

Weston High School
Student/Parent
Handbook 2023 - 2024



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Principal

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[Translate.google.com](https://translate.google.com) If you would like this document or any other Weston Public School documents translated into another language, please contact your school principal, [Martha Bakken & Kimo Carter](#).

Arabic	<p>ΩϣΗέΩϣ εΐΩϣΑ ρΥΛΗΜ κΟέΐΥ ρέΧ Δ64 κ4 Weston Public School ϣϣ ρέΧ Ε</p> <p>ΩϣΗϣϣ ρ 6 ΔΟϣΛ64 ρΥϣ ΔϣΟέΗ ρΥ Ω έΗ Εϣϣ ΐ·</p> <p>.έΗέΥϣ ρϣϣϣ έ6ΗϣΩ4 6 ϣϣΥΑ ΥΛέΥϣ ΓΩϣ4</p>
Begali	<p>আপিতা িআ এই ডেমেং বা অআে কাআ ওেযআ পাবিলক েলেং ডেমেং অআে ভাষায় অআবুআ করেচ চাআ, পাহেল অআেুহ কেং আপআংর েলেং অআেউ, িমেসস মাযুআ বোআ এবং ড Kim িকেমা কাটুেংর সোয় িযোগাযোগ ক'আ।</p>
Chinese (Simplified)	<p>如果您希望将本文件或任何其他 Weston 公立学校文件翻译成另一种语言, 请联系您的学校校长 Martha Bakken 女士和 Kimo Carter 博士。</p>
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Dutch	<p>Als u dit document of andere documenten van de Weston Public School in een andere taal wilt laten vertalen, neem dan contact op met uw schooldirecteur, mevrouw Martha Bakken en dr. Kimo Carter.</p>
Farsi / Persian	<p>Ω6X ϣγέΩϣ εΐΩϣ ΥΑ ϣ6Ηϣ6ϣϣϣϣ ϣγέΩϣ έ Ωϣ εΐΥγ Υγ Ωϣ ϣϣ Ωϣϣ 6X</p> <p>ϣϣ εϣ ΥΥρ4 ϣ Ω6η ϣϣΟέΗ έϣΩ ϣΥΑί ϣΑ</p> <p>.ΩϣέϣΑ ρΥϣΗ έΗέΥ ρϣϣ έΗΩ 6 ϣΥΑ ΥΗέΥϣ ϣϣΥΧ ϣ</p>
French	<p>Si vous souhaitez que ce document ou tout autre document de l'école publique Weston soit traduit dans une autre langue, veuillez contacter le directeur de votre école, Mme Martha Bakken et le Kimo Carter.</p>
Greek	<p>Εάν θέλετε αυτό το έγγραφο ή άλλα έγγραφα του Δημόσιου Σχολείου Weston να μεταφραστούν σε άλλη γλώσσα, ελικοινωνήστε με τη διευθύντρια του σχολείου σας, κα Martha Bakken και Dr. Kimo Carter.</p>
Gujarati	<p>જસ તમપચા દેતલવજર અથવા અલય કસઈપણ વાપટન પડ્ઠલક ષઠલ ુદેતલવજસ પ અલય ભાષામાંઅનુવા ુદેત કરવા માગતલ ં હસ, તસ ઇમપા કર નપતમાર શાભાના આચાચ1/2, ં ુી માથા1/2બપકક°ન અનપસ. ં કસ કાટ1/2રનસ સપ ૂક1/2કરસ.</p>
Haitian-Creole	<p>Si ou ta renmen dokiman sa a oswa nenpòt lòt dokiman Lekòl Piblik Weston tradui nan yon lòt lang, tanpri kontakte direktè lekòl ou a, Madam Martha Bakken ak Doktè Kimo Carter.</p>
Hindi	<p>यँद आप चदूहतòहक यह दहेतदूवòज यदू वòहेटन पँडलक हेकँल कò कसइ अँय दहेतदूवòज कदू कसइ अँय भदूषदू मल अनवँ दूदकयदू जदूए, तँ कँ ँपयदू अपनòहेकँल कò मँँसपल, सँँ 8 मदूथदूबकòन और डँ कमँ कदूटल सòसपँ क करल।</p>

Italian	Se desideri che questo documento o qualsiasi altro documento della Weston Public School venga tradotto in un'altra lingua, contatta il preside della scuola, la signora Martha Bakken e il sig. Kimo Carter.
Japanese	この文書または他のウェスタン公立学校の文書を別の言語に翻訳したい場合は、校長の駐蹕囑贖統矚覽颯さんと覬時贖力贖矚博士に連絡してください。

Vietnamese	Những bạn muốn tải tài liệu này hoặc bất kỳ tài liệu nào khác của Trường Công lập Weston được dịch sang ngôn ngữ khác, vui lòng liên hệ với hiệu trưởng trường của bạn, Cô Martha Bakken và Tiến sĩ Kimo Carter.
Swedish	Om du vill att detta dokument eller andra Weston Public School -dokument översätts till ett annat språk, kontakta din skolledare, Martha Bakken och Dr. Kimo Carter.
Spanish	Si desea que este documento o cualquier otro documento de las Escuelas Públicas de Weston se traduzca a otro idioma, comuníquese con la directora de su escuela, la Sra. Martha Bakken y el Dr. Kimo Carter.
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Portuguese	Se você deseja que este documento ou qualquer outro documento das Escolas Públicas de Weston seja traduzido para outro idioma, entre em contato com o diretor de sua escola, Martha Bakken e Kimo Carter.
Kurdish	Heke hûn dixwazin vê belgeyê an belgeyên dibistana giştî ya Weston -a din wergerînin zimanek din, ji kerema xwe bi rêvebera dibistana xwe, Xanim Martha Bakken û Dr. Kimo Carter re têkilî daynin.
Korean	이 문서나 다른 Weston 공립학교 문서가 다른 언어로 번역되기를 원하시면 학교 교장인 Ms. Martha Bakken과 Dr. Kimo Carter에게 연락하십시오.

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I. Weston High School Core Values & Expectations:



Core Values

- A. Engagement
- B. Integrity
- C. Resilience
- D. Responsibility

Weston High School is a community of adults and students who engage in school and beyond, act with integrity, practice resilience, and behave responsibly.

- We are **Engaged** when
 - We pursue excellence in all our academic, athletic, and artistic passions
 - We make meaningful connections with others and balance common goals & individual gain
 - We think creatively and critically
 - We are curious
 - We are open to the opinions and advice of others
 - We communicate effectively
- We have **Integrity** when
 - We act with good intent and are straightforward in our interactions with others
 - We practice honesty and academic integrity in all our work
 - We embrace diversity, upholding the dignity of those who learn, think, live, and look different from us
 - We treat others, their property, ourselves and our school, with respect
 - We are honest about our own strengths and weaknesses
 - We consider the impact of our actions on our community, our country, other nations, and our planet
- We practice **Resilience** when
 - We set goals and persist in working toward them
 - We problem-solve
 - We understand that mistakes are part of learning and that failure can lead to strength
 - We learn new skills and challenge ourselves
- We are **Responsible** when
 - We are patient with others and willing to forgive
 - We own our choices and their consequences
 - We contribute more than we receive
 - We are mindful of others' needs and the benefits of compromise

II. Communication

A. Guidelines for Effective Communication

The Home School Communication Advisory Committee, consisting of teachers, administrators, parents, and community representatives, developed a set of guidelines for

effective family and school communication. Parents and teachers, working together, can maximize effective communication when:

1. Schools welcome parents as partners in the educational process.
2. Schools share general information so that parents are informed on a regular basis and know whom to contact with questions or concerns.
3. Parents become familiar with information distributed by the school or school system. (For example, all high school parents and students should sign up for the list services so that they can receive emergency notices as well as general information via Email.)
4. Parents who seek information about their child’s progress first speak directly with the student’s teacher and/or school counselor.
5. Administrators and teachers are open to parent concerns and offer opportunity for respectful discussions.
6. Parents and school staff act respectfully at meetings and forums and are considerate of speakers in asking questions or making comments. These gatherings are important vehicles for sharing information and creating conversation between home and school.
7. Parents and school staff acknowledge the volume of information that circulates each day and are respectful of time demands. For example, it may not be possible for a parent or staff member to respond immediately to a phone call unless it is an emergency.
8. Parents and students are expected to review the contents of the Student/Parent Handbook.

B. Central Administration

Superintendent of Schools	Dr. Marguerite Connolly	781-786-5210
Asst. Superintendent for Teaching & Learning	Dr. James “Kimo” Carter	781-786-5220
Asst. Superintendent for Finance & Operations	Ms. Sheri Matthews	781-786-5230
Director of Student Services	Ms. Martha Bakken	781-786-5240

C. Weston High School Telephone System

Our automated telephone system provides one tier of options for quick selections and a second tier of options if you wish to connect with a department head and do not know his/her extension. The quickest way to make connections with an individual is to know the party's extension.

The High School telephone number is (781) 786-5800. For emergencies dial this number and press either 1 for the Attendance Office or 7 for the Main Office.

First Tier of Selections-

Press the # provided below:

1. Attendance Office and Assistant Principal Jennifer Knight
2. Guidance Office and Head of Guidance Marla Schay
3. Nurse's Office
4. Athletics and Athletic Director Michael McGrath
5. Academic Departments
6. Skills Department
7. Main Office and Principal Paul Peri
8. Staff Directory

D. High School Contact Information

Principal	Paul Peri	x5802	perip@weston.org
Principal's Administrative Assistant	Katie Skelley	x5802	skelleyk@weston.org
Assistant Principal	Susan Bairstow	x5811	bairstows@weston.org
Assistant Principal's Admin Assistant	Kim Clemente	x5811	clementek@weston.org

Athletics	781-786-5849
Guidance	781-786-5829
Library	781-786-5869

Art Director	Chris Fehl	x5895	fehlc@weston.org
Athletic Director	Michael McGrath	x5845	mcgrathm@weston.org
Bridge Program	Emma Feldmann	x5879	feldmanne@weston.org
Cafeteria Director	Charlie Kotufo	x5295	kotufok@weston.org
English Department Chair	Kate Lemons	x5905	lemonsk@weston.org
World Language Director	Kathy Baker	x5915	bakerk@weston.org
GOAL Program	Allison Bees	x5896	beesa@weston.org

Guidance Department Head	Marla Schay	x5820	schaym@weston.org
Guidance Admin Assistant	Christina Kalil	x5820	kalilc@weston.org
History Department Chair	Susan Bairstow	x5925	bairstows@weston.org
Librarian	Alida Hanson	x5865	hansona@weston.org
Main Office All-School Aide	Jen Frappier	x5803	frappierj@weston.org
Mathematics Department Chair	Jim McLaughlin	x5935	mclaughlinj@weston.org
METCO Director	Theresa Dryden	x5850	drydent@weston.org
Music Director	Chris Memoli	x5945	memolic@weston.org
Wellness Education Director	Mitch Finnegan	x5955	finneganm@weston.org
Psychologist	Lauren Chisholm	x5944	chisholml@weston.org
Science Department Chair	Stephen Ribisi	x5965	ribisis@weston.org
Special Education Department Head	Patrick Kelly	x5943	kellyp@weston.org
Special Education Team Chair	Jennifer Ethem	x5334	ethemj@weston.org

Special Education Admin Assistant	Claire Castagno	x5881	castagnoc@weston.org
Technology Director	Lee McCanne	x5250	mccannel@weston.org
Transportation Coordinator	Darlene Frappier	x5280	frappierd@weston.org
Youth Counselor	Paula Gearan	x5847	gearanp@weston.org
Utilization of School Facilities	Kelly Clark	x5232	clarkk@weston.org

E. Websites

Information about the high school can be accessed from the Weston Public Schools website at <http://www.westonschools.org>. In addition to the school calendar for 2019-2020, there are links for athletics, guidance, the library, academic departments, and administration.

“No School” Days

If conditions are, in the Superintendent’s judgment, sufficiently severe for student travel, schools will be canceled. The “No School” announcement will be carried by television channels 4, 5 and 7, FOX 25. A notice will be posted on this website. Parents will be notified via a phone call from the school’s communication system. The telephone number(s) called will be the number(s) provided by parents in Infinite Campus. To avoid interfering with emergency calls, do not call the school switchboard, the Police or Fire departments. For detailed procedures for inclement weather go to: <https://www.westonschools.org/district/inclement-weather-procedures/>

Infinite Campus Student/Parent Portals

Weston High School uses the student information system, Infinite Campus. Infinite Campus has a Parent Portal (<http://portal.weston.org>) where Parents are able to view information about their children. Parents receive a letter with instructions containing individual login information that carries throughout their child’s attendance in the WPS.

