

Hopkinton High School
Student Handbook

2014-2015

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, gender identity or disability in admission to, access to, employment in, or treatment in its programs and activities.

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

TELEPHONE NUMBERS

Main Office	508-497-9820
Guidance Office	508-497-9840
Absence Call In	508-497-9820, ext. 500
Athletic Office	508-497-9845
Website	www.hopkinton.k12.ma.us

SEMESTER CALENDAR 2014- 2015

Semester Begins	Semester Ends	Report Cards Online
September 4, 2014	February 2, 2015	February 7, 2015
February 3, 2015	June 26, 2015 (Day 5 of addl. Days if needed)	July 7, 2015

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Hopkinton High School Mission Statement

Striving for Excellence

Hopkinton High School provides an environment where each student is challenged in an atmosphere that promotes intellectual development, creativity and inquiry. We expect students and staff to be respectful, accepting and responsible in their interactions with others. By setting high standards for each member of the school community, we continuously strive for excellence.

Academic, Social and Civic Expectations

Academic Expectations

Students will communicate effectively through speaking.

Students will read critically.

Students will write clearly and effectively.

Students will demonstrate creativity.

Students will solve problems effectively by acquiring, analyzing, and processing information.

Social Expectations

Students will demonstrate respect for others and themselves.

Students will accept others and appreciate differences.

Students will demonstrate empathy and compassion in their daily interactions.

Civic Expectations

Students will demonstrate school pride through integrity, respect, and responsibility.

Students will pursue their interests and develop their talents in and out of the classroom.

Students will contribute to the school and the greater community.

ACADEMIC INFORMATION

REPORT CARDS

Report cards are available online two times annually to notify parents/guardians of the academic progress of their students. In addition to a letter grade for each course, the report card also indicates: (1) course title and level, (2) teacher, (3) absences/tardies from school, and (4) teacher comments.

GRADE EXPLANATION

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72

D+	67-69
D	63-66
D-	60-62
F	Below 60
W	Withdrawn
I	Incomplete
M	Medical (Wellness only)

INTERIM NOTICES

Monthly Interim Notices will be provided for all students eight times per year. Interim Notices will be posted online and accessible via iPASS. Interim Notices may also be distributed at other times if the teacher decides that a report is warranted.

Parents are encouraged to make an appointment with the subject teacher to discuss ways of assisting the student. It is possible for a student to fail a course without having received a poor interim notice. Such failure may be attributed to insufficient effort and/or performance late in the semester.

HONOR ROLL

The Honor Roll is calculated on the unweighted average of all subjects.

- High Honors:** An **A** average (93-96) with all grades B or above.
- Honors:** A **B+** average (87-89) with all grades B- or above.
- Commended:** A **B** average (83-86) with all grades B- or above, with one exception of a single grade of a C+.

ADD/DROP:

If a student drops a course during the first semester after October 15th, they will receive a “W” for withdrawn on their transcript. For second semester, if a student drops a course after March 15th, they will receive a “W” for withdrawn on their transcript. For extenuating circumstances, changes to this policy will be at the discretion of the administration.

NEW GRADUATION REQUIREMENT:

The goal of the “Junior Experience” program is to engage students in a different kind of learning experience outside of the classroom during their junior year as a way to help them get real-life experience, maybe explore a career of interest and to be ready for the transition to college or to work. The program hopes to foster independence, self-confidence, and a personal sense of responsibility for students as they take charge of their learning. Through 5 hours of either community service, job shadowing and/or internships with agencies in the area (with both for- and non-profit organizations), the Junior Experience will give students the opportunity to obtain real-life experience in the working world and help to strengthen the ties between Hopkinton High School and the surrounding community.

The Junior Experience is flexible and will allow a wide range of choices in order to engage students in a project/experience that focuses on an interest, career path, or academic pursuit that best meets their own goals. HHS students will benefit tremendously from an experiential learning opportunity that enables them to apply skills and learning to genuine community needs. There are a wealth of amazing non-profit organizations and for-profit industry in Hopkinton and surrounding communities. We would like to develop and cultivate partnerships with these groups and, through the Junior Experience program, connect students to hands-on opportunities that will make what they learn in HHS classrooms more relevant and meaningful. The Junior Experience pilot will involve the entire Class of 2016 (approximately 300 students); thereafter it will become a graduation requirement for all subsequent classes at HHS.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization whose primary purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. To be eligible for membership, a student must have a Grade Point Average (GPA) of 3.5 or better, must be a member of either the junior or senior class and have been in attendance at Hopkinton High School for the equivalent of one semester. The student must also supply evidence of his/her service, character, and leadership qualifications. Character, leadership, and service to one's community, in addition to scholarship, play equally important roles in the selection process.

The Faculty Council, a committee of five faculty members appointed by the principal, serves as the administrative body that selects and reviews membership, approves Constitution and By-Law changes, and regulates the Society's activities. This body reviews a candidate's credentials and offers a membership invitation to those whom they select. Once a member, a student must maintain his/her standing in all four areas as stipulated by the Chapter By-Laws. The National Honor Society Handbook and the local chapter's by-laws are available in the Hopkinton High School Library.

A faculty advisor serves as liaison between the Faculty Council and the Chapter members. The advisor's role is that of a student advocate. Any concerns regarding the Honor Society or its members, not adequately covered in the handbook, should be addressed to him/her.

In order that the Faculty Council may judge leadership, service, and character, students who qualify scholastically are asked to submit an information survey. The survey is not an application. Students may not apply for membership. Membership is an honor bestowed upon a select group of students by the National Honor Society Board on behalf of the school faculty. Students who are not selected do not have a legal right to a hearing, although they and their parents will be given an opportunity to present their concerns to the principal or chapter advisor. Further information is noted in the National Honor Society Charter.

The NHS selection process is as follows: each fall, all juniors and seniors grade point averages will be reviewed by the NHS advisor. Those who are determined to be academically eligible will receive a letter which invites them to fill out an information survey and to attend an informational meeting with the NHS advisor to answer any questions about the selection process. This meeting is designed to provide an opportunity to aid students in the completion of the information survey and to answer questions that eligible students may have. The information survey must be completed, signed by the student and his/her legal guardian, and returned to the NHS advisor by the stated deadline.

The Faculty Council will evaluate the averages of only those students who file the "request for consideration" form with the NHS advisor. All students will be notified in writing of the results. Those who are determined to be academically eligible will be invited to receive an information survey and to attend an informational meeting with members of the Faculty Council. This meeting is designed to provide an opportunity to aid students in the completion of the information survey and to answer questions that eligible students may have. Any student who cannot attend this meeting may see the NHS advisor (within two school days) to receive an information survey. The information survey must be completed, signed by the student and his/her legal guardian, and returned to the NHS advisor by the stated deadline.

The Faculty Council will meet to review the information surveys as well as feedback on candidates from faculty and administration. The Faculty Council makes final selections to the NHS based on the four criteria of outstanding scholarship, character, leadership, and service. The decisions of the Faculty Council are final.

ACADEMIC REVIEW COUNCIL

The Academic Review Council (ARC) is an advisory group to the principal made up of the Principal, Director of guidance, the Assistant Principals and the subject area faculty as needed to review academic questions and situations not specifically addressed in this Program of Studies. Students wishing the ARC to consider a request must fill out a proposal form provide sufficient and appropriate information and

present their case for consideration to the ARC. Before making a recommendation, ARC will investigate the request and may ask for information from other expert sources.

The ARC also considers issues of academic policy and makes recommendations after a thorough investigation and a collection of expert information. The academic standing of students entering HHS after the first day of their ninth grade year or students who have previously been home schooled will be reviewed by ARC. The recommendation from ARC will help determine the student's year of graduation and credit status.

STUDENT SUPPORT SERVICES

Everyone is capable of learning. Given the many variables that impact learning, it is not surprising that some students may experience difficulty at some point. There are many ways in which students can receive assistance when these difficulties arise. Help at these points from school can come in a variety of forms. Extra assistance can come from the classroom teacher or instructional assistant by direct involvement. Teachers are able to make accommodations within the classroom if they know a student responds best to a particular approach. Additionally, there are a range of learning tools and strategies that can be used to help students within the class. Parents seeking to work with their children at home can consult with the teacher to find additional ways of providing assistance.

For students who are eligible, instructional support services can be provided under the umbrella of two laws/regulations, which serve as guides for the schools. One of these laws is Section 504 of the American Rehabilitation Act, a Civil Rights law. This law guarantees that students with a physical or mental impairment (or a history of, or being seen as having such impairment) which substantially limits one or more major life activities (i.e., walking, learning) will have access, or equal opportunity, to participate in a public school education. For example, a child with a specific disability or impairment that interferes with the ability to access classroom learning, or the school's physical environment, may be eligible under Section 504 to receive services or classroom accommodations that will give him/her the opportunity for an equal chance to be part of the school program. Under this regulation, if a student is eligible, a team of educators within the building develops an Accommodation Plan and a written plan that may recommend services and/or accommodations is developed. Parents seeking more information about eligibility under Section 504 can contact their child's guidance counselor.

The other support program within the public schools is Special Education (MA c.71B or "Chapter 766 and IDEA"). To be eligible under these laws, a student must have a disability that interferes with accessing the curriculum. In addition the student would require specialized instruction in order to make progress. An educational TEAM, including parents, makes decisions about eligibility and programming. An individual educational plan (called an IEP) that may recommend services and accommodations is drafted as a result of this TEAM Meeting. Parents seeking more information about Special Education can contact their child's guidance counselor or the HS Team Chairperson.

