses school-wide issues and provides helpful services to the school and community. The Student Council has been involved in such projects as organizing and coordinating an annual blood drive, arranging social activities and representing the student body on administrative and faculty committees.

Student Government Representative

Abington High School sends one student, to the Student Government Day held on the first Friday of April at the State House in Boston. Each year students are nominated to represent Abington High School and on Election Day in November the members of the junior and senior class vote for their representative. One student serves as the representative and the other as the alternate. Both representatives will be expected to attend preparation meetings prior to Student Government Day.

Student Representative to ACSF

The Abington Citizens Scholarship Foundation involves students from all grade levels to help organize ACSF fundraisers, including car washes and road blocks. Interested students should contact their Guidance counselor.

Student Representative to the Abington School Committee

A senior student will be elected to be the student representative to the Abington School Committee. This student acts as a liaison between the School Committee and the students of the Abington schools, particularly the high school, and represents all the school's students before the School Committee. The representative is required to sit with the committee at its monthly meetings. Interested rising seniors should indicate their interest to the Assistant Principal before class elections.

Student Representative to School Council

Under the Massachusetts Education Reform Law of 1993, high school councils are required to have a least one-student member. At Abington High School, two students serve as members of the council. Each spring a current sophomore is elected for a two-year term, which begins in September of the junior year. The School Council assists the Principal in adopting educational goals for the school, identifying the educational needs of students attending the school, reviewing the school building's annual budget, and formulating a school improvement plan. Members are required to attend meetings every two weeks while school is in session.

Veteran Appreciation

The Veteran Appreciation Club is an organization that focuses on service work and projects to benefit the veterans in our town.

Winter Guard

Winter Guard is a competitive activity that is open to boys and girls without previous experience. Guard members learn to handle flags, rifles, and sabers for their performance. Membership is by audition only.

Yearbook

The yearbook is a major project that requires a commitment from August – February. All students are encouraged to submit their names to participate in its publication. The staff is selected on the basis of teacher recommendations and an interview with the advisor. Editors are chosen to manage the project. Members of the yearbook staff should be mature, dependable and conscientious. Excellent organizational and time management skills are required so that deadlines can be met. Strong computer and photography skills are recommended.

YouLead

YouLead is a group of students in grades 9-12 interested in being positive role models and providing information and resources to students on issues that may not necessarily be taught in the classroom. The members address and deal with many topics including substance abuse, drunk driving, smoking cessation, peer pressure, adolescent behavior, peer and family relationships, violence awareness, cultural diversity and general adolescent health issues. In essence, the YouLead group is hoping to raise awareness, act as a resource for information and ultimately refer others to organizations and/or agencies that are trained to provide any professional help that may be needed by a student. All interested students are invited to attend an initial meeting held each fall.

CODE OF CONDUCT FOR APPEALS: CO-CURRICULAR ATHLETIC ACTIVITIES

Student co-curricular participants are subject to school rules and regulations governing student behavior as cited in the Student Handbook. All participants are reminded that they must be good citizens in order to represent their school and community in co-curricular activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in co-curricular activities for the length of the suspension. This includes the afternoon or the evening of the suspension and the weekend, if the suspension occurs on or includes a Friday.

1. Co-curricular activities are available only to Abington High School students. The only exception to this is for a non-auditioning music program (i.e., marching band).
2. A student may not participate in any co-curricular meeting or event on a day when they are absent from school unless exception is made by the Principal.
3. A student must be recorded as present no more than 15 minutes from the start of school and must remain in school for the day in order to participate in a co-curricular event unless excused by the Principal.
4. A student who is dismissed from school may not participate in any co-curricular meeting or event unless excused by the Principal.
5. A student will be held accountable for all materials issued and must return materials promptly at the request of the advisor. A student who does not meet their responsibility in this area will be denied awards and further participation in the co-curricular activity until full restitution is made.
6. Co-curricular advisors may make rules governing the conduct of participants and the requirements of membership, rehearsal or performance. These rules must be approved by the Principal and shared with participants in writing before they are in effect. From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), students in leadership positions, class or club officers and/or team captains will lose their leadership position for a period of 90 calendar school days if they are in violation of the school's chemical health policy or conduct from groups C and D of the Student handbook.
7. All participants must ride the bus to and from school sponsored co-curricular events unless excused by the Principal.
8. Guidelines for elections of co-curricular officers assure fairness and facilitate election procedures; elections of co-curricular officers will follow the democratic process.
9. Election of co-curricular officers will be held at the advisor's discretion.

10. Elections will be conducted according to Parliamentary procedure, and voting will be by secret ballot. A student representative will be present during the ballot count.
11. A student who fails to meet the responsibilities of their elected position and/or who violates Category D of the Code of Conduct will be removed from that position by the advisor.
12. In the event that an officer is removed, a new election will be held.
13. A student must secure during the last marking period preceding the contest a passing grade in at least 5 classes meeting on a full-time basis of prepared work. A student cannot at any time represent a school unless that student is taking at least 5 classes meeting on a full-time basis of prepared work. In addition to be eligible for the fall season, students are required to have passed 25 credits the previous year. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards have been issued to the parents of all students. Eligibility is reviewed each term. A student who passed 4 courses the previous term may have their eligibility reviewed when the next progress report is issued. The student must submit evidence to Co-Curricular Advisor or Athletic Director that they are meeting and passing the five-course minimum for eligibility after appealing to the Assistant Principal.

Building Use

It is the policy of the Abington School Committee to encourage community use of school property. Educational, governmental, civic or cultural organizations may use Abington school property under the established fee schedule. The School Committee or its agents will determine the appropriate use for school facilities.

Individuals or organizations wishing to use a school facility must return the application to the building Principal at the school being requested for use. Full payment of rental fee is required prior to the use of the facility. Such requests will be handled by the building Principal or designee.

Contracts for Services

Negotiations on contracts for co-curricular activities, contests, concerts or other events must first be approved by the faculty advisor of the student organization and then by the Principal.

Fundraising

To minimize conflicts among groups, any organization interested in raising funds must submit a "Fundraising Request" form at least two weeks before the activity to the Principal.

School Sponsored Trips

Students attending a school sponsored trip such as International travel or music trips may not be suspended for participating. However, it is important to note that students playing time may change at the coach's discretion (including not playing at all) upon their return for a variety of reason (conditioning, safety, change in line ups, other players earning more time, new game plans, etc.).