Any parents that do not have an Infinite Campus account and would like one can email infinitecampus@weston.org to receive their unique activation code. To log in, follow this link <https://www.infinitecampus.com/audience/parents-students/login-search>. As you login the only information requested is District Name and State:

If you have questions, contact Dr. McCanne@ 781-786-5250 or email at mccannel@weston.org

High School webpage link:

<https://www.westonschools.org/high/about/frequently-asked-questions/#toggle-id-1>

The purpose of the **Parent Portal** is to help strengthen the ability for all of us involved in students’ progress in their classes - students, parents, and teachers - to communicate meaningfully and effectively. This communication can be a key to fostering and maintaining good relationships among all three. As allies in this endeavor, we hope that the information provided through the Portal will allow you to have specific conversations with your children regarding homework production, quizzes, tests, and projects.

- Teachers will update information regarding students’ progress a minimum of every one 8-day cycle for short-term assignments (approximately every 1-2 weeks).
- Teachers will update information regarding students’ progress no later than two cycles after the due dates of major assignments/assessments (approximately every 2-3 weeks).
- Traditional progress reports given at the midpoint in each quarter will be required only for any student with an average in the D range or below.

III. Safety and Security

A. Building Access and Restricted Areas

Students are not to be in the school building or on school grounds before 8:30 a.m., except on Thursdays when students may come to school at 7:45 a.m. for W block, or after 4:00 p.m. on any day school is in session, or at any time when school is not in session, except for the following purposes:

- to meet with or be under the supervision of a member of the school staff;
- to participate in a supervised extra-curricular activity;
- to attend a scheduled event as a spectator and then only in the area designated.

To better ensure safety and to protect property, students are restricted from being in a number of areas during the school day unless supervised by a member of the faculty or staff. These areas include: the auditorium, the auditorium stage, all music and theater rooms, the gymnasium, weight room facilities, locker rooms, and computer labs. Outside of the building, students are restricted from the following areas: the bridge, the pond, all wooded areas, and the Middle School. Students who need to see a coach or teacher in the Middle School must first receive permission and a pass from the coach or teacher and present it to the High School Attendance Office before they sign out.

Loitering in parking lots is not permitted. **Students are to use the student parking lot only in approved transit to and from school.** If students need to access their vehicle during the school day, they must sign out at the Attendance Office prior to going to their vehicle.

Whenever possible, students are to avoid being in corridors in classroom areas while classes are in session. To be respectful of the learning environment, students must refrain from any action that causes distraction to ongoing classes.

B. Personal Belongings

Students are advised and expected to keep their books, clothing, and other belongings secured in a locked locker or in their own possession at all times. All items lost or stolen should be reported promptly to the Attendance Office. To discourage theft, students should mark their belongings with clear identification.

C. Visitors

Student visitors must be pre-approved and registered, with the Attendance Office, **prior to the day of their visit**, by their Weston High School host student. The host student can do this by completing a Visitor Form, which can be found in the Attendance Office. This form must be filled out prior to administrative approval. Visitors approved by the Assistant Principal must begin the day by checking in with the Attendance Office, where they will be given passes for the day. Visitors are to be in the company of their host student, both in and out of class. Visitors should be of high school age. No visitors will be approved during any testing days. (Note: No visitor pass will be granted to former students who have been excluded from the school or previous visitors who have been uncooperative with school personnel.)

D. Clear Exits

The Town of Weston Fire Code requires that stairwells and main corridors be kept clear of emergency exits. Therefore, book bags are not to be left in the corridors or in the stairwells throughout the school.

E. Recreational Activities

There will be no skateboarding, rollerblading, soccer, football, lacrosse or other such sporting activities in areas intended for general congregation and traffic, in and/or outside of the school building.

F. Electronic Games/Gambling

There will be no electronic game playing or gambling-style games in the school. Any form of gambling involving an exchange of money or goods will lead to disciplinary action.

G. Locker Rooms

Students are not to enter the wellness education and athletic locker rooms during the school day except during their assigned wellness education periods. After school, only members of in-season athletic teams are permitted in the locker rooms. To help prevent theft, students are encouraged to report instances of unauthorized persons in the locker rooms. Unauthorized persons are subject to search.

H. Electronic Devices

Students may use cellular telephones or other electronic communication instruments only in the cafeteria or outdoors. If a cell phone is used during a class or in the library, it will be taken away, and disciplinary consequences will be issued for disrupting class. Students are not to impose on other students or staff by using cameras, tape recorders, video camcorders, radios, portable television sets, or disc players except as required by school-approved activities. Students may use electronic devices, only with earphones, in the cafeteria or outdoors or with teacher permission.

I. Posters

Material may not be posted in the corridors or other public areas in the school without prior approval of the Assistant Principal. This is to ensure fair and equal access to posting, to prevent harassment and inappropriate commercial advertising. Teachers have the same authority to determine all postings within their classrooms.

J. Personal and School Property

Students are expected to respect the possessions of other members of the school community as well as all school property.

K. Security Camera Policy

The Weston School Committee supports the limited use of video cameras on Weston Public Schools property for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property and diminish the potential for personal and district loss or destruction of property.

1. Camera Placement

Security cameras shall be installed in public areas only. These areas include grounds, parking areas, athletic areas, and exterior entrances or exits to school buildings. Restrooms, changing rooms, private offices, classrooms, nurse's offices and locker rooms are excluded from security camera use. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. No sound is to be monitored or recorded in connection with the video surveillance system.

2. Signage and Notification

Appropriate signage will be posted to notify students, staff and the general public of the Weston Public Schools' use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras on school grounds. Such notification will include, but not be limited to, employee handbooks and student handbooks.

3. Access to Video Recordings

The Superintendent of Schools or his/her expressly authorized designee shall oversee video surveillance. Any video recordings made for security purposes pursuant to this policy are the sole property of the Weston Public Schools. The Weston Public Schools security cameras will be in operation throughout the year.

Recorded information will be available subject to applicable law and only with the approval of the Superintendent or his/her expressly authorized designee for use as necessary by appropriate school officials or law enforcement personnel. There will be no monitoring of live recordings, except in the case of routine maintenance, investigation of an alarm condition, or a suspected health, safety, or security emergency. Recordings will be reviewed only when a suspected incident has occurred. Information obtained through video surveillance may only be used for identifying persons attempting to enter the school buildings, or investigating violations of student/staff conduct, suspected vandalism or other illegal activity, or any activity that may threaten the safety or security of students or staff.

4. Data Storage

All video recordings are stored in a secure place to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for a period of time consistent with state law and the Weston Public Schools' record retention policies, after which all recordings will be appropriately deleted.

--Adopted: June 21, 2016

IV. Attendance

A. Philosophy

Consistent student attendance is an important component of the learning process for all students in a classroom. In most instances it is difficult to duplicate classroom learning, which is an integral part of the courses at Weston High School. When a student is in

school, he or she must attend all of his/her scheduled school classes. Students are expected to attend every class meeting unless excused according to the procedures described below.

B. Student Responsibilities

It is each student's responsibility to be aware of his/her own attendance status in class, to make responsible decisions about attending all classes on a regular basis, and to miss no more than the number of classes allowed according to the NC-Rule, (see the NC-Rule section below for the specific number). If a student exceeds this number he/she will receive a grade of NC, indicating that a student was absent from too many classes to be fairly assessed and given a regular letter grade on his/her report card.

- Students must obtain, and make-up class work missed due to excused absences.
- If a student receives an unexcused absence in error, the student should work immediately with the teacher and the attendance office to correct the error.

C. Parent/Guardian Information and Responsibilities

- The parent/guardian may monitor his/her son's/daughter's attendance in each of his/her classes. Attendance is visible through the Infinite Campus Portal.
- To excuse a student's absence, the parent/guardian must:

1. Call the Attendance Office 24-hour Absence Line, (781) 786-5299 before 10:00am. on the day their child is absent from school, in order to excuse the absence.

2. In lieu of a phone call, parents should provide the student with a note or email HSattendance@weston.org.

3. The phone message or parent note should include: the student's name, the parent/guardian name, the time, the date and the reason for the absence, late arrival, or dismissal.

D. Faculty, Staff and Administration's Responsibilities

- Record each student's attendance in Infinite Campus for each class on a daily basis within thirty minutes of the end of each class.
- Maintain accurate attendance records to enable the NC-Rule Dashboard to automatically notify the student, parent/guardian, school counselor, and assistant principal when a student is nearing the NC-Rule Cap.

E. Attendance Office

The Attendance Office is located down the corridor off the main lobby. Students who are late to school must report there immediately upon arrival to sign in and be given a pass to class. Students who are dismissed for an appointment, with parental permission, must report to the Attendance Office to obtain a dismissal pass and to sign out.

F. Absence Policies:

NC rule- stands for No Credit

ALL ABSENCES WHETHER EXCUSED OR UNEXCUSED, COUNT TOWARDS

NC-RULE CAP Exceptions-absences that are the result of: Religious holidays, MCAS/AP exams, special education testing/meetings, school exchange programs, suspensions or approved school field trips.

Students & parents should make every attempt to avoid any absence from school other than those listed below. These circumstances constitute an excused absence, tardy or dismissal, however documentation must be provided and missed work must be made up. **Note: though excused, these absences still count toward the NC-Rule.**

EXCUSED ABSENCES:

Reason	Required Documentation
Visit to a health professional	Doctor/Nurse practitioner note
Family funeral/emergencies	Parent note
Religious holiday	Parent note (does not count toward NC-rule)
Student illness	Doctor's note
College visit	Official college appointment letter
Mandatory court appearance	Court documents (does not count toward NC-rule)
School sponsored activity/field trip	None required (does not count toward NC-rule)

- 3 times tardy in any class per term = 1 absence.
- Students with extended or chronic health situations/hospitalizations may consult the school nurse who may seek principal consideration to excuse the absences from counting toward the NC-Rule.
- Parents may not excuse a child for a single class if the child remains in the school building.
- Partial-day absences out of the building, (late arrival, early dismissal, mid-day absence), will be excused only if the absence is called in or a note is submitted, to the attendance office, prior to the student's dismissal.
- Standard disciplinary consequences for class cuts will be imposed for unexcused absence/ s from class. (See the Code of Conduct section of this handbook for details).
- Students may participate in an extra-curricular activity on any given school day only if they have been in attendance for a minimum of 3 hours of class time.
- An extended family vacation is not a legitimate reason for missing school.
- Students have two (2) days after returning from an absence in which to turn in a note signed by a parent/guardian in order for an absence to be excused.
- For classes missed due to unexcused absence, tardiness or dismissal, students will not receive credit for work assigned and/or due that day in the classes missed and will be given a grade of zero for tests, quizzes, presentations and participation.
- Students absent from a class for 34 minutes (half the class) are marked absent.
- On days when there is a special schedule with shortened classes, students will be

marked absent if they miss half of the class (e.g. if class periods are 50-minutes, a tardy of 25 minutes = an absence).

G. NC Rule Attendance Policy Absences (absence = excused or unexcused)

The **NC rule** is an attendance policy that stipulates a student receives a grade of NC in a course when they meet or exceed the number of absences from the list provided below. An NC is a grade indicating that a student was absent from too many classes to be fairly assessed and given a regular letter grade on his/her report card.

- 7 absences or more in a class per term in a 5-block course (meets 28 times) = NC
 - 5 absences or more in a class per term in a 4-block course (meets 22 times) = NC
 - 3 absences or more in a class per term in a 2-block course (meets 11 times) = NC
- Seniors: 4 absences or more in a class in the 4th term in a 5-block course (meets 15 times) = NC

Implications of an NC

- An NC is an attendance grade. There is a letter grade behind the NC: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F.
- If a student earns only one NC in a full-year course, he/she receives a regular letter grade as a year-end grade. All four-term grades are averaged, including the grade behind the NC.
- If a student earns two NCs in one class during the year, or one NC in a one-semester course, he/she may receive an NC as a final grade.
- A student who earns an NC as a final grade in a course does not receive credit for that course.
- A course required for graduation must be repeated. An NC cannot be made up in summer school
- A senior who earns an NC in a course for the fourth term will receive an NC on his/her transcript as a final grade for that course.
- Appeals are granted by the Principal and are extremely rare and for extraordinary circumstances. A student may only initiate an appeal after he/she has received 2 NCs in a full-year course or one NC in a 1-semester course.

Exceptions to the NC rule

Religious Holidays

MCAS and AP testing

Special Education meetings and testing School-sanctioned field trips

Students suspended from school

Exemptions granted by the Assistant Principal and/or Principal

REMINDER: There are no sanctioned out-of-school “skip days.”