Learning Support Team and Curriculum Accommodation Plan

The Hopkinton Public School System is committed to providing an excellent education to all students. We recognize that students have diverse learning styles and needs. Instruction needs to be varied according to these diverse learning styles and needs. For some students, particular instructional styles or classroom accommodations can be identified as helpful or an important support. The Learning Support Team at each school is a group of professional staff members that comes together to identify strategies and accommodations that will assist a teacher or teachers and a student when a learning or school difficulty has been identified that cannot be sufficiently addressed by the teacher alone. The team may consist of teachers, administrators, specialists, counselors, or any staff member who either knows the student or has expertise in the suspected area of difficulty or knowledge of the types of regular education assistance available.

Learning Support Team is a name adopted by the school system in February 2002 to represent a process that has changed in order to encompass new Massachusetts's laws (Ch. 71, Section 38Q1/2 and Ch. 71, Section 59C). These laws require each school district to identify how it will make regular education accommodations and resources available to students with diverse learning needs who do not qualify for services or accommodations under special education law or Section 504 of the Rehabilitation Act of

1973. Similar processes have existed in this district and in other districts for many years. These programs have been named Pre-referral, Child Study, Building-Based Support Teams, Student-Teacher Assistance Teams and, in Hopkinton, TACT Team and STEP Process.

Accommodation Plans

Learning Support Teams are part of a program that includes a District Accommodation Plan and a Building Accommodation Plan in each school. The new laws cited above require these plans. These plans detail the regular education resources, programs, and accommodations available to students at each school. The plans also describe how the District is providing continuous training to teachers and other staff in the art and skills of teaching students with diverse learning styles and needs. The School Council must be an active partner of the school in developing the Curriculum Accommodation Plan, reviewing it regularly, and helping to match it to the needs of students.

The Learning Support Process (LSP) is a framework that:

- provides an opportunity to differentiate between students who can be helped through accommodations, strategies, and resources in the regular classroom and those who require the more comprehensive evaluation provided by special education or the accommodations and modifications required by a §504 plan
- provides strategies and resources necessary to reduce or avert learning difficulties or behavioral problems, lessening their impact and preventing them from becoming a disability to the student
- provides needed accommodations and strategies to students who have learning needs and do not qualify under Special Education or §504. Additionally, the LST process can help students with different learning styles and/or preferences to better succeed in the classroom
- helps to identify learner characteristics, learning strengths and weaknesses, and helpful accommodations that will be valuable if and when the student needs to be evaluated for a suspected disability
- supports parent/school communication and collaboration around learning and school difficulties by sharing school and home observations and other information
- makes effective referrals for evaluation of disabilities under the special education laws or Section 504 when needed and strengthens these evaluations by contributing information, observations and the results of collaboration among staff and parents around learning or school issues

For more information about the Learning Support Team and Process contact the Guidance Office or Principal.

Discipline Guidelines – Procedures and Due Process

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

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

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary

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

ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS

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

Participation in clubs and activities at Hopkinton Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Hopkinton Public Schools is limited to students who are currently enrolled in and attending Hopkinton Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H $\frac{3}{4}$ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

SUSPENSIONS

The Hopkinton Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37 H1/2 and 37 H $\frac{3}{4}$ and 603 CMR 53.00 et seq.

IN-SCHOOL SUSPENSION PROCEDURES:

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

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

Notice of In-School Suspension:

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

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

On the day of the suspension, the principal or his/her designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the

length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent Meeting:

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

No Right to Appeal:

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

OUT-OF-SCHOOL SUSPENSION PROCEDURES:

Due Process Procedures for Out-of-School Suspensions:

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

Notice for Any Out-of-School Suspension:

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

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

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

The principal or his/her designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal

or his/her designee will document reasonable efforts to include the parent. The principal or his/her designee is presumed to have made reasonable efforts if the principal or his/her designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

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

Emergency Removal of Student:

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or his/her designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

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

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

SHORT-TERM SUSPENSION PROCEDURES:

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

Principal Hearing - Short-term Suspension:

- (a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the

disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

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

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

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

No Right to Appeal:

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

LONG-TERM SUSPENSION PROCEDURES:

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or his/her designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her designee with the following process

Principal Hearing - Long-term Suspension:

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

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

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

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

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

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:

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

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

Superintendent's Appeal Hearing:

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

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

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

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

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

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

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

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

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

EXCLUSION/EXPULSION:

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

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

athletic games, may be subject to expulsion from the school or school district by the principal.

- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
- f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

FELONY COMPLAINT OR CONVICTION:

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

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- b. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster.

including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

- c. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
- d. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.
- e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- f. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

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

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

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

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and

in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

SCHOOL-WIDE EDUCATIONAL SERVICES PLAN:

Discipline Guidelines - Students With Disabilities

General Guidelines

Although all students are expected to meet requirements of the Student Discipline Code as set forth in this handbook, if the TEAM has determined that a student cannot be expected to meet this Code, it shall be documented in the student's Individualized Education Program (IEP), or a 504 Plan. All alternative approaches to the Code must be listed in the student's IEP, or a 504 Plan.

A student who has an IEP, or has been considered to be in need of special education, may be disciplined and/or suspended in the same manner as a non-eligible student for any period if it does not exceed ten (10) cumulative days in the school year. Before a suspension of a special education student that goes beyond ten (10) cumulative days, a Manifestation Determination shall be made at a TEAM meeting; a Functional Behavioral Assessment may be completed as well by a Student Service staff person.

If all the process requirements set forth for the Manifest Determination have been met, then the TEAM has one of two choices to make based on the answers to two (2) questions. These questions are: (a) "Was the conduct in question caused by, or did it have a direct and substantial relationship to the student's disability?" and (b) "Was the conduct in question the direct result of the school's failure to implement the student's IEP?" The TEAM may determine that the conduct was not a manifestation of the student's disability, and the student may be disciplined in the same manner as a non-eligible special education student, such as being excluded for more than ten (10) days. In cases involving removals for behavior not found to be a manifestation of the student's disability, the IEP TEAM shall also establish how the special education services will be provided when the student is excluded.

If the IEP TEAM determines that the behavior creating the need for exclusion is a manifestation of the student's disability, the TEAM must take immediate steps to remedy those deficiencies in the student's IEP, or placement, and/or in their implementations in order to better address the behaviors and prevent them from recurring. The above rights also apply to students who have 504 Plans, and whose behavior may be a manifestation of their disability.

Whether or not the student's conduct/behavior is a manifestation of the disability, the student may be placed in an intermediate alternative educational setting if there is documentation of carrying or possessing a weapon at school, on school premises, or at a school function, of knowingly possessing, using, selling, or soliciting the sale of a controlled substance while at school, on school premises, or at a school function; or inflicting serious bodily injury upon another person while at school, on school premises, or at a school function.

The above rights also apply to students who have been referred for special education services, even if it has not been determined if the student is eligible for special education services at the time of the infraction of the Code. If it is deemed that the school knew, or should have known, that the student was in need of special education services at the time of misconduct under consideration, then the same protections may apply to those students.

As consistent with Massachusetts General Law c.76 s.5 "The Hopkinton Public Schools adheres to nondiscrimination in the student disciplinary process."

All appeals about discipline cases can be made directly to the Bureau of Special Education Appeals. Contact information is as follows:

Bureau of Special Education Appeals, Massachusetts Division of Administrative Law Appeals
350 Main Street, Malden, MA 02148
781-338-6400

Students identified as having a disability and provided with a Section 504 plan

1. Students are expected to meet the expectations for behavior identified in this handbook. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (15) cumulative days (and there is a change in placement as a result), then a manifestation determination shall be done. A student with a 504 plan may not be disciplined beyond ten days if his/her conduct is a manifestation of his/her disability.

HOMEWORK

Homework is an integral part of each subject and is regularly assigned. The purpose of homework is to:

- Acknowledge the existence of different learning objectives. Assignments can serve different purposes: practice learned skills, prepare for future lessons, extend skills or concepts to new situations, create original applications of skills and concepts already learned.
- Extend the time available for formal learning.
- Encourage and measure the development of self-discipline and good work habits.
- Provide a vital link between home and school. From 1½ to 3½ hours per school day should be set aside to complete homework assignments. Departmental and teacher guidelines should be followed.

HOMEWORK REQUESTS FOR LONG-TERM ABSENCES

Parents/guardians requesting work for student absences of **three or more days** should call the **Main Office 48 hours in advance of the time the assignments are wanted.** This provides time for notification to be given to the teachers and for teachers to prepare assignments. Assignments may be picked up in the Main Office but emailing the teacher and counselor for assignments is preferred. Also, many classes have moodle pages or google docs that students can access online.

SEMESTER EXAMINATION POLICY

At HHS, there are two formal examination periods, one at the end of each semester. Examinations will be weighted as in the chart below:

Assessment	Maximum %
Semester 1: Cumulative Assessment	10%
Semester 2: Cumulative Assessment	10%

Within the first 10 school days of a semester, teachers will give students a class overview and assessment expectations and the grading policy in writing for the course.

Assessments are not limited to be pencil and paper written tests. Demonstrations, projects, presentations, research reports and other forms of appraisal are encouraged.

Approved by HHS Leadership Team December 2004

Approved by School Council December 2004

EXTRA HELP

If an assignment is not clearly understood, if work is too difficult to grasp thoroughly, or if through absence a student has fallen behind in class, he/she may always seek extra help from teachers. A conference may be arranged before or after school at the mutual convenience of the teacher and student. Extra help sessions after school are scheduled on a specified day each week by department and/or teacher.

MAKE-UP WORK

On the first day a student returns from an absence, s/he should make arrangements for the make-up of all missed work.

It is suggested that work assignments for absences of three or more days be obtained by contacting the Main Office during the absence. A student has fifteen school days from the end of the semester to make up an incomplete grade received for the semester. The principal must approve exceptions to this policy. Credit **will not** be given for work missed due to a class cut or truancy.

ADVISORY GROUPS

The aim of advisory groups is to personalize the educational experience for all students. Students will meet with a staff member, who will serve as their advisor weekly to engage in dialogue on a wide array

of topics, such as school issues and current events. Groups will be structured according to grade, with students randomly placed in sections. Students will stay with the same advisor and the same advisory group for all of the years that they attend Hopkinton High School.

Within their small group dialogue, students will develop the trust and respect necessary to build a safe community by learning and using cooperative and collaborative skills. Within this secure environment, students will recognize the diversity and commonality within their group and understand the relationships among individuals and cultures, treating others with respect and dignity. These skills will transcend the small group to the larger world of school and community.

Cutting an advisory is viewed as cutting a class; therefore, the appropriate office consequences apply.

FIELD TRIPS

School-sponsored field trips specifically relate to curriculum or extra-curricular activities of the school. Field trips are aimed at enriching a student's academic experience. This includes travel by individuals or small groups of students who participate in school-related events (e.g. state science fair, academic competitions, peer mediation training). The students incur the cost of most field trips. There is financial assistance available to students with need. These students should speak to their guidance counselor or a principal. Determination of financial hardship will be a confidential, discretionary decision by the principal. If, with the approval of the guidance counselor, a student is excused from a field trip, there will be no academic penalty and the teacher will provide a parallel alternate learning activity.

A field trip is a privilege that is earned through appropriate classroom behavior. Students participate at the discretion of the student's teachers and/or building administrators. Students participating in field trips are required to adhere to the rules and policies stated in the *Student/Parent Handbook*. Any student failing to meet expected rules and regulations will be sent home, at the discretion of the chaperone, with the student's parent/guardian responsible for actually picking the student up from the field trip location. The school, in accordance with the policies of the *Student/Parent Handbook*, may take further disciplinary action.

Non-school-sponsored field trips: Faculty members, as individuals, sometimes conduct extended educational tours or day trips involving the participation of Hopkinton students. The School Committee neither sanctions nor prohibits such activities, nor assumes any responsibility for them. For more information, see SC Policy IJOA.

MEDIA USE IN CLASSROOMS

Teachers regularly use a variety of media in the classroom as teaching tools. This media includes, but is not limited to, videos, web sites, audio recordings and photographs. At times, when the content of this media is of a relatively adult nature (e.g. films rated higher than PG-13), parents will be notified and have the option to exclude their child from the activity. There will not be an academic penalty and the teacher will provide a parallel alternate learning activity.

All media rated higher than PG 13 or non-rated will be evaluated and approved by the subject area director/coordinator, the Curriculum Team Leader and the principal or her/his designee.

LIBRARY MEDIA CENTER

When visiting the media center, students must sign in and out at the main desk. Students are welcome to use the facilities, but should remember that inappropriate use of library materials, supplies, and furnishings or playing computer games is not permitted and could result in the loss of library privileges or other consequences as deemed appropriate. Students who have lost their library privileges may come to the media center only when accompanied by a teacher.

If a student's behavior does not meet the above standards or is deemed otherwise inappropriate, the student will receive a warning and his or her name will be taken. Upon a second occurrence, the student will lose the privilege of using the library media center during the school day for two weeks. Additional

violations will result in further consequences, including a progressively longer loss of privileges and/or Saturday School.

DROP OFF TIMES

As part of our ongoing efforts to enhance the safety and security of our schools, we have implemented a 2-hour drop off window for parents to bring items to their children. The high school's drop off time is 7:30 – 9:30.

BUILDING TOURS

All students and families interested in attending Hopkinton High School must have a signed purchase and sales before being allowed to tour the building.

VISITORS AND GUESTS:

Visitors and guests are welcome at Hopkinton High School. Visitors or guest with appointments must report to the Main Office before proceeding to their location. Before a student brings a guest to school, s/he must complete a "Visitor Request Form." These forms are available in the Main Office and will be approved by the student's assistant principal. If a graduate comes to visit a teacher, counselor, or administrator, they must do so before, or after school hours unless granted permission by administration.

BEHAVIORAL GUIDELINES

OVERVIEW OF HOPKINTON HIGH SCHOOL DISCIPLINE CODE

Hopkinton High School prides itself on maintaining an atmosphere in which all members of the community are treated with respect, and thoughtful and civil behavior is the norm. The purpose of this discipline code is to nurture this atmosphere, and to promote self-discipline and an ability to behave appropriately.

Proper school and classroom conduct, in which considerate and caring behavior towards others is expected and modeled, supports the discipline code. School personnel are committed to ensure compliance with this code in a fair, consistent, and judicious manner.

Hopkinton students have the privilege of making decisions. However, all students must understand the rules and possible consequences for violating them. The consequences for infractions of school rules include the following range of responses:

- Teacher Detention
- Office Detention
- Early Morning Detention
- Exclusion from areas in the school, e.g. class, labs, library, halls, and restrooms
- Loss of senior privilege
- Loss of parking privileges
- Not attending athletic events and extra-curricular activities (i.e. Social Probation)
- Saturday School
- Out-of-school suspension
- In-School suspension
- Parent conference
- Expulsion
- Loss of “Senior Week” activities up to and/or including graduation exercises
- Social Probation – exclusion from all activities outside the school day
- Other, as appropriate

DEFINITION OF TERMS

Office Detention: Is an assigned forty-five minute period of after school time to be served on Tuesday through Thursday. Students will be given twenty-four hours notice to make arrangements to serve the detention. The consequences for cutting office detention are as follows:

- Two office detentions
- Extended Detention
- Another cut of an office detention will result in a Saturday School and the reassignment of the two detentions.

Early Morning Detention: Is an assigned thirty minute period before school starts. Students will be given twenty-four hours notice to make arrangements to serve the detention.

Saturday School: Is an assigned period of three hours on Saturday morning. Students must report to the designated room by 8 am. Students arriving more than 15 minutes late will not be allowed to enter. It will be considered a Saturday School cut. Students failing to report to Saturday School without prior permission from the administration may receive a one-day out-of-school suspension.

Social Probation: Is a period of time during which a student is restricted from being in the school building at any time other than the regular school day. Students under social probation may not participate in extra-curricular or co-curricular activities, may not attend after-school events or activities

and may not participate in athletics or intramural sports during the period of probation. Any modification of social probation would be considered by the administration on an individual basis.

SCHOOL RESOURCE OFFICER (SRO): The SRO is a community liaison. As a liaison the SRO will work with students, parents, schools, courts and others to develop working relationships and partnerships. The SRO is viewed as:

- A visible, active law enforcement figure on campus dealing with any law-related issue.
- A classroom resource for instruction in the following areas: law related education, violence diffusion, safety programs, alcohol and drug prevention and crime prevention.
- A member of the faculty and administrative team working hand in hand to solve problems in the school community.
- A resource for students who will enable them to be associated with a law enforcement figure in the student's environment.
- A resource to teachers, parents and students for conferences on an individual basis, dealing with problems and questions.
- A resource to assist in supervision of hallways, parking lots and bathrooms.
- A positive role model to students and the school community.

HOPKINTON HIGH SCHOOL DISCIPLINE CODE

The following code divides unacceptable behavior into three categories. The first covers academic behavior, the second covers offenses of a generally social or behavioral nature, and the third covers the most serious offenses that may involve legal as well as school consequences. These rules and regulations are based on a system of progressive discipline. This means that an administrator has the discretion to increase penalties significantly in the case of second and third offenses. In determining the severity of the penalty or suspension, the principal or assistant principal may consider all relevant factors, including but not limited to the following:

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

The administration reserves the right to involve the School Resource Officer in the discussion or investigation of disciplinary issues.

This discipline code is not meant to exhaust all possible areas of misbehavior. If students behave in a way that is considered inappropriate, they will receive a penalty that is in keeping with their actions. Students who physically assault another student or staff member or behave in a way that disrupts the school environment or threatens the safety or security of anyone in the school are subject to disciplinary action including and up to expulsion for a full year. Even if not specifically cited here, behavior, which is disruptive to the school, malicious towards others, destructive of property, or intentionally damaging to the reputation of fellow students or staff members, will be considered punishable. These rules apply at school, on school buses, and at school sponsored events, field trips, athletic events or other extra-curricular activities regardless of where the event(s) take(s) place.

If students commit an act that violates a state or federal law, the school will report the offense to the appropriate legal authorities.

Category I - Academic Behavior

ATTENDANCE POLICY:

The administration and teachers at Hopkinton High School believe that classroom instruction constitutes the heart of the educational process. Time lost from class can never truly be regained; in particular, the

important benefits derived from teacher explanations and from the interaction among students and between teacher and student cannot be replaced. Not surprisingly, studies have shown a correlation between grades and attendance at school. Generally the more class time missed by a student, the lower the grade; therefore, the intent of the following attendance policy is to encourage better student attendance so that each student can acquire the necessary skills for future success.

The High School recognizes that regular and punctual school attendance is essential for success in school, and that the district shares responsibility with parents in ensuring that students attend school regularly in accordance with Massachusetts General Law. Parents are responsible for ensuring that their children attend school regularly and punctually, and the school is responsible for notifying parents consistent with Ch. 76 §1A if their child is absent from school.