H. Tardy to School

All students arriving to school tardy must verify that their parent/guardian is aware of their tardiness (excused or unexcused) by a phone call, email or note from said parent/guardian **before 10:00 a.m. that day**. Any student who does not have a first period class may arrive at school any time prior to their first scheduled class that day without needing a note, email or phone call. Any Students arriving after the start of the school day, for any reason, are expected to sign in at the attendance office immediately upon arrival to school. Please note: Study halls are considered a scheduled class and students are expected to attend.

Students who have unexcused tardies will not be given credit for work missed.

Consequences are:

- 1st Offense: 60-minute detention at third tardy (of the quarter)
- For every additional three tardies: 60-minute detention
- The same circumstances listed on page 14 above, as approved for excusing an absence, constitute an excused tardy. *

*Notes may be required upon request of Administration

I. Dismissals/LEAVING SCHOOL GROUNDS

With the exception of seniors, who have open campus privileges, students are not to leave school grounds during the school day unless dismissed through the Attendance Office. Students must have a parental phone call or note presented before 10:00 am to the Attendance Office, and the student must sign the Dismissal Register at the Attendance Office in order to receive permission to leave the building for reasons unrelated to school programs. (Please see the Code of Conduct for possible consequences for leaving school grounds without authorization).

J. Free Period Policy

Students with free or unassigned blocks will be assigned to study halls. Seniors with privileges may leave campus during free or unassigned blocks.

K. Class Cancellation

Students who arrive at their classrooms and find no teacher, substitute, or note are to remain in their rooms until dismissed by a faculty member or his/her representative. If no faculty member arrives within ten minutes, one student is to report to the appropriate Departmental Office or the Attendance Office and inform the rest of the class what they are directed to do. Students failing to follow these procedures may be assigned class cuts.

L. Field Trips

Field trips are an integral part of the student experience at Weston High School. Well planned and closely linked to the curriculum, they support the school mission statement as well as our expectations for student learning. With 68-minute classes, field trips can occur within regular class blocks. Other trips may require students to miss classes in other disciplines, however, and students are responsible for informing their teachers and for making arrangements to make up missed work. There may be occasions when teachers exercise their right to request that students not miss their classes and therefore

not attend a particular field trip.

NOTE: Students will not be allowed to leave school grounds on any field trip without the signature of a parent/guardian on a permission slip authorizing medical care and providing pertinent health information.

M. Guests

Students planning to invite a guest to any school social function should (1) check to see if guests are permitted to attend, and (2) receive approval from the Assistant Principal at least two days prior to the event. (Note: No approval will be granted to former students who have been excluded from the school or previous visitors who have been uncooperative with school personnel.)

V. Privileges

A. Eligibility

Students who have and maintain good attendance, discipline and academic records are eligible for a number of privileges.

- Academic good standing: No D's, F's, Incompletes, or NC's.
- No unexcused absences.
- No more than three unexcused tardy-to-school violations per quarter.
- No class cuts.
- No violations of academic integrity rules.
- No behavioral problems resulting in being asked to leave a class, study, or the library.
- No outstanding Detentions, unless rescheduled with a parental phone call and approval of the assistant principal.
- No suspensions.

NOTE: While most of these refer to the current year, a pattern of violations from the previous year may result in denial of these privileges.

B. Privileges by Grade

1. **11th-12th** graders: Approval to arrive after the start of the school day, so long as they leave enough time to report to the Attendance Office to sign in, and arrive on time to their first scheduled class, (permission slip not required).
2. **11th-12th** graders: Approval to leave school after the last assigned class of the day, and permission to leave school during free periods so long as they arrive back on time to their next scheduled class, (permission slip not required).
3. **12th** graders & a limited # of 11th graders: Permission to drive to school and park in the student lot, after registering their cars in the Attendance Office. ***Students must re-register every year.***

VI. Right To An Equal Education

All students at Weston High School, regardless of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/verteran status, marital status, familial status, homelessness, ancestry, ethnic background, national origin, or any other catagory protected by state or federal law will be given equal access to educational services, including school admission, admissions to courses, access to

course content, access to guidance services, and participation in extra curricular and athletic activities.

A. HARASSMENT / NON-DISCRIMINATION Policy Summary

All members of the community served by the Weston Public Schools have the right to be treated with dignity and respect. The school system is committed to the policy that all individuals associated with the schools deserve to be free from any conduct, activity or language that is demeaning, insulting, abusive or inappropriate. Therefore, insults, threats, derogatory remarks and other forms of conduct that fail to respect the rights and dignity of others will not be tolerated. The goals of the Weston Public Schools include providing equal employment, educational and participatory opportunities for all members of the school community; preventing discrimination or harassment of any individual attending, working at, or associated with the school system; and providing a mechanism by which individuals can bring any concerns about discrimination or harassment to the Administration's attention. The Weston Public Schools are committed to maintaining an environment in which staff, students and visitors are not subjected to differential treatment because of legally protected characteristics. Therefore, the school system will not accept or tolerate any discrimination, or differential treatment, of or among members of the school community based upon race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/verteran status, marital status, familial status, homelessness, ancestry, ethnic background, national origin, or any other catagory protected by state or federal law Not only does the school system prohibit any discriminatory treatment of or among students, staff or visitors, but it also will not tolerate harassment of any kind based on any of the above characteristics or any other personal qualities or appearances.

For our full Non-Discrimination Policy, see our on-line policy manual:

https://www.westonschools.org/section_a_foundations_and_basic_commitments/

Inquiries concerning the Weston Public Schools' policies and protocols, compliance with applicable laws, statutes , and regulations, and complaints may be directed to Dr. Kimo Carter, Assistant Superintendent, who can be contacted directly:

Case House
89 Wellesley Street
Weston, MA 02493
781-786-5220
carterk@weston.org

B. Procedures for Reporting Complaints Related to

Discrimination/Harrassment/Retaliation Any student of the Weston High School community who believes s(he) or another school community member has been the victim of any form of discrimination, including harassment and retaliation, should report the conduct or make a complaint. The Assistant Principal at Weston High School is designated the "Complaint Manager" for the purpose of receiving complaints. A person who wishes to make a complaint of harassment should meet with the Assistant Principal as soon as possible to report a complaint. Students may ask a faculty or staff member to be involved in the complaint process. The Assistant Principal will interview the student and assist him/her.

If the student does not feel comfortable speaking to the Assistant Principal, he/she may

contact another administrator to report any event(s) regarding discrimination or harassment.

False Charges

Any student who knowingly makes false charges or brings a malicious complaint may be subject to discipline.

C. Investigating the Complaint

The Weston Public Schools' response to any accusation of inappropriate or demeaning conduct, harassment or retaliation will depend on the circumstances. It is the goal of the school system to help staff and students understand the consequences and effects of their behavior and to eliminate any harassment. Therefore, the school system's initial response to allegations of behavior among staff and students will be to focus on education and correction of inappropriate or harassing behavior.

The Weston Public Schools will promptly respond to every complaint of harassment. Depending on the circumstances, including the nature of the complaint, the age of the individuals and whether any staff members were involved, the school system's response will be more or less formal. The school system will conduct an investigation into allegations of harassment/discrimination/retaliation. That investigation may include discussions with all involved parties, identification of and communication with potential witnesses, and other steps the administrator considers appropriate. If the school system determines that harassment/ discrimination/retaliation has occurred, it will take action to end the harassment/discrimination/ retaliation and ensure that it is not repeated. Steps the school system may take include, among others, arranging for Restorative Justice if appropriate, counseling, warnings, suspension, transfer of an employee, probation and discharge of a staff member. Individuals may decide to bring a charge of harassment/discrimination/retaliation to an outside agency or to court. However, the Weston Public Schools is still obligated to appropriately respond to incidents of harassment/ discrimination/retaliation in order to ensure its compliance with the law.

VII. Student Rights

A. Freedom from Harassment or Discrimination

on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/ veteran status, marital status, familial status, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.

B. Freedom of Expression and Press

except when such action constitutes slander, obscenity or violates the rights or reputation of others. What you say may not cause a substantial disruption to the school or incite other people. Printed signs must be approved by the assistant principal.

C. Due Process in Discipline

Students have the right to due process of the law with respect to suspension and expulsion from school.

D. The Right to Privacy

except when searches of students, lockers, automobiles and WHS technology are permissible.

E. Freedom of Religion

F. Dress Code

Weston High School is a community that respects learning and learners. Respect is conveyed through behavior and appearance. We value the freedom to express individuality through dress, however, students are expected to wear clothing that meets reasonable standards.

G. Rights of Students with Disabilities-

under M.G.L.c. 71B and the Individuals with Disabilities Education Act of 2004, 20 U.S.C. §1400 et seq. (IDEA), every student must be given a free and appropriate public education in the least restrictive environment.

VIII. Student Responsibilities

A. Responsible Behavior

Creating and maintaining a school culture of respect demands that all individuals recognize disrespectful behaviors and take a stand against them. Every student at WHS has the potential and the responsibility to affect the school culture and is strongly urged to act in concert with the following guidelines:

- Treat others with courtesy, consideration and respect.
- Tell individuals behaving in a disrespectful manner toward you that you want them to stop, use respectful language in doing so.
- Tell individuals behaving in a disrespectful manner toward someone else that you want him or her to stop.
- Report the behavior to an adult if it does not stop.

B. Attendance

Students are required to attend all scheduled classes, study halls and assemblies unless excused for a valid reason by a teacher, counselor, administrator, or the school nurse. Students reported as being absent from a class or assembly without authorization will be given a notice of the alleged violation. If they do not clear the absence on the day they are notified, it is recorded as a class cut. (See the Code of Conduct for specific consequences).

- The student will not receive credit for work assigned and/or due the day of the class cut and will be given a grade of zero on that day for tests, quizzes, presentations and participation.
- Additional consequences: after a total of seven(7) class cuts in a school year, students may be assigned to an In-School Suspension for the eighth (8th) cut.
- A student may incur an additional consequence for additional class cuts, after serving their initial consequence.
- The student may lose their privileges.

Students are required to arrive promptly for their classes. If a student is late for class, he/she should provide a pass to the teacher, explaining the tardiness. After three

unexcused tardies in a course, per quarter, a student may receive a disciplinary consequence.

C. Cafeteria Guidelines

Students are expected to behave appropriately in the cafeteria and kitchen area and to clean up after themselves. Inappropriate behavior may result in disciplinary consequences.

D. Alcohol/Controlled Substance/Tobacco/Vaping

1. Alcohol

A student shall not possess, consume, or be under the influence of any alcoholic beverage or beverage containing alcohol while on school premises or at school-sponsored or school-related events, including athletic games.

Massachusetts General Law Chapter 272, Section 40A prohibits the selling, delivering or possession of any alcohol, except for medicinal purposes, in any public-school building, or any premises used for public school purposes, under the charge of a school committee or other public board or officer.

2. Controlled Substances

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in use or possession of a controlled substance as defined in chapter ninety-four C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

3. Tobacco/Vaping

Section 36 of the Educational Reform Act of 1993 prohibits the use or possession of tobacco products within the school building, the school facilities, on the school grounds or on school buses by any individual. Tobacco/Vaping use is a public health issue, affecting others as well as the primary user. E-cigarettes, Juuls, and Vaping devices are also prohibited.

In addition to the Weston High School policy and consequences described above, the M.I.A.A Chemical Health Rule is applicable to students who participate in school athletics.

STUDENTS SEEKING VOLUNTARY DRUG/ALCOHOL ASSISTANCE The school will provide assistance to any student voluntarily seeking drug and alcohol treatment or advice. If a student voluntarily seeks information or assistance about illegal substance use and has not been apprehended for any such violation by school officials or other authorities, staff will immediately consider the best possible means of helping the student, including the use of members of the school staff, pupil personnel services, team conferences and/or private and community resources. The intent of this policy is to encourage students to ask for help and avoid penalizing the student, although the school may make appropriate decisions in the best interest of this student and student body as a whole. Parents are an important factor in helping the individual student and could be involved as soon as it is considered to be appropriate.

E. Bullying Prevention and Intervention Summary

Bullying, Cyber-bullying and Retaliation by students or staff shall be prohibited on school grounds, on property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions, or programs whether on or off

school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Weston School District or Weston High School, or through the use of technology or an electronic device owned, leased or used by the Weston School District or Weston High School; and, at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the Weston School District or the Weston High School, if the bullying or cyber-bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of the school.

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

When the Principal or Assistant Principal receives a report from a member of the Weston High School staff or a student of bullying and/or retaliation, or the Principal or Assistant Principal observes the same, the Principal or Assistant Principal will immediately conduct an investigation.

The complete Bullying Prevention and Intervention Plan can be found at <http://westonschools.org/index.cfm?pid=25028>

F. Prevention of Hazing

Weston High School has adopted a policy of zero tolerance for hazing as defined in M.G.L. c. 269, §§ 17, 18, and 19. This law is duplicated below.

Commonwealth of Massachusetts: Anti-Hazing Law

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

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

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

Section 19 of the Massachusetts General Laws, chapter 19 requires this anti-hazing law be distributed to all students and to all members of student groups, student teams, and student organizations. Those who participate in and/or organize hazing shall be disciplined in accordance with the measures set forth in this handbook “Disciplinary Actions.”

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

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

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

No acts of initiation that belittle or demean any member of the school community will be

tolerated.

G. Academic Integrity

At Weston High School, we strive to create an environment wherein all act honestly. We believe it is the right, privilege, and responsibility of each individual to contribute to and work in an environment of trust. The following refers to academic policy. However, ethical behavior covers the full range of activities within the school environment. The policy of Weston High School prohibits cheating, academic stealing, plagiarizing and lying.

1. Cheating and Academic Stealing encompass, but are not limited to, the following:

- **Intentionally giving or receiving** of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
- **Attempted cheating.** Examples include, but are not limited to: deception; talking or using signs or gestures during a test or quiz; copying from another student or actively allowing another student to copy one's own work; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written assignments at times when such assignments are supposed to be written in class; unauthorized use of study aids, notes, books, data, or other information; sharing answers on the Internet; sabotaging the projects or experiments of other students; working with another student on an assignment that the teacher has specified must be done individually. Taking or appropriating, without the right or permission to do so and with the intent to keep or make use of wrongfully, the schoolwork of another student or the instructional materials of a teacher. Examples include but are not limited to: taking copies of tests, quizzes, answer sheets; or teacher's edition of the textbook; stealing another student's or allowing another student to copy homework, notes, or handouts.

2. Plagiarism-Plagiarizing encompasses, but is not limited to, the following:

- Presenting, as one's own, the word/s, the opinion/s of someone else without proper acknowledgement.
- Borrowing the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Examples include but are not limited to: having a parent or other person write an essay or do a project which is then submitted as one's own work; failing to use proper documentation and/or bibliography for insights gained from other sources.

3. Lying-Lying encompasses, but is not limited to, the following:

1. Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
2. Examples include but are not limited to: lying or failing to give complete information to a teacher; forgery on notes or other documents; feigning illness to gain extra time for tests, quizzes or assignments due.

4. Misuse of Technology-*Misuse of Technology* encompasses, but is not limited to, the following:

- Accessing websites prohibited by school security.
- Using any technology to by-pass school security in order to access prohibited sites.
- Unauthorized use of study aids.
- Accessing foreign language translation services (on-line or other) without specific permission from the classroom teacher.

5. Consequences/penalties for the above academic integrity violations.

- The student receives a zero for the assignment. The teacher and department head decides whether the student deserves a chance to redo the work.
- The teacher informs the assistant principal who assigns one 60-minute detention.
- Parents are informed.
- Violations of academic integrity are tracked over a student's four years at the high school.
- A second, third... violation will incur a 0 on the assignment with no redo opportunity.
- Multiple violations may incur multiple detentions, suspension and/or loss of privileges.

H. Acceptable Use of Technology

In making decisions regarding student access to electronic information services, networks, and Internet, the Weston Public Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The District expects that faculty will blend thoughtful use of technology resources throughout the curriculum and will provide guidance and instruction to students in its use. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. As much as possible, teachers should pre-evaluate Internet sites used by students. While students may be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Users accessing school-provided Internet services are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules and standards that apply to behavior apply to communications made through school-provided Internet services.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students must use it in support of and consistent with the educational objectives of the Weston Public Schools. Access is a privilege subject to regulation, not an absolute right. Access entails responsibility.

Please go to page 50 of this handbook for the full Weston Public Schools Student Responsible Use Guidelines

IX. CODE OF CONDUCT

The Code of Conduct provides a foundation for a respectful school culture. It is a set of guidelines

to ensure that all students are able to learn in an environment that is both safe and free from unnecessary disruption. In addition, it instructs students on the behaviors that are practiced by responsible citizens in our society.

A. Maintaining a Respectful Climate

All students and members of the Weston faculty and staff deserve the opportunity to work and learn in an environment of mutual respect and trust. This requires that students and all members of our community regard each other with courtesy, consideration and appreciation, and act accordingly. Procedures have been developed to ensure that the educational opportunities of all are not threatened or limited by unacceptable behaviors.

Students are to comply, in a courteous and respectful manner, with any reasonable request from any member of the school staff. A request is “reasonable” when it has a legitimate educational purpose and is within the authority of the staff member to make. When doubt exists as to the reasonableness of a request from a staff member, students are encouraged to consult with a department head or school administrator after compliance with the request. Disciplinary consequences will be issued for inappropriate behaviors. Disciplinary consequences will be determined when deemed appropriate by an administrator or staff member.

B. Group Activity

Students should be aware that if they are part of a group that is engaged in activities contrary to school rules, they may come under suspicion and be subject to investigation if that is deemed appropriate by the Administration. It is wise, therefore, either to prevent the wrongdoing, or, failing that, to absent oneself from the group.

C. Disciplinary Procedures

In imposing disciplinary action, the Principal and Assistant Principal may consider the seriousness of the incident, including the student’s past disciplinary record as well as the amount of disruption caused and whether or not it resulted in injury to others or damage to property. Outside commitments, such as work or athletics, will not excuse a student from a disciplinary consequence. Students who do not meet their obligations can be assigned further discipline.

Examples of Disciplinary Actions

1. An oral or written reprimand.
2. A student-parent conference with the Principal or Assistant Principal.
3. Detention
4. Restriction upon or exclusion from school activities or privileges, including without limitation extra-curricular activities, dances or proms, class trips, or graduation exercises, or use of school buses. (Extra-curricular activity directors, advisors, coaches and the Administration have the authority to restrict the participation of students in any school activity for reasonable cause. The reasons for such actions may range from misbehavior and unexcused absence from school or practice sessions to failure to perform within the announced guidelines of participation.)
5. Restoration or cleaning of vandalized or damaged school property or equipment.
6. In school suspension
7. Suspension from school.
8. Expulsion from school.
9. Such other sanctions as deemed appropriate by the Administration.

D. Investigative Procedures

When a member of the school administration, faculty or staff has reasonable grounds to believe a school rule or policy has been violated he/she may conduct an investigation. The student(s) being investigated may be removed from class for all or part of the school day during the investigation. **The parent/s or guardian/s of the student(s) being investigated will usually not be contacted by the school until the investigation is complete,** except in extraordinary circumstances. Generally, the school will contact parents only if school personnel believe that the student may receive a disciplinary consequence.

E. After School Detention Procedures

- **The door will be closed and locked at 3:30 p.m. Students arriving late will not be allowed to enter and additional time may be added.**
- Students are expected to come to the assigned room with schoolwork or a book to read.
- Sleeping or lying with your head on the desk is not permitted.
- Students are not allowed to socialize or disturb others in Detention. Cards or other games are not to be played/used.
- Laptop computers are allowed for word processing and the like, but not for games, TV shows or movies.
- Food and/or drink (except water in a covered container) may not be brought into Detention.

F. Detention Attendance

- Students failing to report to their assigned Detention (or failing to have been excused **in advance**) will be assigned an additional 60-minute Detention and will be required to repeat the time owed. A parent phone call or note *after* a missed Detention does not constitute an excused absence. If *more than two* Detentions are missed (or have not been excused **in advance**) within a school year, a one-day in-school Suspension may be assigned for each additional miss.
- **Work, lessons/rehearsals or athletic practices/events will not be considered an excused absence** from Detention. Students are responsible for adjusting their schedules in advance to complete Detention obligations.
- Students who behave inappropriately during the Detention may be dismissed, receive no credit for that day, and be assigned additional Detentions.
- Students must serve all Detention hours assigned to them prior to the end of the year. Failing to do so will result in a discrepancy report, which may interfere with participation in graduation and/or receipt of report cards, transcripts, etc.

G. Discipline and Due Process

All discipline in Massachusetts public schools is governed by 3 statutes and related regulations: M.G.L. c. 71, §37H and M.G.L. c. 71, §37H 1/2 and M.G.L. c. 71 §37H 3/4 (and 603 C.M.R. 53.00 et. seq.). The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated school rules. The Principal shall first consider ways to re-engage the student offender in the learning process, and shall avoid using long-term suspensions and expulsion until other remedies and consequences have been employed.

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The due process a student is entitled to is identified in the relevant statutes and regulations above and is further explained below. The nature of the violation and the severity of the possible consequences can determine the due process that school officials will follow.

The Principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This determination is not subject to the due process procedures set forth below.

H. In-School Suspension pursuant to M.G.L. c.71 §37H 3/4

At the discretion of the Principal, in-school suspension may also be imposed for violation of the code of conduct. In-school suspension means the student is removed from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days. In-school suspension for less than 10 days shall not be considered a short-term out-of-school suspension. An in-school suspension of more than 10 days shall be deemed a long-term out-of-school suspension, and the student will be provided with the due process provided in a long-term out-of-school suspension hearing.

For an in-school suspension, the Principal shall inform the student of the disciplinary offense charged and the basis for the charge. The Principal shall also provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year. If an in-school suspension does exceed 10 days, a long-term out-of-school suspension hearing must occur prior to the in-school suspension exceeding 10 days.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent verbally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite parents/guardians to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of verbally informing the Parent of the in-school suspension.

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and invite the parent to a meeting with the Principal, if such meeting has not already occurred. The Principal shall provide such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, or email to the address provided by the parents/guardians for school communications, or by other method of delivery agreed to by the Principal and the parent.

I. Out of School Suspensions pursuant to M.G.L. Chapter 71, Section 37H 3/4

An Out of School Suspension is a short-term or long-term removal from school. Short-term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less.

Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year. A student is also restricted from entering the school buildings, or coming onto school grounds; and may not participate in any school sponsored activities or functions during the suspension period.

Students are entitled to the opportunity for a due process hearing prior to any out of school

suspension. For any suspension listed under this section, the Principal or designee shall provide notice of the violations and the reason for the out of school suspension to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive written notice of the charges and the opportunity to participate in a hearing with the Principal or designee to discuss charges and reasons for the suspension prior to suspension/exclusion taking effect.

The Principal or designee shall make reasonable efforts to notify the parent verbally of the opportunity to attend the hearing. The hearing may take place without the student's parent/guardian so long as the Principal/designee has sent written notice and has documented at least two(2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the Principal/designee's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

1. Short Term Suspension

If a student may be suspended from school for 10 or fewer days, the student and parent will be given notice verbally (or by telephone) and in writing, stating:

- a. What the student is alleged to have done that violates the Handbook or school policy, including evidence against the student;
- b. What disciplinary measures may be imposed;
- c. The date, time, and place of a due process hearing ;
- d. The student and parent's right to participate in a due process hearing and explain his/her conduct and any mitigating circumstances

After the due process hearing, the Principal will issue a written determination of the suspension to the student and parent, including the key facts, conclusions reached, length and effective date of the suspension, a date of return to school, and the opportunity to make up assignments and other needed schoolwork and the right appeal.

A student or parent may appeal a short-term suspension imposed by the Assistant Principal to the Principal by filing a written request for an appeal within three (3) school days of the decision. The Principal will hold a hearing, within three (3) school days of the student's appeal. The Principal may consider all relevant factors in making his/her decision, which shall be final. The suspension will be served pending the appeal.

2. Long Term Suspension

If a student may be suspended from school for more than 10 days and up to 90, the student and parent will be given notice verbally (or by telephone) and in writing, stating:

- a. What the student is alleged to have done that violates the Handbook or school policy, including evidence against the student,
- b. What disciplinary measures may be imposed,
- c. The date, time, and place of a due process hearing,
- d. The right to review the student's record and any documentation concerning the investigation prior to the hearing
- e. The student's right to be represented by an advocate or lawyer,
- f. The student's right to question and present witnesses and evidence

The Principal presiding over the due process hearing will make a record, such as oral tape or written transcript that shall be available to the student upon request. Notice and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.

If the Principal decides to suspend the student following the due process hearing, the Principal shall send the written determination to the student and parent providing (1) the disciplinary offense, the date the hearing took place, and the participants at the hearing; (2) the key facts and conclusions reached by the Principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school; and (5) inform the student of the right of appeal.

3. Long Term Suspension Appeal pursuant to M.G.L. c. 71, Section 37H ¾

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 additional calendar days. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days of the student's request for an appeal. The time may be extended up to 7 additional calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). 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.

At the hearing, the Superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the Principal's hearing for long-term suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The Superintendent's decision is the final decision of the district.