Absences or Tardiness:

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. Attendance is taken in each class at Hopkinton High School and students can have no more than seven missed classes in a course per semester before losing academic credit for that course.

All students are expected to attend school daily and during the day to attend all classes, advisory periods and studies. **When a student reaches 7 absences in a semester, an email will be sent to the student and his/her parent(s) from the student's assistant principal outlining the potential loss of credit.** If the student exceeds the seven allowable days of absence from a class, s/he may lose credit in that class for the semester. The student will meet with his/her assistant principal at the end of the semester, in such a case, to review the situation. Presenting a doctor's note is required when dealing with an ongoing, chronic or long-term illness such as asthma or mononucleosis. If absences continue to increase without requested documentation, the student may lose credit for the class or classes in question. Vacation days taken when school is in session are considered unexcused absences.

A class that is missed because of a school-sponsored activity (field trip, athletic activity, academic visit verified through the Guidance Office, etc.) will not be considered an absence, but a school-related activity.

It is important that students and parents realize that the days of absence in this policy are not to be considered as approved days to be absent from class. **THESE DAYS SHOULD BE CONSIDERED AS A BANK FOR SICK OR EMERGENCY DAYS AND USED ONLY WHEN NEEDED.** Presenting a doctor's note will not clear an absence unless it is for an ongoing, chronic or long-term illness such as asthma or mononucleosis. A tardy or dismissal from school that causes a student to miss more than half a class is considered an absence from that class.

Excused absences for school visits:

Students are allowed 2 college visits per semester starting the second semester of their sophomore year. The student must present proof of visiting the school upon return to HHS.

Denial of School Attendance:

The following will be grounds for denying a student's attendance in the Hopkinton Public Schools: Previous graduation from high school or equivalent secondary school curriculum, Failure to meet age requirements for kindergarten entry, Expulsion from another Massachusetts public school in the same school year, Residency outside of Hopkinton unless allowed under School Choice or, in the case of international students, a proper visa, Failure to comply with Massachusetts' requirements for immunizations at ages set by the Department of Public Health. Failure to meet residency requirements of the Hopkinton Public Schools School Admissions and Residency policy (JF).

Attendance Officer:

The school district employs an Attendance Officer consistent with the requirements of Ch. 76 §19. The Attendance Officer is required to investigate all cases brought to his/her attention when a student fails to attend school regularly or is habitually tardy, or if a student's attendance could be denied based on the conditions listed above. It is a crime for a responsible parent or guardian not to cause a child to attend school. If a child fails to attend school for seven full day sessions or fourteen half day sessions within any six month period (i.e. one semester), the supervisor of attendance may file a complaint in court against the parent and/or guardian who is responsible for the child. The Attendance Officer will also determine if anyone has unlawfully induced a minor to be absent or truant from school, and if so, bring this to the attention of the Superintendent who may bring charges under Ch. 76 §4.

Semester Exam Attendance:

Students must take their semester exams at the designated time. Any exception to the designated schedule must be approved by administration. A student who does not take a semester examination as regularly scheduled and fails to make prior approved arrangements may receive a zero for the exam grade.

Attendance on day of event:

Students absent on the day of an activity, a co-curricular event or athletic activity, or the day preceding a weekend activity, are not eligible to participate in that activity. Students must attend school for a minimum of 3 ¼ hours in order to be considered present.

PARENT GUIDELINES for Student Absences, Dismissals, Tardiness:

Absences: If your child is absent from school, please call the absence line at 508-497-9820 and leave a message, which includes the child's name, the reason for his/her absence and a phone number at which you can be reached if there is a question. In most cases, your child does not need to bring in a note from you when s/he returns to school. If a parent does not call the school by 9:00 a.m., a school representative will call the parent at home or work.

Tardy to School: Students tardy to school should report directly to the reception booth where their tardiness and attendance will be recorded and they will be given a pass to class. Students arriving after 7:45 am will need a note or phone call from a parent or guardian explaining the reason for being tardy otherwise it will be considered a class cut. Students who are in school and fail to sign in immediately are considered unregistered.

Because there can be, on occasion, circumstances that cause tardiness, up to five tardies to school per semester are simply recorded (with a parent note or phone call). **THERE ARE NO EXCUSED TARDIES TO SCHOOL. THESE TARDIES SHOULD BE CONSIDERED AS A BANK FOR UNEXPECTED DELAYS OR EMERGENCIES AND USED ONLY WHEN NEEDED.**

On the sixth tardy to school in a semester, a student will receive a detention. If there are subsequent tardies to school, the student will receive a detention for each subsequent tardy. On the eighth tardy to school the assistant principal will notify the student and a Saturday school will be assigned. A Saturday school will be assigned for each subsequent tardy after eight. Seniors will lose privilege for the remainder of the semester on the tenth tardy to school in lieu of a Saturday School.

Dismissal: If you want to dismiss your child from school before the end of the school day, please send a note to school on the morning of the day of the dismissal. The note should include the reason for dismissal and a phone number at which you can be reached if there is a question. At the time of the dismissal, your child will leave the building. Only in emergency situations will dismissals be allowed via telephone. Students will be issued a dismissal pass in order to leave class. Any student who leaves school without a dismissal note from the office will be viewed as truant and considered to be leaving school grounds without permission.

CHEATING/PLAGIARISM: Cheating is intolerable in an academic institution and it will be dealt with seriously. Cheating involves the intentional attempt to pass off the work of others as one's own. If a student is unprepared or under-prepared for an assessment s/he should bring that to the attention of the classroom teacher. Cheating is not an acceptable alternative. Aiding or abetting an individual in cheating is also considered cheating. Cheating includes (but is not limited to):

- Getting or giving your assignments to another person
- Using assignments submitted by others in previous semesters or other courses
- Soliciting to have someone do your assignments in part or in whole for you
- Having someone do your assignments in part or in whole for you
- Doing someone else's assignments for them
- Submitting work that is not completely created by you
- Looking at someone else's test during an exam or asking someone for help during the exam
- Using technology to get answers during an exam

Consequences are cumulative from year to year:

First Offense:

- The teacher who observes the cheating will notify the parents and the assistant principal who will keep a record of the event.
- The student will likely receive no credit for the work in question.

Second Offense (In addition to the above):

- The student will be assigned to Saturday School.
- The student will be ineligible for any awards during that year.
- A conference with the student, teachers, parents/guardians, and assistant principal will be held.

Third Offense (In addition to the above):

- The student will receive a suspension. The amount of suspension days will be at the discretion of the administration.
- The principal will meet with the student and parents/guardians to explain the consequences of additional offenses.
-

TESTING ENVIRONMENT:

On high stakes testing such as MCAS or AP exams, students are prohibited from bringing cell phones, cameras; personal digital assistants (PDA's) any blue tooth-enabled devices, MP3 players, e-mail messaging devices, or any other electronic or communication devices with them to the test room. They should leave these devices at home or in their cars or lockers and should not expect to use them during breaks or if they finish an exam early. If a test taker is discovered using such a device, or having such a device on their person, during the duration of the test taking period, their test will be cancelled; they will be dismissed and their device will be held to review for any test breaches. There will also be a school consequence for inappropriate behavior ranging from Saturday School to suspension at the discretion of the administration.

FORGERY/MISREPRESENTATION: Signing a name other than your own is considered forgery. This includes, but is not limited to, the names of parents, teachers, staff members, and friends. Misrepresentation electronically or over the phone is also considered a serious infraction. In addition, lying to a teacher about your name or whereabouts is considered misrepresentation. Consequences for forgery/misrepresentation may range from office detentions to suspension at the discretion of the administrator.

TARDY TO CLASS: Students arriving late to class without legitimate explanation may be assigned a teacher detention(s) depending on the circumstances. If a student is repeatedly late to a class, the teacher may refer the issue to the assistant principal.

TRUANCY OR CUT CLASS: An unauthorized absence from school for a day is considered truancy, and every class missed during that truancy is considered to be a cut. An unauthorized absence from a class or study* will be viewed as a class cut. Consequences for both infractions include no credit for any class work or activity and Saturday School and/or Suspension. Any significant portion of a class missed will be considered unauthorized time out of class and may be reported and will be dealt with in a manner similar to a class cut.

The specific consequences for class cuts will be as follows:

- First Offense: One Saturday School
- Second Offense: Two Saturday Schools
- Third Offense: One day Out-of-School Suspension and one additional Saturday School.
- Fourth Offense: Two days of Out-of-School Suspension and two additional Saturday Schools

*If a student cuts a study in the library, s/he will lose his/her library privileges for a period of time determined by administration.

Truancy from school will be handled on an individual basis, and the consequence will range from two Saturday Schools to suspension. Truancy is also a legal issue, and the truant officer will be notified for follow-up.

Category II - Social Behavior

BATHROOMS: High School bathrooms are a community area and are the responsibility of everyone who uses them. Behavior that is inappropriate, such as smoking, littering and vandalism, will result in appropriate consequences. Students are not to loiter in or outside bathrooms.

BEHAVIOR AT SCHOOL (including main office, athletic office, guidance office areas, and at school activities on and off campus): Students are expected to behave appropriately and to comply with reasonable requests from staff while in school or at school activities. Additionally, students are required to give their full name on request from any school personnel, and to report to the office when instructed to do so. **Students who fail to do so may be assigned a one-day suspension.**

Students behaving inappropriately while attending a school activity may be asked to leave. A second offense may result in students being prohibited from attending any school activities for the remainder of the semester. Participation in future school activities may also be in jeopardy.