J. Suspension/Expulsion Pursuant to M.G.L. Chapter 71, Section 37H State law permits Principals to expel any student in grades 9-12 who, on school premises or at school-sponsored or school-related events, including athletic games:

1. if found in possession of a dangerous weapon, including, but not limited to, a gun or knife; or of a controlled substance as defined in G.L. c.94C; or, including, but not limited to, marijuana, cocaine or heroin; or
2. assaults a Principal, assistant principal, teacher, teacher's aide or other educational staff.

Any student who is charged with a violation of either (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the

hearing, a Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (1) or (2).

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

A student suspended or expelled under the provisions of this section has the right to receive educational services during the period of suspension or expulsion.

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

K. Suspension/Expulsion for Felonies (M.G.L. Chapter 71, Section 37H½)

1. Suspension:

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal may suspend the student for a period of time determined appropriate by the Principal if the Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of the right to appeal and the process for appealing such Suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

2. Expulsion:

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

A student may appeal the suspension or expulsion by giving a written notice requesting an appeal to the superintendent no later than five (5) calendar days following the effective date of the suspension or expulsion. The superintendent shall hold a hearing with the student and the student's parent(s) or guardian(s) within three (3) calendar days of the student's request for an appeal. The student may be represented and may present verbal and written testimony at the appeal hearing before the superintendent. The superintendent may overturn or alter the decision of the Principal/designee and may recommend an alternate educational program for the student. The superintendent shall issue a decision on the appeal within five (5) calendar days of the hearing, which decision shall be the final decision of the school district with

regard to the student's suspension or expulsion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect.

L. Emergency Removal

The 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/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 and the reason for it, and describe the danger presented by the student, prior to the removal. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the Principal/designee shall make immediate and reasonable efforts to verbally notify the student and the student's parent(s)/guardian(s) of the emergency removal and the reason for the need for emergency removal. The Principal/designee shall provide written notice to the student and parent(s)/guardian(s) as provided above, and provide the student an opportunity for a hearing with the Principal/designee as provided above, and the parent(s)/guardian(s) 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(s)/guardian(s).

The Principal/designee shall render a decision verbally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

M. Discipline of Students Having (or Potentially Having) Special Needs and/or 504 Status Discipline of Students with Disabilities [Includes students currently on 504 accommodation plans or Individual Educational Programs.]

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

The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year,

building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.

3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.

4. If building administrators, parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardian consent to, a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.

5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, is in possession of a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

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

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- (a) The parent had expressed concern in writing; or
- (b) The parent had requested an 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.

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

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

O. Non-resident Students

Students who do not reside in Weston may be withdrawn from the Weston Public Schools by the school Principal for good cause. Any such proceedings shall be conducted in accordance with sections 3.6 and 3.7 of the School Committee policy JG student discipline. A student may appeal a decision by the Principal to the superintendent in accordance with section 3.10, whose decision shall be final.

P. Reports to Police

The school department will report suspected criminal activity to the police department and will cooperate with the police in their investigations.

X. Code of Conduct Violations and Penalties

The Code of Conduct provides a list of possible infractions. The Weston High School administration reserves the authority to discipline for other violations not listed. Additionally, the administration reserves the right to modify the consequences as stated in this Code of Conduct and impose lesser or greater disciplinary penalties, depending on the nature and degree of the offense.

Other penalties/consequences for any infractions may be imposed at the discretion of administration. These could include, but are not limited to:

- Suspension from extra-curricular activities
- Loss of privileges
- The revocation of open campus
- Loss of parking privilege
- Loss of school bus transportation privileges if the violation occurs on a school bus.
- Students in a leadership position of sports, student government, a club, or activity may lose that position.

Discipline Guidelines and Codes

In accordance with the student's right to due process on page 28, the Weston High School may discipline a student according to the following guidelines and discipline codes.

INFRACTIONS - CATEGORY A:

- Cell Phone/electronic handheld device
- Cutting Detention
- Forgery and/or impersonating a parent/guardian
- Failure to report to a teacher
- Disrespect/Insubordination
- Unauthorized use of school materials, equipment or property.

- Gambling and/or related activities
- Presence in unauthorized areas
- Leaving school grounds without authorization
- Truancy
- Disrupting a class
- Inappropriate behavior in the classroom, hallway, cafeteria, or at school related events

POSSIBLE CONSEQUENCES FOR CATEGORY A INFRACTIONS:

- 1 or more Detentions
- In-school Suspension

INFRACTIONS- CATEGORY B

- Possession and/or use of Tobacco and Nicotine-Delivery products (i.e. E-cigarettes, vape pens, Juul)(possible police notification).
- Use of obscene, abusive or profane language or gestures, or rude or defiant behavior, either of which disrupts the educational process or school activity.
- Being present in the company of a person the student knows is using or selling illicit drugs or alcohol, or is otherwise violating an item on the discipline code and who fails to remove themselves from the situation (possible police notification).
- Unacceptable Use of Technology.
- Theft or possession of stolen school/personal property (Length of suspension influenced by value of stolen property)(possible police notification).
- Dangerous Behavior- Behavior that might endanger persons or property including threats of physical violence, disrupting the atmosphere of the classroom or the school, horseplay or physical aggression (behavior not done in a malicious manner)
- Failure to identify one's self truthfully upon request of any school personnel.

POSSIBLE CONSEQUENCE FOR CATEGORY B INFRACTIONS:

- 1 or more Detentions
- In-school Suspension
- Out-of-school Suspension 1 - 10 days

INFRACTIONS-CATEGORY C

- Fighting or any assault or act of violence committed against another student (possible police notification).
- Weapons- Possession of, use of, or threat to use a dangerous weapon, such as a gun, knife, including a pocket knife, or other articles that may be determined to be dangerous (mandatory police notification) (MGL, c. 71, s. 37H)
- Physical violence/assault and/or threat of physical violence/assault directed toward any member of the school staff (MGL, c. 71, s. 37H)
 note that the definition of “assault” includes not only harmful or offensive contact, but also threatening such contact.
- Possession, sale, distribution, intent to distribute, use or manufacture of controlled substances, drug paraphernalia or alcohol (mandatory police notification).

- Being under the influence of controlled substances or alcoholic beverages, or suspicion of use of controlled substances, or in possession of any drug paraphernalia (mandatory police notification for possession of drug paraphernalia).
- Arson, bomb threats, and false fire alarms (mandatory police and fire department notification).
- Vandalism And Destruction Of Property Property that is willfully, maliciously, wantonly or destroyed or personal real property of another. Destruction of property, theft, and vandalism apply to electronic media as well as real property, and including tampering with or releasing confidential information

POSSIBLE CONSEQUENCES FOR CATEGORY C INFRACTIONS:

- Suspension of 1 to more than 10 days
- Expulsion.
- Referral to the Police or Fire Department and/or for safety evaluation where appropriate or required.
- Restitution where applicable.

INFRACTIONS – CATEGORY D

- Bullying or retaliation related to a bullying incident, reporting, or investigation (possible police notification).
- Aiding, abetting or encouraging bullying or making a false allegation of bullying or retaliation.
- Discrimination* against or harassment of another student or school personnel on the basis of, but not limited to race, color, sex, gender identity, homelessness, national origin, religion, handicap or sexual orientation (possible police notification).
- Hazing/Initiation• **Organizing or participating in Hazing directed toward another student (possible police notification).**
- **Intimidation (causing fear or harm) or extortion, or threat of intimidation, extortion, or hazing directed toward another student or school personnel (possible police notification).**

*See Weston Public School Policies

POSSIBLE CONSEQUENCES FOR CATEGORY D INFRACTIONS:

- Suspension of 1 to more than 10 days
- Referral to the Police Department and/or for safety evaluation where appropriate or required.
- Restitution where applicable.
- The revocations of privileges for up to 10 weeks. Students in a leadership position of sports, student government, a club, or activity may lose that position.

XI. Student Support Resources

A. Health Services

The School Nurse supports the vision of the Weston Public Schools by actively collaborating with parents, faculty, staff and the community to advance the well-being, academic success and lifelong learning of our students. Except in an emergency, students coming from a scheduled class must have a timed pass signed by their teacher. Those without will be sent back to obtain one. The Nursing Staff is available for confidential consultation, emergency care and case management during all hours that school is in session.

Weston Public Schools adheres to the requirements of the Massachusetts Department of Public

Health for immunizations, physical examinations and mandated health screenings. We also follow the regulations of the Massachusetts Interscholastic Athletic Association (MIAA) for those participating in any WHS-sponsored athletic program.

All medications needed during school hours must be administered and overseen by the Nurse. We stock a few over-the-counter medications (Tylenol, Ibuprofen and antacid) but can only administer these with the written parent/guardian permission, renewed yearly, on the “Annual Nurse Health and Emergency Form”. Students with asthma, diabetes or life-threatening allergies may carry their own supplies but the Healthcare Provider and the Parent/Guardian permission forms must still be on file in the Nurses’ Office. All forms for medication and the Annual Nurse Form are on the WPS and HS/Health Services websites.

Any student returning to school after serious injury, concussion, surgery or prolonged illness must contact the Nurse before resuming classes. If the nature of the illness/injury is such that the student will be unable to participate fully in Wellness Education classes for a prolonged period of time, the “Request for Limited Participation/Medical Exemption” must be completed by the health care provider and returned to the student’s teacher within one week of the return to school.

Dismissals from school due to illness or injury must be through either the Nurses’ Office or the Attendance Office, and only to a parent/guardian or emergency contact as indicated on the Annual Nurse Emergency Form or on the Student Information page of Infinite Campus.

School Nurse	Michelle Rizza	781-786-5837	rizzam@weston.org
School Nurse Leader	Jamy Gaynor	781-786-5265	gaynorj@weston.org
Health Services Admin. Assistant	Kerry O’Brien	781-786-5831	obrienk@weston.org

1. FOOD ALLERGY GUIDELINES

In accordance with the Weston Public Schools Food Allergy Policy, Weston High School has adopted the following guidelines to minimize the risk of exposure to allergens that may pose a threat to students, educate all members of the school community in regard to life threatening food allergies and plan for the individual needs of students and employees with such conditions. Our goal is to assist students in assuming more individual responsibility for their health and safety, as they grow older and to optimize full participation in education and school-sponsored activities.

a. Family Responsibility

- Notify school/school nurse of child’s allergies
- Develop a prevention plan with a school nurse to accommodate child’s needs throughout the school day, including classrooms, cafeteria and school bus. Develop an Emergency Food Allergy Action Plan.
- Provide written medical documentation, instructions and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of your child on the form.

- Provide properly labeled medications and replace them when expired.
- If mutually agreed upon by the parent/guardian, physician and school nurse, the student may carry their own Epi-Pen and emergency supplies. However, the medical documentation and Emergency Food Allergy Action must be completed and kept on file in the Nurses' Office, as noted above.
- Provide and update emergency contact information
- Educate your child in self-management of their food allergy appropriate to their developmental level. Include:
 - Safe/unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of an allergic reaction
 - How and when to tell an adult they may be having an allergy-related problem
 - Reading food labels

b. School Responsibility

- Annual Bus Driver Training about food allergies, symptoms of an allergic reaction and administration of Epi-Pen
- Staff education by the school nurse about food allergies, including recognition of allergic reaction symptoms and how to administer an Epi-Pen
- Prevention plan developed by the school nurse with parent/guardian that accommodates the child's needs throughout the school day, including classrooms, cafeteria and school bus. Develop Emergency Food Allergy Action Plan
- Plan shared, as appropriate, with teachers and support staff
- No peanut butter or nut sales in the school cafeterias
- No food in classrooms or unwrapped food in the halls
 - Bake sales or any sale of competitive food and beverages are not allowed during the school day and the 30-minute period directly prior to and following the school day
- Food is permitted in designated areas (offices, conference rooms, Media Center, Family/Consumer Science room) provided surfaces are cleaned after use and hands washed before returning to classrooms

c. Student Responsibility

- Do not trade food with others
- Do not eat anything with unknown ingredients or known to contain allergen(s) • Be prepared to advocate for yourself, describe your allergies and identify key foods containing allergens; dependent on developmental level
- Notify an adult if they eat something they believe may contain food to which they are allergic
- If carrying your own Epi-Pen and emergency supplies, be sure they are properly labeled, secure and not shared with others. Be able to direct an adult to their location if needed

B. Guidance Services

Students work with their school counselor from the scheduling process prior to freshman year through graduation. Throughout high school, counselors help students in a variety of areas including personal/social, career/college and academic counseling. The better counselors know students, the better we support them. We encourage students and parents to reach out to their counselors with important information. Students and parents can make appointments to see their

counselor or can communicate through Email or telephone. The Guidance & Counseling section of the high school website is a great resource for information.