CARD PLAYING, GAMBLING, FIREWORKS, LITTERING, SNOWBALL THROWING, USING A TOY WEAPON THAT RESEMBLES A REAL WEAPON or any other INAPPROPRIATE ACT: These activities are not allowed and the consequences for infractions will be determined by the administration and may range from detention to suspension.

CAFETERIA BEHAVIOR: Students are expected to behave appropriately in the cafeteria and to clean up after themselves. If they do not, they will be given an appropriate consequence. Consequences may include suspension from spending time in the cafeteria for up to one semester. Also, any theft from the cafeteria at any time may result in an “in school suspension”.

CLASS BEHAVIOR: Students are expected to refrain from inappropriate behavior in class. Yelling, using crude language, being disrespectful to others, and generally disrupting a class, will not be tolerated. The classroom teacher will assign students who engage in inappropriate classroom behavior a detention. If a student fails to report to an assigned teacher detention, for which twenty-four hours notice was given, the teacher will notify the parent, and the student must serve the detention with the teacher the next day.

Students who fail to report to this teacher detention will be referred to the office for the assignment of two (2) office detentions. **Excessive disruption of class will result in an office detention, Saturday School, and/or suspension.**

CORRIDOR BEHAVIOR: Inappropriate corridor behavior is that which disrupts classes or offends others. Students who engage in inappropriate corridor behavior may be assigned office detention. If a student is reported for a second offense, a more serious penalty such as Saturday School may be imposed.

DANCES, COTILLIONS, PROMS:

In an effort to make school dances suitable for all students and to maintain a safe and appropriate atmosphere, the following guidelines will go into effect immediately for all school dances.

- Dances will begin at 7:30 and end at 10:30pm. Students must arrive at the dance by 8pm and will not be allowed to leave until 10:00 pm unless a parent or guardian releases them over the phone to an administrator or comes into the dance to pick them up.
- Upon entering the dance, all students will be assessed for their well being and to ensure that they are not bringing any unwanted items into the dance. If students are deemed under the influence by school personnel, guidelines from Category III will be followed from the Alcohol/Drug sections.
- Plastic bottles of any kind will not be allowed in school dances. The school will provide water in cups for all students attending as vending machines will no longer be available.
- Students are discouraged from bringing bags or personal belongings to the dance. Please leave personal belongings at home or in your car. Any personal belongings that are brought to the dance will be locked up and students will not be able to access them during the dance.
- There will be adequate lighting in the dance so that students can be observed by chaperones at all times.
- Student dress must be appropriate for a school sponsored activity and should follow the guidelines as stated in the school handbook. Students who are considered inappropriately dressed by chaperones will be sent home to change their clothes before they can be admitted.
- Dancing must be appropriate for a school sponsored activity. It should be kept within the boundaries of good taste and not vulgar or sexual in nature. Students who are observed dancing in an inappropriate manner by chaperones will receive one warning and then will be asked to leave the dance. If a student is asked to leave the dance, their parents will be notified prior to them leaving.
- Students who wish to bring guests to school dances must complete a Dance Guest Form at least two days prior to the event. These forms are available in the Main Office. Guests must be approved by the administration. HHS students hosting a guest are expected to take responsibility for informing their guest of pertinent rules and guidelines and guests are expected to follow those rules. Guests who do not follow HHS rules will be asked to leave the event and law enforcement will be notified if appropriate.

DRESS CODE: Hopkinton High School respects individual rights of expression, however each student is expected to dress responsibly to uphold the standards of the school environment. Students are expected to exercise good judgment in their style of dress as well as demonstrate respect for those around them. The basic guidelines of decency, modesty, good taste, cleanliness and practicality should prevail. At all times, student should treat school as if it were a place of business and dress accordingly. Students' attire and grooming should allow for safe participation in such curriculum areas as science, tech ed., Wellness or any other activity where reasonable precautions are warranted.

Inappropriate dress includes, but is not limited to:

- clothing that is uncomfortably revealing or causes embarrassment to others.
Guidelines include:
 - a. The 6 B's should not be visible: Bellies, Butts, Breasts, Boxers, Bras or Backs
 - b. No undergarments should show at any time, including boxer shorts
 - c. Tops and bottoms should meet
- clothing or accessories that display offensive images or language.
- clothing or accessories that display tobacco, alcohol, or substance-related symbols or advertising.
- dress intended for outside wear such as hats, visors, hoods, sunglasses, etc. are not to be worn inside the building during the school day. This rule also applies for any athletic 'psych-up' days.

Students who violate the hat/visor/hood policy will be subject to the following (all include parent/guardian notification on iPass):

- 1st Offense: Loss of hat/visor for one day
- 2nd Offense: Loss of hat/visor for one month
- 3rd Offense: Loss of hat/visor for rest of school year

ELECTRONIC DEVICES (such as, but not limited to: iPods, cell phones, electronic games, DVD players): Hopkinton High School recognizes that our students use electronic devices both as part of both their daily lives as well as their education and that there can be educational benefits inherent in these devices if they are properly monitored and supervised by an educational professional. Because of this, electronics device usage in the classroom is left up to the teacher's discretion. However, use of electronic devices outside of the classroom is not permitted, with the exception of the common areas during lunch (i.e. cafeteria, main foyer, athletic center foyer). If the devices are used during school hours other than the lunch period, students will be asked to put their devices away or risk confiscation and a referral can be written to the main office to report the offense. If there is a second offense, the device will be held in the main office for the remainder of the day. If there is a third offense, the student will be asked not to bring the electronic device into school, or he/she must drop the electronic device off to the main office before school starts (7:20) and pick it up after school ends (1:50) for 30 days. In the event of any further offenses, the student may face additional disciplinary consequences (i.e. Saturday school, suspension). Devices may be used before school begins, and after school is dismissed for the day.

END OF SCHOOL YEAR OBLIGATIONS: Senior class members who have not fulfilled all Senior Obligations will not be allowed to participate in the commencement ceremony. Senior Obligations include, but are not limited to, paying senior dues, paying the cafeteria balance owed, returning textbooks, paying for school materials that are lost (i.e. textbooks), and serving all office detentions and Saturday Schools.

Similarly, any students in the 9th, 10th or 11th grade that have similar obligations will carry over to the next year. If any materials are still owed by their senior year, the above information applies.

FIRE OR EMERGENCY DRILLS: When the fire alarm sounds, every adult and student in the school is expected to respond. Students are to go quickly and quietly to the nearest exit as designated by the posted information and direction from teachers. Once outside, students must remain, with their teacher, at least two hundred feet from the building until the signal to return has been sounded. If a student is away from his/her classroom when the alarm sounds, s/he should exit the building at the nearest exit and check in with their teacher outside. If their teacher is not available, the student should check in with any teacher. Students must follow fire/emergency procedures, which includes checking in with the teacher. Failure to do so will result in a consequence.

FOOD AND DRINK: Food and drink (with the exception of water) may not be consumed in the hallways, the auditorium, the library, the athletic center, the fitness center, and the computer labs. Also, as a regular practice, food should not be consumed in other areas such as classrooms and locker rooms. Other use is subject to teacher discretion. Violations of this rule will result in consequences as deemed appropriate by the administration.

LASER POINTERS: Any device that projects a laser beam is prohibited from school.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION: Students are not to leave school grounds without parental permission and notification to the main office. The consequences for the first offense include the assignment of Saturday School and loss of senior privileges. Second and subsequent offenses will result in suspension, further loss of senior privileges, and LOSS OF PARKING PRIVILEGES. During free time, students may be outside of the cafeteria in the area near the picnic tables and outside of the main entrance to the school close to the benches, but may not leave those areas.

PARKING: The privilege of students using motor vehicles for transportation to and from school is a cooperative relationship, which is permitted as long as it does not become a problem for parents and school officials.

All student parking will be in the designated student lots only. Permits for a parking space are \$170. Space is limited, and permits will be issued to seniors by lottery. If there are spaces available, there will be another lottery for juniors. Only cars with a current parking permit are allowed to park on school grounds.

Bus and parking fees are not interchangeable. Students who purchase a parking sticker during the school year are eligible for a discounted fee according to the following schedule:

- September through December \$170.00
- January through March (75%) \$127.50
- April through end of the school year (50%) \$85

Students must park cars in identified spaces and between the lines during the school day. The speed limit on school grounds is 10 M.P.H. Students are not to go to their cars during school time without authorization from a teacher or the office, nor are they to drive on school grounds except to enter or leave school. Violators of this section will lose their privilege of driving on school grounds in addition to other possible disciplinary action. The school does not assume responsibility for the theft or damage to any vehicle or bicycle. Students must register their vehicles and purchase parking stickers at the office prior to driving and parking at school. Parking space is limited and seniors will be given first priority for available spots. Hopkinton High School reserves the right to have illegally parked cars towed at the owner's expense without warning. Loitering before, during, or after school in the parking lot is prohibited. Students are expected to park in assigned spaces only. Parking permits are non-transferable and cannot be borrowed, given, or exchanged with other students without permission from the SRO or administration. Violations of this policy could lead to suspension and/or loss of parking privilege. The consequences for violation of this parking policy will result in parking citations from the Hopkinton Police Department in addition to the following:

Students caught parking on school grounds without a parking permit will face the following consequences:

1st offense – One Saturday School detention and loss of senior privileges for one month (for 12th graders only)

2nd offense – One day of In School Suspension and loss of privileges for two months (for 12th graders only)

3rd offense – One day of out-of-school suspension and a loss of privileges for one semester (for 12th graders only)

Students caught parking not in their designated lot will receive the following consequences including a ticket from the HPD:

1st offense – Warning

2nd offense – Saturday School and loss of senior privileges for one month (12th graders only)

3rd offense – Two Saturday School detentions and loss of privileges for two months (12th graders only)

4th offense – One day of In School Suspension and a loss of senior privileges for one semester (12th graders only)

*Any junior who receives a parking ticket will lose their privileges to park in senior lot or tennis courts during their senior year.