The Guidance Department 781-786-5820

Department Head & Counselor	Marla Schay	x5820	schaym@weston.org
Counselor	Gretchen Gugliotta	x5820	gugliottag@weston.org
Counselor	Angelica Carvajal	x5820	carvajala@weston.org
Counselor	Maryann Shea	x5820	sheam@weston.org
Counselor	Christopher Shanahan	x5820	shanahanc@weston.org
Administrative Assistant	Christina Kalil	x5821	kalilc@weston.org
Youth Counselor	Paula Gearan	x5847	gearanp@weston.org
Compass Clinician/Coordinator	Erin Foley	x5872	foleye@weston.org

District Liaison for Homeless Students & Title II Coordinator:	Director of Student Services Martha Bakken	bakkenm@weston.org
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1. Academic Guidelines

The full outline of academic policies can be found in the Weston High School’s Program of Studies on the high school’s website.

a. Required Credits for Advancement

- To advance to the 10th grade: 30 credits
- To advance to the 11th grade: 60 credits
- To advance to the 12th grade: 90 credits

b. New Student Placement

A student transferring into Weston High School must provide the school system with a complete school record including, but not limited to, an official transcript from the prior school and any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act. Upon examination of the student’s course of study and level of academic attainment Weston High School staff will place the student in the appropriate grade and determine their eligibility for high school graduation. Staff will consult with the handbook section entitled “Required Credits for Advancement” above, to make these determinations. Course levels will be based on the student’s academic record in consultation with department heads.

c. Obtaining Credits Outside WHS

Weston High School supports the exploration of off-campus educational programs, including online courses, college and university extension programs, global learning experiences, and other opportunities to learn outside the traditional classroom.

At the same time, we also believe that a **Weston High School diploma should be awarded primarily on the basis of courses taught by Weston High School faculty and assessed according to Weston High School standards. See the Program of Studies regarding policies about non-WHS credits.**

d. Credit Recovery Policy

Students who fail a required course must regain those lost credits in one of the following ways:

1. Repeating the course in the next school year
2. Taking an approved online course that represents the required curriculum for the WHS course
3. Taking an approved summer school class that represents the required curriculum for the WHS course

Students who wish to regain credit over the summer (via options 2 or 3 above) must complete all required work and obtain a final grade for the course indicating that the credit has been earned prior to the first day of school in the fall. An official transcript is required. If this has not occurred prior to that first day of school, the student will be placed in the failed course to repeat it instead. Credit recovery is only approved for one required course in a given discipline.

e. Transcripts/Inspection of Student Records

Weston High School, upon request of a parent or guardian, will allow such parent or guardian to inspect academic, scholastic, or any other records concerning such students that are kept or are required to be kept., regardless of the age of the student. Upon the request of a student eighteen(18) years of age or older, Weston High School will allow such student complete access to all school records relative to him or her.

Further, upon request of any current or former student, Weston High School will provide a copy of that student's written transcript of his or her record as a student. There shall be no charge for the first copy of the transcript. However, for each additional copy sent to colleges or programs, a charge of \$4.00 four (4) dollars will be assessed, for current students,..

f. School-Based Standardized Testing

Students with certain pre-approved accommodations from the College Board and ACT for the SAT and ACT are tested at school during the school day. Counselors will confirm the testing schedule with students prior to the testing period. Special testing for the July ACT cannot be accommodated. Students with pre-approved accommodations from the College Board for the PSAT are tested on the Weston H.S. PSAT testing day. The College Board has a provision for the school to apply for a limited number of alternate test dates to benefit students in competitions which by nature result in last minute victories and championship competitions. These championships (which may be influenced by many factors) may conflict with SATs. Weston High School will only support requests for alternate testing if the student cannot be aware of the potential conflict in advance. If the student will be notified about acceptance to a competition prior to the deadline for registering for the

event, the school will not support the request for alternate testing

XII. Extra-Curricular Activities/Athletics

A. Philosophy of Student Activities at Weston High School:

The Extra-Curricular Activities program at Weston High School directly supports the mission statement of the school in that it:

- Challenges students to excellence in academic, civic, cultural, and recreational pursuits;
- Promotes a climate of respect, support, and appreciation for community;
- Provides students with opportunities to grow and develop new skills in the unique environment that is a school;
- Affords the students leadership opportunities that call on and help develop collaborative skills;
- Allows students an alternative to the traditional athletic program;
- Endeavors to provide an outlet for inter-class contact and communication, thereby building a sense of community within our community.

B. Philosophy of Athletics at Weston High School:

At WHS, we consider athletics an integral part of the educational experience. Athletics provides opportunities that will help students develop physically, mentally, and emotionally. We view the competition of athletics as a healthy educational and physiological activity because it challenges each student to excel, to discover his or her physical limits, and to work cooperatively with team members. While winning is a natural goal in the pursuit of excellence, the principles of good sportsmanship and enjoyment of competition take precedence at all times and enhance the educational value of contests.

C. Participation Requirements

Students must meet the following participation requirements to be eligible to participate in any student group in which a student tries out, auditions, is elected, is nominated or represents the school in a public forum.

1. Academics

A student must maintain the following standards:

- a. Fulfill Student Learning Time requirements.
- b. Be passing, (an N is not passing), four full-time courses (courses meeting 5 blocks per cycle).

2. Chemical Health Violation Policy

From the earliest fall meeting date (see Athletic & Student Activities handbooks for specific dates), to the conclusion of the academic year or final extra-curricular event (whichever is latest), on and off school grounds, weekdays and weekends, twenty-four hours per day, a student shall not, regardless of the quantity, use/consume, possess, buy/sell, or give away any beverage containing alcohol (including products such as NA or near beer); any tobacco product; or marijuana; steroids; or any controlled substance defined in the Massachusetts General Laws (Chapter 94C, Sections 1 – 48). (NOTE: It is not, however, a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his or her doctor.) It should be clearly understood that any gross violation of this rule, e.g., being drunk and/or disorderly, could result in immediate dismissal from any team, club, elected position or extra-curricular activity.

3. Attendance and Behavior

The High School Administration may also declare a student ineligible for extra-curricular activities/athletics if they judge the student's behavior to be contrary to the standards of the school. All students must be in good standing and meet all attendance rules to participate in an after school activity/club/team or program. "Good Standing" is defined but not limited to: Adherence to school rules that regulate behavior and attendance and respectful behavior towards all members of the school community. A student is considered not to be in good standing during the season of play/activity if he/she has a Suspension, Detentions or Class Cuts. A student found not to be in good standing may be denied the privilege of participating in an interscholastic sport or extra- curricular activity. See student Activities and Athletic Handbooks for more details.

D. Athletic/Student Activities Handbooks

The Weston High School Athletic and Student Activities Handbooks contain philosophies as well as detailed policies, practices and regulations that guide our extra-curricular programs. These handbooks are published on the Weston High School website.

<https://www.westonschools.org/high/wp-content/uploads/sites/4/2019/06/Athletic-Handbook-2019.pdf>

<https://www.westonschools.org/high/student-activities-overview-handbook/activity-policies-procedures/>

For a complete list of High School Athletics and Student Activities, please see the handbooks on the Weston High School website. <https://www.westonschools.org/high/>

E. Student Government

The following are elected positions. Upper-class elections are held in May for the following year. Freshmen will be elected to all offices in late September.

Weston High School Student Council - The purpose of the Weston High School Student Council is to represent the students at Weston High School; voice issues/concerns of the students; and unify the student body through social activities and community service.

The Student Council consists of registered student members of Weston High School: two co-presidents; two co-emcees of school assemblies, five representatives from each grade; School Council representatives; two appointed members for Principal's Advisory Council; two regional SAC representatives; one secretary; and one treasurer.

More information and the Student Council Constitution are available from the Student Council Advisor and the Director of Student Activities.

Class Officers - Each class elects a President, Vice President, Secretary, Treasurer, and Student Advisory Council Representative. The class officers plan social activities, community service, and fund-raising for the class.

Student Representatives to the School Committee - The Weston School Committee meets monthly with the student body Co-Presidents, the four Student Advisory Council Representatives, and the two students who serve as Regional SAC Representatives to the State Department of Education.

Student Member of the Weston School Committee - The four Student Advisory Council Representatives from each class elect one of their members to serve as a non-voting member of the School Committee.

Regional SAC Representatives - Two students are elected each April to represent Weston in

meetings with advisors on state educational policies and inform student government of state laws and policies.

School Council Members - Two students are appointed at large to two-year terms to represent students on the School Council, a policy-making body of the school as mandated by the Massachusetts Education Reform Act. A total of two students serve each year, with one new student and one continuing student to provide continuity of information.

Student Member of the Principal's Advisory Council - Two students are appointed to meet with the Principal and faculty and staff representatives to address issues of school rules, scheduling, and student behavior. The Council meets at least once per month.

F. National Honor Society

Membership in the National Honor Society is based on demonstrated excellence in scholarship, leadership, character, and service. The Weston High School chapter is one of many NHS chapters established to recognize outstanding students and to facilitate service activities for schools and their communities. At the end of the first semester, juniors who have earned an unweighted GPA of 3.70 or higher are eligible to apply for membership. As seniors, members of the class of 2020 who have earned an unweighted GPA of 3.70 (weighted or unweighted) or better are eligible to apply after first quarter grades are posted. Students with incompletes may be disqualified from consideration. Students who meet the academic requirements will be **mailed a letter or sent an email message inviting them to apply with a link to an** application packet. Students must then complete an application portfolio to be eligible for consideration. Students must personally turn in their application portfolio to the adviser on or before the announced deadline. Late and incomplete portfolios will be disqualified from consideration. Incomplete portfolios will be disqualified from consideration.

In accordance with national guidelines, a faculty council will review each application. The Weston High School faculty council consists of members of the guidance department and appointed faculty members. The faculty adviser is a non-voting member of the faculty council. Students who have earned the required GPA, shown leadership skills, demonstrated a strong commitment to service work including a total of at least 30 hours of community service during High School, and at least five hours of community service in two different years, and shown themselves to be of outstanding character will be invited to participate as members of the NHS. Decisions will be mailed home or emailed.

1. Weston High School National Honor Society Procedures for Dismissal National Honor Society (NHS) membership is not guaranteed. After conferring membership, the society's assumption is that the students will uphold all standards expressed in the Expectations of the Information Form and with induction into the group. As cited by the NHS and the WHS standards, procedures for dismissal occur when one or more of the following events are not upheld.

Academic: National Honor Society members must maintain an unweighted GPA of 3.70. (Members of the class of 2020 must maintain a GPA of 3.70 weighted or unweighted.) Student's GPAs are reviewed quarterly. If a student does not meet the standard, a hearing for dismissal from the group will be scheduled. There is one exception to this: As induction takes place partway through the third quarter, students inducted in their junior year will be placed on probation for one quarter if s/he does not meet the GPA standard at the end of Quarter 3. If the student does not meet the standard when final GPAs are reviewed at the end of junior year, a hearing for dismissal from the group will be scheduled. This exception does not apply to first time inductees in their senior year

Community Service: National Honor Society members must complete 10 hours of

community service each semester (5 hours within NHS and 5 hours inside/outside of NHS). Community service hours used to satisfy the NHS requirement would not be used for Community Service Credit on your report card/transcript or toward a community service award. Community service hours may be signed for only by the on-site supervisor, parents may not sign community service forms. Community service is reviewed each semester. If the student fails to fulfill the service requirement, a hearing for dismissal from the group will be scheduled.

Character: National Honor Society members must uphold the six “Pillars of Character” (respect, responsibility, trustworthiness, fairness, caring, and citizenship) in addition to Weston’s core values (engagement, integrity, resiliency, and responsibility). Violations of this standard are reviewed on a quarterly basis or as needed. Violations of this standard include but are not limited to infractions of the expectations put forth in the WHS Student/Parent Handbook and the MIAA Substance Abuse Policies. Infractions of this nature are considered flagrant violations of school rules. If the student fails to meet the character requirement, a hearing for dismissal from the group will be scheduled.

Membership: The requirement for membership in the group is continued participation in the group’s scheduled meetings. Upon induction, it is expected that members will come to all scheduled meetings. If a student misses more than one meeting without explanation, a hearing for dismissal from the group will be scheduled.

If a student is dismissed from the National Honor Society, any institution previously notified of a student’s membership in the group will be notified of their dismissal.

XIII. Automobiles & Buses

A. Motor Vehicles

Students in grades eleven and twelve with valid driver’s licenses are allowed to park at school after registering their automobiles in the Attendance Office. Once they have completed the registration form and met with the Assistant Principal or one of her assistants, students will receive a parking tag. The tags are to be affixed to the back of the inside rearview mirror. After arrival at school, students are not to use automobiles (or any other vehicle such as a moped, bicycles, or motorcycle) during the school day except under the provisions cited under **School Dismissals** and/or **Privileges**. Students are expected to observe safe and courteous driving practices on school property at all times and are subject to all Massachusetts laws regarding motor vehicles. Violations of the above will lead to revocation of the privilege to drive or bring a motor vehicle onto the High School/Middle School Campus for a period ranging from ten school days to the end of the academic year. Such behavior may also result in the loss of Privileges and/or free blocks.

In May, tenth graders who possess valid licenses, and have good attendance, discipline, and academic records are eligible to park at school after following the procedures as outlined above. Sophomores can begin registering their cars after the seniors leave for their internships. Violations of the rules and regulations as described above may lead to discipline up to and including the loss of the privilege to drive or bring a car onto campus as an eleventh grader.

B. Regulation of Motor Vehicle Idling on School Grounds

The purpose of this policy is to restrict unnecessary idling time and to govern the time during which a motor vehicle can idle on school grounds, in order to improve and protect campus air quality. Local law enforcement authorities have the authority to enforce the requirements of M.G.L. c. 90, § 16B and 540 C.M.R. § 27.00. Penalties range from \$100 for a first offense up to \$500 for second and subsequent offenses.

Consistent with M.G.L. c. 90, § 16B and 540 C.M.R. 27.00, Weston High School prohibits operators of

school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling vehicles on school grounds, except under the circumstances set forth below:

Exemptions:

(a) Traffic Conditions.

1. For traffic conditions over which the driver has no control; or
2. For an official traffic control device or signal; or
3. At the direction of a uniformed police officer or a person authorized to direct traffic.

Queuing at Weston High School.

4. Where the physical configuration of Weston High School requires a queue of vehicles for the sequential discharge or pickup of students, and the queue of vehicles is actively engaged in the discharge or pickup of students.

(b) Turbo-charged Diesel Engine Cool Down or Warm Up.

1. When the manufacturer's specifications require idling the engine, to cool down or warm up a turbo-charged diesel engine. Documentation of this requirement shall be kept in the vehicle at all times.

(c) Cold/Hot Weather - School Buses.

1. If the interior temperature of any school bus is less than 35° F, then idling is allowed to heat the interior of the school bus for a period or periods aggregating not more than three minutes in any 15-minute period during which the school bus is waiting to accept or discharge passengers; or
2. If the interior temperature of any school bus is greater than 80° F and it is not practical or possible to open the windows or to park in a shaded area, and the school bus is equipped with air conditioning, then idling is allowed to cool the interior of the motor vehicle for a period or periods aggregating not more than three minutes in any 15-minute period during which the school bus is waiting to accept or discharge passengers.

(d) Cold/Hot Weather - Motor Vehicles Other Than School Buses.

1. If the exterior temperature is less than 35° F, then idling is allowed to heat the interior of any motor vehicle other than a school bus for a period or periods aggregating not more than one minute in any 15-minute period during which the motor vehicle is waiting to accept or discharge passengers; or
2. If the exterior temperature is greater than 80° F and it is not practical or possible to open the windows or to park in a shaded area, and the vehicle is equipped with air conditioning, then idling is allowed to cool the interior of the motor vehicle other than a school bus for a period or periods aggregating not more than one minute in any 15 minute period during which the motor vehicle is waiting to accept or discharge passengers.

(e) Safety and Emergencies.

1. To ascertain that the school bus or other commercial vehicle is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order, either as part of the driver's daily vehicle inspection, or as otherwise needed; or
2. To operate the flashing signal lamps and/or stop signal arm devices required by law where the operation of those devices cannot be undertaken by battery power alone; or
3. To operate defrosters, or other equipment to ensure the safe operation of the vehicle, or as otherwise required by federal or state motor carrier safety regulations, or other local requirements; or
4. To operate a heater or an air conditioner for only the period necessary to ensure a reasonable interior temperature in a vehicle that has, or will have, one or more children aboard with temperature sensitive disabilities; or
5. To operate a lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities; or
6. Use of a school bus as an emergency vehicle.

(f)

Maintenance of Operations.

1. For testing, servicing, repairing, or diagnostic purposes; or
2. To recharge a battery or other energy storage unit of a hybrid electric bus.

C. Traffic and Parking

All members of the school community and their guests are expected to park in approved parking areas. Access to parking is a privilege subject to regulation, not an absolute right. Access entails responsibility. On school days, from 8:30 am to 4:00 pm (7:15 on Thursdays), student parking is restricted to the paved lot adjacent to the high school gym and tennis courts. Students are not permitted to park at the Middle School. Faculty, staff and visitors are permitted to park in either the lot next to the library or the parking area in front of the school on the other side of the oval.

One-hour visitor parking is available in the lot in front of the school and is clearly marked. This area is not for student visitors. Handicapped parking only is available in the driveway directly in front of the school. Parking is not permitted on the corners at either end of the Faculty Lot on the oval, or on the access road leading from Wellesley Street to the school. All vehicles must be off the streets and in the lots.

Parking is not permitted at any time on playing fields, grass areas near fields, off paved areas, next to the High School or Middle School buildings, or on sidewalks.

No vehicles may enter the school driveway from the student parking lot. This is not a thruway to the front of the school. It is a one-way exit from the high school. Unauthorized use of vehicles off paved roads and designated parking areas threatens the safety of people and the protection of school property. Individuals will be allowed to drive and/or park in such areas for valid reasons and only after being issued an appropriately signed and dated Vehicle Authorization Card that must then be displayed on the dashboard. These cards may be issued by the Superintendent and Assistant Superintendent, Director of Buildings and Grounds, Athletic Director, Principals, Assistant Principals, and Administrative Assistants to Principals at the High School and Middle School. Maximum speed on the property is 15 MPH.

- Minimum consequence: not allowed to drive or have a motor vehicle on High School/Middle School Campus for ten school days.
 - Additional consequences: revocation of Privileges and/ or free periods; referral to the Weston Police Department for parking, traffic and unsafe driving violations; revocation of driving privileges on campus through the end of the school year; assignment of up to eight hours of Detention.
- Vehicles may be towed at the owner's expense.

D. Safety

The paved oval immediately in front of the school is a particularly hazardous space in terms of student and adult safety. Because it is heavily congested at various times of the day and there is a mix of pedestrians, buses, autos and standees, students are not to increase the hazards by engaging in horseplay, skateboarding, soccer, lacrosse, rollerblading, or throwing objects of any kind (e.g., snowballs, Frisbees, footballs, etc.), pushing or shoving. These activities provide distractions that can contribute to injury to fellow students, younger children who are changing buses or unwary adults who are making their way in or out of the building.

Disciplinary consequences will be issued for behaviors that threaten the safety of self and others.

E. Student Parking Lot

The student parking lot is a restricted area during the school day. Students wishing to retrieve something from their motor vehicles must receive permission and then sign out in the parking lot log in the Attendance Office. **Disciplinary consequences will be issued for going to the parking lot during the school day without first obtaining permission and signing out.**

F. Roadway Supervision

The crescent roadway, which enters and exits from Wellesley Street and serves the high school, is a public way, and subject to maintenance and supervision by Town authorities. Because the high school is a public

Building, and the parking lots are open to the public; they too are subject to Weston Police Department supervision.

Motor vehicle violations of town by-laws include: parking next to yellow lines or in areas restricted to the handicapped, ignoring stop signs and one-way markings, and driving to endanger. The parking area in front of the high school is reserved for visitors, faculty, and staff.

Drivers are not to pass school buses when passengers are being picked up or discharged, and parents and students are not to impede the efficient movement of buses during school opening and closing time. Offenders against any of these rules are subject to the same penalties as pertain throughout the Town of Weston

Violators will deal directly with the Weston Police Department rather than school authorities if they face penalties because of parking/traffic violations.

G. School Bus Safety

Safety and behavior on and around school buses is of great importance. Disruptive behavior on the school bus either during regular transportation hours or on field trips and/or sports buses will not be tolerated. Disciplinary consequences will be issued for students who behave in such a manner as to cause disruption or create a safety hazard to others on or around the school bus. Failure to comply with a request from a bus driver or bus monitor will lead to disciplinary action. Students should be constantly aware of traffic around the school bus and should take precautions when crossing streets or driveways going to or leaving the school bus.

Bus Schedule (daily) (except Thursdays)

7:00 am Boston first pick-up
8:05 am Weston first pick-up
3:15 pm Dismissal
3:25 pm Regular bus runs depart from High School
4:30 pm Late bus runs depart from High School
5:40 pm Athletic bus runs depart from the High School

Subject to regulation, not an absolute right. Access entails responsibility.

Weston Public Schools

Student Responsible Use Guidelines: Middle & High School

Digital Citizenship

Weston Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all Online and Digital Technologies (ODT) in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. Students learn about this in a K-12 curriculum based on the Massachusetts Digital Literacy and Computer Science standards.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the Student/Parent Handbook for additional policies, including the WPS Responsible Use Policy.

Student Responsible Use Guidelines

When using WPS Online and Digital technologies (ODT); I will be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

I am responsible for practicing positive digital citizenship.

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
- I have read the WPS Responsible Use Policy in the Student/Parent Handbook.

I am responsible for keeping personal information private.

- I will protect personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of the privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Guidelines and all District security policies.

I am responsible for my passwords and my actions when using District accounts.

- I will keep my school or district usernames and passwords private.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyber bullying, is unacceptable. I will respect the published content of others.

I am responsible for accessing only educational content when using WPS technology.

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

I am responsible for respecting and maintaining the security of WPS digital resources & networks.

- I will respect security settings and filters and not use proxy servers to access websites blocked by the district.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any WPS computers, tablets, smartphones, or other internet devices.
- I will not use a personal data plan to access the Internet at school, or personal mobile hotspots that enable access on WPS equipment.
- I will not use the WPS network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling WPS equipment.

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority. I will demonstrate safe and proper handling of all technology and devices.
- I will understand and respect copyright guidelines.
- I will not copy the work of another person and represent it as my own and I will properly cite all sources I use in creating my own work.
- I will not download illegally obtained music, software, apps, and other works.
- I understand all WPS trademarks, logos and symbols are for school district use only.

I am responsible for the data I create and for protecting it.

- I understand the school district provides me with a Google account to save and store all my data and files.
- I understand it is my responsibility to backup and protect any data or files that I create. I understand I should not save or store personal data or files on any device.

I understand that the school district may reimage any computer at any time to maintain the equipment in good working order.

8 Day Rotation Schedule

2022-2023 (DAY CYCLES = 180 STUDENT DAYS)

MON	TUES	WED	THURS	FRI		MON	TUES	WED	THURS	FRI
8/29	8/30 Freshmen Orientation	8/31 1st Day	9/1 D-1	9/2 D-2		1/23 D-8	1/24 D-1	1/25 D-2	1/26 D-3	1/27 D-4
9/5 No School	9/6 D-3	9/7 D-4	9/8 D-5	9/9 D-6		1/30 D-5	1/31 D-6	2/1 early rel D-7	2/2 D-8	2/3 D-1
9/12 D-7	9/13 D-8	9/14 D-1	9/15 D-2	9/16 D-3		2/6 D-2	2/7 D-3	2/8 1/2 term D-4	2/9 D-5	2/10 D-6
9/19 D-4	9/20 D-5	9/21 D-6	9/22 D-7	9/23 D-8		2/13 D-7	2/14 D-8	2/15 D-1	2/16 D-2	2/17 D-3
9/26 No School	9/27 D-1	9/28 D-2	9/29 D-3	9/30 1/2 term D-4		2/27 D-4	2/28 D-5	3/1 early rel D-6	3/2 D-7	3/3 D-8
10/3 D-5	10/4 D-6	10/5 No School	10/6 D-7	10/7 D-8		3/6 D-1	3/7 D-2	3/8 D-3	3/9 D-4	3/10 PD Day No school
10/10 No School	10/11 D-1	10/12 early rel D-2	10/13 D-3	10/14 D-4		3/13 D-5	3/14 D-6	3/15 D-7	3/16 END T1 D-8	3/17 D-1
10/17 D-5	10/18 D-6	10/19 D-7	10/20 D-8	10/21 D-1		3/20 D-2	3/21 D-3	3/22 D-4	3/23 D-5	3/24 D-6
10/24 D-2	10/25 D-3	10/26 D-4	10/27 D-5	10/28 D-6		3/27 D-7	3/28 ELA MCAS D-8	3/29 ELA MCAS D-1	3/30 D-2	3/31 D-3
10/31 D-7	11/1 END T1 D-8	11/2 D-1	11/3 D-2	11/4 D-3		4/3 D-4	4/4 D-5	4/5 early rel D-6	4/6 D-7	4/7 No School
11/7 D-4	11/8 D-5	11/9 D-6	11/10 D-7	11/11 No School		4/10 D-8	4/11 D-1	4/12 D-2	4/13 D-3	4/14 1/2 term D-4
11/14 D-8	11/15 D-1	11/16 D-2	11/17 D-3	11/18 D-4		4/24 D-5	4/25 D-6	4/26 D-7	4/27 D-8	4/28 D-1
11/21 D-5	11/22 D-6	11/23 early rel D-7	11/24 No School	11/25 No School		5/1 D-2	5/2 D-2	5/3 early rel D-4	5/4 D-5	5/5 D-6
11/28 D-8	11/29 D-1	11/30 D-2	12/1 D-3	12/2 1/2 term D-4		5/8 D-7	5/9 D-8	5/10 D-1	5/11 D-2	5/12 D-3
12/5 D-5	12/6 D-6	12/7 early rel D-7	12/8 D-8	12/9 D-1		5/15 D-4	5/16 Math MCAS D-5	5/17 Math MCAS D-6	5/18 D-7	5/19 D-8
12/12 D-2	12/13 D-3	12/14 D-4	12/15 D-5	12/16 D-6		5/22 D-1	5/23 D-2	5/24 D-3	5/25 D-4	5/26 D-5
12/19 D-7	12/20 D-8	12/21 D-1	12/22 D-2	12/23 early rel D-3		5/29 No School	5/30 D-6	5/31 D-7	6/1 D-8	6/2 TBD
1/2 No School	1/3 D-4	1/4 D-5	1/5 D-6	1/6 D-7		6/5 TBD	6/6 Sci MCAS TBD	6/7 Sci MCAS early rel	6/8 TBD	6/9 GRAD, TBD
1/9 END T2 D-8	1/10 D-1	1/11 D-2	1/12 D-3	1/13 PD Day No school		6/12 TBD	6/13 TBD	6/14 TBD	6/15 TBD	6/16 Earliest Last Day
1/16 No School	1/17 D-4	1/18 D-5	1/19 D-6	1/20 D-7		Dec Break Feb Break April Break	12/26-12/30 2/20-2/24 4/17-4/21			