PERSONAL PROPERTY AND VALUABLES: In order to insure that possessions are safe on school property, the following procedures are recommended:

- Students are strongly urged not bring unnecessary cash or valuables to school.
- Either lock up your belongings or carry them with you.
- Ask your coach or wellness teacher to lock up valuables, for extra protection, if necessary.
- Make every effort to look out for one another.
- It is the responsibility of the student to keep personal property and valuables in a safe, secure location.

Faculty, coaches and staff members are concerned about theft, and they will continue to supervise areas as well as possible.

Under no circumstances does the Town of Hopkinton, Hopkinton Public Schools, Hopkinton High School, its administration, or its staff assume liability for personal possessions brought into school buildings and/or onto school grounds.

SEAT BELTS: All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property. Any school administrator, staff member or police officer may report a seat belt violation of this policy to the appropriate school administrator. Any student operator of a vehicle in which the driver or any passenger is not wearing a safety belt or otherwise properly restrained in an infant or child seat will receive the following penalties:

- First Offense: Written warning and parents/guardian will be notified
- Second Offense: Parking privileges at the high school revoked for two weeks and parents/guardian will be notified
- Third Offense: Parking privileges at the high school revoked for the remainder of the school year and parents/guardian will be notified

SENIOR PRIVILEGES: It is the intent of Hopkinton High School to teach students to make good choices and to use their time wisely. Senior privileges are meant to help our students prepare for life after high school. Seniors must apply for and meet the requirements of Senior Privileges before they are granted to them. If a senior has Senior Privileges s/he is only responsible to be in the school building when attending classes. (Note: seniors coming to school late, leaving school early or leaving school during the day must sign in and out in the main office.)

The following are the privileges granted to seniors who meet the requirements, apply for and are granted Senior Privileges:

- Students in good standing may leave school during unscheduled time.

- Seniors who have a study period at the beginning of the school day may arrive at school in time to sign in at the office and be on time to their first class.
- Seniors who have a study period at the end of the school day may leave after their last class.

Requirements:

- Maintain passing grades in all subjects with at least a 2.0-weighted GPA. (Note: the 2nd semester grades from the junior year will determine this part of the eligibility for senior privilege.) Grades will be re-evaluated with the interim reports at the beginning of each month.
- Maintain good discipline record, i.e. no Saturday Schools or suspension. (Note: the second semester discipline records from the junior year will determine this part of the eligibility for senior privilege.)
- Obtain parent/guardian permission on the form provided.
- Observe the guidelines for tardiness and absences found in the Student/Parent Handbook.

Loss of Privilege: (Loss of Senior Privilege begins on the date that consequences are assigned for an infraction.)

- Failure to maintain a passing grade in a course or a 2.0 weighted GPA.
- Involvement in a discipline problem that results in Saturday School, suspension from school, or that the Administration deems worthy of loss of privilege.
- Arriving to school late ten times in a semester.
- Failure to sign in at the office upon arrival to school (first time is a warning). The second time will result in loss of privilege for one month
- Taking a student who does not have senior privileges off campus.
- Failure to abide by student motor vehicle policy.
- Parents may rescind permission at any time.

Loss of privilege may extend from one month to a full year depending on the circumstances.

Note: If interim notices or teacher reports indicate that classroom performance is poor, the Administration reserves the right to remove a senior from the program.

UNSUPERVISED AREAS: Students are not to be present in unsupervised areas without teacher/office permission. These include, but are not limited to, the student parking lot, the auditorium, the gymnasium, the fitness center, the woods, and the computer labs. High school students are not to be in the Middle School during the school day. The consequence for being in the Middle School without authorization will be Saturday School and/or suspension and loss of parking privilege if applicable. Students found to be in their cars or in the parking lot without senior privilege or proper authorization will be assumed leaving the grounds without permission and will face the consequences stated above.

Category III – Statutory and Policy Infractions

1. ALCOHOL/DRUGS

It is the philosophy of Hopkinton High School, in both practice and policy, to be supported in assisting students who have difficulties with substance abuse. In keeping with this philosophy, we work with students and their families to find assistance for these issues within the school and community. Our stated school discipline policies are aligned with state law and school committee mandates and are followed accordingly; however, our primary goal in implementing discipline is developmental in nature.

a. ALCOHOL: Use, possession, distribution, purchasing, having consumed, or being under the influence of alcohol are all strictly prohibited in school, on school grounds at any time, prior to or at any school sponsored event or trip. Students in violation of any of the above will be suspended from school for five days. Being part of a group, in school or at school event, in which alcohol is present or being consumed, puts all students who are present at risk of school discipline; students involved are likely to receive the same punishment as all members of the group.

Alcohol “breathalyzers” may be used to determine whether a student is under the influence of alcohol. Any student who refuses to take a breathalyzer will be subject to the same disciplinary consequences as if they were under the influence of alcohol. In addition to a suspension, or other consequences deemed appropriate by the school administration, students who are involved in an alcohol related incident at school, or a school sponsored event, will be put on social probation for a period of time determined by administration.

If the student is determined to be under the influence at school, or a school sponsored event, parents will be notified and a recommendation will be made to have the student medically evaluated. If no parent or guardian is available the school reserves the right to transport the student via ambulance to a local hospital for further evaluation and treatment if deemed necessary.

In the event of a second violation, the student may be suspended for up to 10 days or subject to other disciplinary consequences as deemed appropriate by school administrators. However, the administrator may defer a portion of a suspension if the student agrees to have a substance abuse evaluation. In the event school discipline is deferred pending evaluation and treatment, the school administration will expect the student to fully comply with the evaluation protocol and any treatment recommendations. The student will provide a release of information to permit the student’s evaluators to communicate with school personnel, such as school counselor. and to disclose evaluation results and treatment recommendations to the school.

The duration of a suspension and the nature and duration of any additional consequences will be determined on the basis of the nature and seriousness of the infraction.

b. DRUGS: Use, possession, distribution, purchasing, having used/consumed, or being under the influence of a controlled substance are strictly prohibited in school, on school grounds at any time, prior to or at any school sponsored event. Students in violation of any of the above will receive a suspension from school for five days. Being part of a group, in school or at a school sponsored event, in which drugs are present puts all students at risk of school discipline; students involved are likely to receive the same punishment as all members of the group. In addition, any students in possession of drug paraphernalia or substances which appear to be, or are represented as a controlled substance, may be subjected to disciplinary consequences. In addition to a suspension or other consequences deemed appropriate by school administration, students who are involved in a drug related incident at school, or a school sponsored event, will be put on social probation for a period of time determined by administration. Any student identified as being under the influence of drugs for a second time may be subject to a suspension of up to ten days or the imposition of other consequences as deemed appropriate by school administrators.

1. If a student is deemed under the influence at school, or at a school sponsored event, by the school nurse or an administrator, the parents or guardians will be notified and a recommendation will be made to have the student immediately evaluated by a physician. If the parent or guardian is not available, the school reserves the right to transport the student to a local hospital for medical evaluation. In addition, any student that refuses to be evaluated by the nurse or administrative staff will receive that same consequence associated with a student deemed under the influence.
2. If a student is found in possession of a controlled substance, or found to be in possession of a controlled substance with the intent to distribute, the student will be subject to a suspension of a minimum of ten days, as well as further consequences as deemed appropriate by school administrators.
3. Students suspected of violating this drug use and possession policy will be referred to the Hopkinton Police Department at the discretion of the school administration.
4. In the event a student is found in possession of marijuana, the police will be notified and students may be subject to a civil fine imposed by the Hopkinton Police Department. The student must attend a 4-hour drug prevention program and do 10 hours of community service

per M.G.L c.94C, s.32L. Possession or use of marijuana is prohibited by this policy and the rules and regulations of the Hopkinton Public Schools, a student in violation of this rule will be subject to school discipline as set forth above.

TOBACCO: The use or possession of tobacco products of any type and/or smoking-related materials by students is prohibited on school property (school buildings and grounds) and at school-related events twenty-four (24) hours a day, seven days a week. This includes electronic cigarettes as well.

Electronic Cigarettes:

Electronic Cigarettes and other vapor related devices: Possession of vapor related paraphernalia such as Hookah pens; Electronic cigarettes; “APVs” or “Mods”, will not be tolerated on school property. This applies to E liquid or “e juice” as well. Students found using or in possession of electronic vaporizers or any vapor related products will face consequences (see below). If a student is caught selling these products on school grounds, they will face more severe consequences such as multiple days of out-of-school suspension. The products will be confiscated by administration.

Discipline of Students Charged with Tobacco Violations:

Students found smoking or in possession of tobacco, or tobacco related products including electronic cigarettes will face consequences.

1st offense – One day of In School Suspension and loss of privileges for one month (12th graders only)

2nd offense – One day of Out-Of-School suspension and loss of privileges for two month (12th graders only)

ARSON, PULLING FIRE ALARMS, or FALSE DIALING 911: Pulling fire alarms, arson and dialing 911 (when there is not an emergency) are violations of state laws. If such instances occur, the school will inform the police and may file a court complaint against the student(s). In addition, the student(s) may receive a suspension of up to 10 days. If a second offense is committed, the school administration will recommend that the student be expelled from school.

FIGHTING: Fighting, or any form of violence, is expressly forbidden at Hopkinton High School. If students are involved in a fight, they may be suspended and other consequences may be imposed as deemed appropriate by the school administration. The punishment given will depend on the circumstances surrounding the fight and will be determined by the administration.

HARASSMENT: Hopkinton High School is committed to safeguarding the right of all students to learn in an environment that is free from all forms of harassment. Therefore, the administration condemns and prohibits all unwelcome behavior that interferes with school performance and creates an intimidating, hostile and/or offensive educational environment. The consequences for physical, verbal or sexual harassment may include anything from a warning, to suspension for up to ten days, to expulsion from school, depending on the severity of the offense. For a second offense, the school may take action to expel the student from school.

Physical harassment includes pushing, hitting, punching, or other unwanted contact between students. It also includes any case of one student not permitting another student freedom of movement by blocking the way or otherwise hampering passage.

Verbal harassment includes, but is not limited to:

- Threats.
- Negative remarks based on another’s race, gender, physical appearance, sexual orientation, religion or national origin.

- Verbal, written or drawn abuse of a student, teacher or staff member.

Sexual harassment: Hopkinton High School is committed to safeguarding the right of all students to learn in an environment that is free from all forms of sexual harassment. Therefore, the administration condemns and prohibits all unwelcome behavior of a sexual nature because such conduct interferes with school performance and creates an intimidating, hostile and/or offensive educational environment.

The range of behaviors includes, but is not limited to:

- Display or circulation of written materials or pictures derogatory to a gender or sexual orientation.
- Writings or drawings placed on school properties.
- Uninvited remarks and gestures.
- Unwanted sexual comments.
- Spreading sexual gossip.
- Pressure for sexual activity.
- Unwanted physical contact such as touching, pinching, patting, rubbing, etc.
- Homophobic behavior, e.g. gay harassment.

Procedures in cases of sexual, racial or other harassment:

1. Any student subjected to harassment may, if she/he chooses, confront the harasser informally in order to resolve the complaint on a personal level.
2. If the complainant does not want to deal directly with the harasser, or if the matter is not resolved informally, the complainant should immediately report the conduct to a teacher, counselor, or the assistant principal. The staff member becomes the student’s advocate.
3. The advocate must always take every report of harassment seriously, and respond immediately. In appropriate circumstances, the advocate may choose to sit down with the harasser and complainant together to work out an informal resolution.
4. In all other circumstances where the matter cannot be informally resolved, the principal or his/her designee will conduct a formal investigation that may result in further mediation or disciplinary action. (Also see School Committee policy ACA)
5. The complainant has the option of seeking outside legal counsel for a violation of Title IX.

Complaints of harassment will be promptly investigated and immediate action will be taken to resolve complaints. Depending on the circumstances, the consequences for harassment may include anything from a warning to expulsion.

No individual will suffer reprisals for reporting incidents of harassment or making complaints in good faith. The Hopkinton High School administration does not tolerate retaliation by an employee or student against a person who has made complaints about harassment in good faith.

BULLYING:

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

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

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

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;

- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

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

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

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

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

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

For the purpose of this handbook, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

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

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

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

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall develop, adhere to, and update a plan to address bullying prevention and intervention, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the

requirements of this policy, as well as state and federal laws. The plan shall apply to students and members of school staff, including but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, coaches, advisors, and paraprofessionals. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

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

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

On an annual basis, the District will report bullying incident data to the Department of Elementary and Secondary Education (DESE).

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target’s needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

When a determination is made that bullying has occurred, the school Principal will inform the parents/guardians of the victim about DESE's problem resolution system (administered through PQA) and the process for seeking assistance or filing a claim.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all students.

The District's plan will include provisions for informing parents/guardians about the bullying prevention curriculum as well as ways that parents/guardians can reinforce the curriculum at home. Parents/guardians will also be informed about the dynamics of bullying and online safety and cyber-bullying.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the District website.

HAZING: Chapter 530 of the General Laws of Massachusetts strictly prohibits any conduct or method of initiation into any student organization, whether public or private, which willfully or recklessly endangers the physical or mental health of any student or person. Students violating this law will be removed from the organization and suspended from school as determined by the administration. They are also subject to legal prosecution.

C. 269. S.17. Crime of Hazing: Definition: Penalty

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 any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c.665.

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

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do 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 or not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

C. 269. S.19. Hazing Statutes To Be Provided: Statement of Compliance and Discipline Policy Required

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 acknowledgment 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 regents of higher education and in the case of secondary schools, 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 regents and, in the case of secondary institution, 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. Added by St.1985, c.536; amended by St.1987, c.665.

REFERRAL FOR PSYCHOLOGICAL EVALUATION: In any instance where a student's conduct suggests that the student may present a safety risk to him/her self or to others, the school administration may require that the student undergo a psychological evaluation prior to re-admittance to school. The school administration will expect is the student will fully comply with with evaluation protocol and any treatment recommendations. The student will provide a release of information to permit the student's evaluators and treaters to communicate with school personnel, such as school counselor. and to disclose evaluation results and treatment recommendations to the school.

SEARCH POLICY: Students' lockers are assigned to them for the period of the academic year. A locker is not the private property of the student assigned its use. Lockers are the property of Hopkinton Public Schools and are provided only for uses consistent with legitimate school or social purposes. Storage of contraband (e.g. weapons, narcotics, alcohol, stolen property) in school lockers is not permissible, and lockers are subject to periodic inspections to ensure compliance with these policies. Likewise, since possession of contraband is illegal and inconsistent with school policy, students, their belongings, and/or vehicles on school property may also be searched if they are suspected of having such contraband. Random searches may be conducted of lockers, students, students' belongings, and vehicles on school property by contraband seeking dogs. These may come at any time and students will be expected to remain in their classrooms for the duration of the search.

SCHOOL BUSES –DISTRICT STUDENT BEHAVIOR POLICY: We are pleased to offer school bus privileges to Hopkinton students. Students should understand that the school bus is an extension of the school, and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Hopkinton Public Schools, and we reserve the right to take steps necessary to maintain a high level of safety.

The right of a student to school bus transportation is a qualified right, dependent on good behavior. In cases where a student seriously or continuously misbehaves, the principal or designee of the student's school will notify parents. The principal may revoke the bus pass if such action is necessary for the safety and well being of other students. In cases where the driver assesses that a student's conduct jeopardizes the safety and well being of other students, that student may be immediately assigned to a seat at the front of the bus for the remainder of that bus ride. School Administration will investigate all bus conduct reports, alleged infractions, and assign appropriate consequences.

All eligible and fee-based students will be issued a bus pass which they should be prepared to show to the driver each day upon entering the bus. The pass entitles students to a school bus ride to and from school. If a student loses a bus pass, a duplicate pass may be obtained from the Transportation Office for a \$5.00 fee (check or money order).

A student who pays a fee for transportation and whose riding privileges are suspended because of violation of these rules will not receive a fee refund.

STUDENTS WHO RIDE A SCHOOL BUS ARE EXPECTED TO BE FAMILIAR WITH THE FOLLOWING:

1. A student who allows another student to use his/her bus pass or sells his/her bus pass may have his/her bus pass privileges revoked.
2. Students shall stand on the sidewalk or another designated place while waiting for the school bus. They shall respect other people's property and respect the right of other people to pass on the sidewalk.
3. Students should not annoy the driver or distract him/her attention from driving. The bus driver has full authority and responsibility for control of student conduct while they are on the bus. Drivers should be treated with courtesy and respect.
4. Students shall never approach a school bus until it has completely stopped and the door is opened. In boarding the bus, they should proceed in an orderly, single file line.
5. Younger students should board and exit first from the bus.
6. In crossing the roadway after exiting from the bus, students should cross only in front of the bus when the blinking lights are on and the stop sign is extended. Students should also pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the roadway.
7. Never run beside a bus, chase after a bus, or pick up anything that has fallen near the wheels of a bus.
8. Students shall not open windows without permission. Do not throw anything out of the window. Do not put your hands, arms or any parts of your body out of the window at anytime.
9. Do not open the rear exit emergency door unless there is an emergency or the driver directs you.
10. There shall be no pushing or striking others, general fooling around, or use of profane or abusive language.
11. Students may not vandalize, destroy, or deface any part of the bus.
12. Students who witness the destruction of property have a responsibility to report such misbehavior to the driver or school authorities.
13. There is no smoking (including E-cigarettes), eating, or drinking on the school bus.
14. Under no circumstances should drugs, alcohol or related items, firearms, explosives, knives, or weapons be brought onto a school bus.
15. Students may not bring open food items of any kind on the bus. All food items must be kept in a sealed container.
16. School Bus Carry-On Items: The interior of the bus must be free of objects that can cause injury. Objects must be secured, and the aisles, foot wells, and emergency exits must be kept open and free of blockage. The following must be adhered to at all times:

- Carry on items must be carried/held in a student's lap. Small items less than 10 inches in width and height may be placed under the student's seat on the floor.
- Items are not to be placed in the aisles, or at the student's feet in the foot wells, as they block ready exit (*exception- see Sports Equipment chart below).
- Items are not to be placed in empty seats as they can become projectiles upon impact or abrupt emergency stops.
- Nothing is to be placed in the driver's compartment, doorway or aisle area.