Weston High School Bell Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Block 1 8:45-9:53 ½ = 9:19	A1	B1	C2	A3	B3	C4	A5	B5
Block 2 9:58-11:06 ½ = 10:32	C1	A2	B2	C3	A4	B4	C5	E5
Block 3 11:11-12:49 1 st lunch 11:11-11:41 Class meets 11:41-12:49	D1	H2	F2	E2	G3	D4	H5	F5
2 nd lunch 11:43-12:13 Class meets 11:11-11:43 and 12:13-12:49								
3 rd lunch 12:19-12:49 Class meets 11:11-12:19								
Block 4 12:54-2:02 ½ = 1:28	H1	G1	D2	F3	E3	H4	E4	G5
Block 5 2:07-3:15 ½ = 2:41	F1	E1	G2	H3	D3	F4	G4	D5

Activity/Advisory Day Schedule Alternating

Thursdays

All classes meet for 61 minutes

8:45- 9:46 First Block

9:51 - 10:52 Second Block

10:57-12:28 Third Block (Lunch Block)

- 10:52 - 11:22 First Lunch Class Block 10:35-11:45
- 11:27 - 11:57 Second Lunch Class Block 10:05-10:38 and 11:08-11:45 •11:58 - 12:28 Third Lunch Class Block 10:05-11:15

12:33-1:03 Activity Block or Advisory

1:08 - 2:09 Fourth Block

2:14 - 3:15 Fifth Block

3:15 Buses Depart

1st Wednesday Early Release Schedule

38 minute blocks

Note: Blocks 3 & 4 are switched

8:45 – 9:23 First Block

9:28 – 10:06 Second Block

10:11-10:49 Fourth Block

10:54 - 12:02 Third Block

- 10:54 - 11:24 First Lunch Class Block 11:24-12:02
- 11:32 - 12:02 Second Lunch Class Block 10:54-11:32

12:07 - 12:45 Fifth block

12:45 Buses Depart

1:00 Professional Development

Class Meetings/Assembly Schedule

All classes meet for 58 minutes

8:45 - 9:43 First Block

9:48 - 10:46 Second Block

10:51 - 12:14 Third Block (Lunch Block)

- 10:46 - 11:16 First Lunch Class Block 11:16-12:14
- 11:17 - 11:47 Second Lunch Class Block 10:51-11:17 and 11:48-12:14 •11:49 - 12:14 Third Lunch Class Block 10:51-11:49

12:19-12:34 Class Meetings

12:39-1:09 Assembly

1:14 - 2:12 Fourth Block

2:17 - 3:15 Fifth Block

3:15 Buses Depart

Special Assembly Schedule Classes meet for 57 minutes

8:45-9:42 First Block

9:47-10:44 Second Block

10:49-12:21 Third Block (Lunch Block)

- 10:49-11:19 First lunch Class Block 11:24-12:21
- 11:19-11:49 Second Lunch Class Block 10:49-11:17 and 11:52-12:21 •11:51-12:21 Third Lunch Class Block 10:49-11:46

12:26-1:23 Fourth Block

1:28-2:25 Fifth Block

2:30:-3:15 Extended Assembly Time (55 mins)

3:15 Buses Depart

Early Dismissal All Sports Rally Schedule

(Blocks meet for 20 mins)

8:45-9:05 A1 First Block

9:10-9:30 C1 Second Block

9:35--9:55 D1 Third Block

10:00-10:20 H1 Fourth Block

10:25-10:45 F1 Fifth Block

10:50-11:45 RALLY in GYM

11:45 - Buses

Morning Weather Delay 1 Hour
Full Day
Classes meet for 55 minutes (Blocks 2 & 3 Switch)

9:45-10:40 First Block 10:45-12:15

LUNCH (Third Block)

- 10:45-11:15 First Lunch Class Block 11:20-12:15
- 11:15-11:45 Second Lunch Class Block 10:45-11:13 and 11:48-12:15 •
- 11:45-12:15 Third Lunch Class Block 10:45-11:40

12:20-1:15 Second Block

1:20-2:15 Fourth Block

2:20-3:15 Fifth Block

Morning Weather Delay-2 hours Full Day

Classes meet for 43 minutes

(Blocks 1 & 3 Switch)

10:45-12:05 LUNCH (Third Block)

- 10:45-11:15 First Lunch Class Block 11:20-12:02
 - 11:11-11:41 Second Lunch Class Block 10:45-11:06 and 11:43-12:04 • 11:35-12:05
- Third Lunch Class Block 10:45-11:27

12:08-12:51 Second Block

12:56-1:39 First Block

1:44-2:27 Fourth Block

2:32-3:15 Fifth Block

Weather Delay Activity/Advisory Schedule

(Thursdays)

1 hour delay - Class meets for 48 minutes (Blocks 2 & 3 switch)

9:45-10:33 First Block

10:38-12:01 Second Block (Lunch Block)

- 10:38-11:08 First Lunch **Class Block 11:13-12:01**
 - 11:04-11:34 Second Lunch **Class Block 10:38-11:02 and 11:37-12:01** • 11:31-12:01
- Third Lunch **Class Block 10:38-11:26**

12:06-12:54 Second Block

12:59-1:29 Activity Block or Advisory

1:34-2:22 Fourth Block

2:27-3:15 Fifth Block

Weather Delay Activity/Advisory Schedule (Thursdays)

2 hour delay - Class meet for 36 minutes (Blocks 1 & 3 switch)

10:45-11:58 3rdBlock (Lunch Block)

- 10:45-11:15 First Lunch **Class Block 11:22-11:58**
- 11:06-11:36 Second Lunch **Class Block 10:45-11:03 and 11:40-11:58** •11:28-11:58
- Third Lunch **Class Block 10:45-11:21**

12:03-12:39 Second Block

12:44-1:18 First Block

1:23-1:53 Activity Block or Advisory

1:58-2:34 Fourth Block

2:39-3:15 Fifth Block

Weather Delay Schedules Class Meetings/Assembly Schedule 1 hour delay - Class meets for 45 minutes

9:45-10:30 First Block

10:35-11:20 Second Block

11:20-12:40 Third(Lunch Block)

- 11:25-11:55 First Lunch **Class Block 11:55-12:40**
- 11:47-12:17 Second Lunch **Class Block 11:25-11:47 and 12:17-12:40** •
- 12:10-12:40 Third Lunch **Class Block 11:25-12:10**

12:45-1:00 Class Meetings

1:05-1:35 Assembly

1:40-2:25 Fourth Block

2:30-3:15 Fifth Block

**Weather Delay Schedules Class
Meetings/Assembly Schedule
2-hour delay - Class meets for 32 minutes
(Blocks 1 & 3 switched)**

10:45-11:52 3rdBlock (Lunch Block)

LUNCH

- 10:45-11:15 First Lunch **Class Block 11:20-11:52**
- 11:03-11:33 Second Lunch **Class Block 10:45-11:01 and 11:36-11:52** • 11:22-11:52
- Third Lunch **Class Block 10:45-11:17**

11:57-12:29 Second Block

12:34-1:06 First Block

1:11-1:26 Class Meetings

11:31-2:01 Assembly

2:06-2:38 Fourth Block

2:43-3:15 Fifth Block

Legal References

1964-Civil Rights Act: Title VI

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Information is on file at Case House or through the Title VI Hotline: 1-888-TITLE-06

M.G.L. Chapter 76, Section 5

"Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, disability, religion, national origin or sexual orientation."

Complaint manager for Weston Public Schools
Dr. James (Kimo) Carter, Assistant Superintendent Case
House, 89 Wellesley Street, Weston, MA 02493 781-786-5220
carterk@weston.org

Homeless Student Liaison for Weston Public Schools: Martha Bakken
Director of Student Services
Case House, 89 Wellesley Street, Weston, MA 02493 781-
786-5240
bakkenm@weston.org

1972-Educational Amendments: Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal aid."

Information is on file at Case House or through the Website: <http://www.ed.gov/pubs/Title IX>

Complaint manager for Weston Public Schools:
Dr. James (Kimo) Carter, Assistant Superintendent Case House,
89 Wellesley Street, Weston, MA 02493 781-786-5225
carterk@weston.org

1973-Rehabilitation Act: Section 504
1999-Americans with Disabilities Act

No "otherwise qualified handicapped individual" shall be excluded from participation in any program or activity receiving Federal financial assistance.

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Major life activities include walking, seeing, hearing, speaking, breathing, learning, and working.

School systems have a responsibility to provide a free and appropriate education (FAPE). An "appropriate" education means an education comparable to that provided to students without disabilities. Parents have due process rights.

At Weston High School, a 504 referral must be made through the student's school counselor. After all the required documentation has been received, the counselor will make a presentation to the High School 504 Team which consists of Marla Schay, Director of Guidance; Anthony Parker, Principal; members of the guidance department; members of the nursing/health department; and two faculty members.

Students found not eligible for services under Section 504 may appeal the decision to Ms. Jennifer Truslow, Weston's District 504 Coordinator.

Information is on file at Case House or through the Office of Civil Rights: 1-800-368-1019

Chapter 86 of the Acts of 2014 (G.L. c. 71, §370): Anti- Bullying Statute

The law requires school districts, charter schools, approved private day or residential schools, and collaborative schools to: (1) "recognize" in their bullying prevention and intervention plans that certain enumerated categories of students may be more vulnerable to being targets of bullying based on actual or perceived differentiating characteristics; (2) notify parents and guardians of targets of bullying of the availability of the Department's problem resolution system and assist these parents and guardians in understanding the problem resolution process; and (3) administer a Department-developed student survey at least once every four years to assess "school climate and the prevalence, nature and severity of bullying in schools."

Weston Public Schools is committed to non-tolerance for harassment or discrimination on the basis of race, gender, gender identity, sex, color, religion, sexual orientation, ethnicity/national origin, age or disability.

ANNUAL NOTIFICATION TO STUDENTS & PARENTS OF
THEIR RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 14 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day that Weston High School receives a request for access. Parents or eligible students should submit to the Weston High School Assistant Principal a written request that identifies the record(s) they wish to inspect. The Weston High School Assistant Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Weston High School to amend a record should write to the Weston High School Assistant Principal, clearly identify the part of the record they want changed and specify why it should be changed. If the Weston High School decides not to amend the record as requested by the parent or eligible student, the Weston High School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Weston High School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom Weston High School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Weston High School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Weston High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, DC
20202-8520

DIRECTORY INFORMATION PUBLIC NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Weston School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Weston School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Weston School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the Weston High School to disclose directory information from your child's education records without your prior written consent, you must notify the Weston High School in writing by October 15, 2018. The Weston High School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.