The following is a list of carry-on items that are allowed and not allowed on the school bus:

General:

ALLOWED ON BUS	NOT ALLOWED ON BUS
Small projects that can be held on student's lap	Large projects, tri-fold posters, poster boards, over 30 inches in height and/or 14 inches in width
	Projects made with any type of food
	Breakable objects

Instruments:

ALLOWED ON BUS	NOT ALLOWED ON BUS
Violin	Cello
Viola	Bass
Piccolo	Bass Clarinet
Flute	Baritone
Clarinet	Euphonium
Oboe	Tuba
Trumpet	French Horn
Bassoon	Baritone Saxophone
Alto Saxophone	Tenor Saxophone
Soprano Saxophone	Trombone
Mini Baritone	Any type of Keyboard
Xylophone- under 30 inches	Xylophone-over 30 inches
Drum practice pad	Drums/cymbals-set
Pbone (beginner trombone)	Any type of Guitar
Any instrument in a case that the student can hold securely on his/her lap <u>under</u> 30 inches in height and 14 inches in width. The student's backpack must be able to fit securely <u>under</u> the student's seat	Any instrument in a case that the student cannot hold securely on his/her lap and/or is over 30 inches in height and/or 14 inches in width.

Reviewed and approved by Steven Yavarow, Music Director

Sports Equipment:

ALLOWED ON BUS	NOT ALLOWED ON BUS
Baseball bats (2) in bag at HS/MS level	More than 2 baseball bats at HS/MS level Baseball bat(s) of any number at Elementary Schools
Basketball (1)	More than one basketball
Soccer ball (1)	More than one soccer ball
Volleyball (1)	More than one volleyball
Football (1)	More than one football
Tennis rackets (2) in case at HS/MS level	More than two tennis rackets at the HS/MS level Tennis racket(s) of any number at the Elementary level
Ice skates in a case (1 pair)	More than 1 pair of Ice skates in cases
Skate board 32 inches & under (must be placed under the student's bus seat)	Skateboard over 32 inches
	Golf clubs
*Lacrosse stick (1) at the HS/MS level	More than one Lacrosse stick at the HS/MS level Lacrosse stick(s) of any number at Elementary Schools
*Ice hockey stick (1) at the HS/MS level	More than one ice hockey stick at HS/MS level Ice hockey stick(s) of any number at Elementary Schools
*Field Hockey stick (1) at the HS/MS level	More than one field hockey stick at HS/MS level Field hockey stick(s) of any number at Elementary Schools
Helmet (1)	More than one helmet
Small sports bag that a student can hold securely on his/her lap under 30x14 inches	Equipment bag that the student cannot hold securely on his/her lap and/or exceeds 30x14 inches
*Lacrosse, ice hockey & field hockey sticks must be held securely between the students legs with the net/play end at the floor so the narrow, handle end is at the top which will not obstruct the bus driver's view	Multiple items of equipment that the student cannot hold securely on his/her lap

Reviewed and approved by Eric Karjel, Athletic Director

Superintendent of Hopkinton Public Schools

HPS Transportation Department

Latest Revision: April, 2014

Safety Guidelines

For reasons of safety, all bus passengers must comply with the following:

1. Except for bus switches expressly permitted under this policy, students must ride in the assigned buses; loading and departing at designated stops only.
2. Students are expected to be on time at designated bus stops (at least five (5) minutes before).
3. Students must stay off the road at all times while waiting for the bus. Students should conduct themselves in a safe manner while waiting.
4. Once, the bus arrives at the bus stop, Students may not cross the street until signaled to do so by the driver. The driver will not signal students to move from the bus stop until after the red lights are flashing and the driver has verified that the traffic has stopped.
5. Passengers leaving buses must cross in front of the bus under the direction of the driver who is able to see traffic in both directions while passengers cannot. The bus shall not move until all passengers are safely on their side of the street.
6. Bulky objects carried onto the bus are to be stored as directed by the driver.

7. USE OF EMERGENCY DOORS IS PROHIBITED UNLESS THERE IS AN EMERGENCY SITUATION.

Students will be held liable for any damage resulting from defacing or causing destruction of school buses.

THEFT: Any student involved in the act of stealing or in possession of stolen property can expect the following penalties:

Notification of police and charges may be filed (if necessary)

- Notification of parents
- Return or restitution of property
- Saturday School and/or suspension from school
- Expulsion

USE OF COMPUTER TECHNOLOGY: Acceptable Internet Use: Students are responsible for proper behavior on school computer networks just as they are in a classroom or a school hallway. Communications on computer networks are often public in nature. General school rules for behavior and communications apply. Network access is provided for students and staff to conduct research and to communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. It is the policy of the Hopkinton Public School System to maintain an environment that promotes ethical and responsible conduct in all network activities by staff and students. It shall therefore be a violation of this policy for any employee or student to engage in any computer activity that does not conform to the established purpose and general rules and policies of the Hopkinton Public School System. These rules include but are not limited to:

- No student will be allowed independent access/use of the Internet, or e-mail system if a parent/guardian has refused permission. Independent access/use means use not under the supervision of a professional staff member who is actively engaged in the supervision of the student's Internet activity.
- All use of a school's local area network (LAN), Internet connection, or e-mail system must be in support of education and research and consistent with the purposes of Hopkinton Public Schools.
- Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Users shall not download or remove any files without the expressed permission of a professional staff member.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the LAN or on the Internet.
- Malicious use of the LAN/Internet to develop or use programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Use of the LAN/Internet to access or process pornographic material or files dangerous to the integrity of the local area network is prohibited.
- LAN/Internet accounts are to be used only by the authorized owner of the account for the authorized purpose. Accounts are password protected for security reasons. Under no circumstances should usernames and passwords be shared with others.
- All information accessed via the Internet should be assumed to be the private property of the information provider unless otherwise stated and is not to be used without permission.
- There may be no unauthorized removal or movement of any computer equipment.
- Users should make no changes to a computer system that would inhibit the use of that system.
- Giving out personal information about self or another person, including home address or phone number is strictly prohibited.
- Students must notify parent(s)/guardian(s), a teacher, or a school administrator immediately if any individual is trying to contact them for illicit or suspicious activities.

- From time to time, the Hopkinton Public Schools' Director of Technology will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Violation of any of these rules could result in loss of computer privileges, detention, suspension, or any punishment deemed appropriate by the school administration.

Internet use is governed by Hopkinton School Committee policy, school rules and codes of conduct and applicable law and regulation. See School Committee policy IJNDB (www.hopkinton.k12.ma.us/schoolcommittee/policies.html) for further information or obtain a copy of this policy and additional information regarding use of computers in school from the principal.

Parents and students are strongly urged to review the complete School Committee policy on Acceptable Internet Use.

VANDALISM: If students vandalize school or personal property, they will be punished and expected to pay for the damage. Depending on the extent and seriousness of the vandalism, other consequences may also apply including a referral to the police. Writing on walls and defacing property are considered acts of vandalism.

Please Note: This policy includes student lockers.

***WEAPONS:** Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or knife (including pocket knives and box cutters greater than 2 ½ inches in length) may be subject to expulsion from the school by the principal. State laws identify such possession as a crime punishable by substantial fines and/or imprisonment. The student will be suspended and a hearing will be held with the principal to consider expulsion of a student found in possession of a dangerous weapon in school or at school activities. Police will be notified.

NOTICE RE: NON-DISCRIMINATION AND CIVIL RIGHTS PROTECTIONS

It is the role of the Hopkinton Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, gender identity, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.

Because of the importance of this issue, the Hopkinton School Committee has adopted policies that require zero tolerance for discriminatory behavior and policies that provide for specific responsibilities for school staff in ensuring a discrimination free learning environment (Policy AC). The School Committee has also adopted a policy and specific procedures for making a complaint under the policies (Policy ACER). These policies are summarized below.

It shall be a violation for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment (referred to as “wrongful harassment”) or to violate the civil rights of any pupil, teacher, administrator, or other school personnel. A failure of such personnel to address conduct, which violates this policy, also constitutes a violation of civil rights. Conduct amounting to a hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

Any student or employee of the Hopkinton Public Schools who believes that he/she has been excluded from participation, denied benefits, or subjected to discrimination because he/she is an otherwise qualified handicapped individual, in regard to any program or activity of the Hopkinton Public Schools, shall bring any complaint to the attention of the school principal when such complaint arises from an alleged discriminatory practice occurring in a school or related to a school program or policy. The principal or the principal’s designated civil rights administrator will investigate the complaint and respond, in writing, within seven calendar days.

If the complaint is not satisfactorily resolved, a written complaint may be forwarded to the Hopkinton Public Schools’ Coordinator for Nondiscrimination Compliance. To be considered, the written complaint must fully set out the circumstances that gave rise to the alleged grievance and must be filed within seven calendar days of the receipt of a response from the school principal or designee.

The district's Coordinator for Nondiscrimination Compliance will conduct a hearing and respond in writing within fourteen calendar days.

If the parent, student, or employee disagrees with the decision or proposed resolution made by the Coordinator for Nondiscrimination Compliance, the grievant may appeal, in writing, to the Superintendent of Schools or to the Hopkinton School Committee. Such appeal must be received by the Superintendent or by the School Committee chairman within seven calendar days of the response from the Coordinator for Nondiscrimination Compliance.

Complaints not originating from school-based programs, policies, or practices should be brought to the attention of the administrator in charge of the work or policy unit. This administrator will act as the principal does in school-based complaints and will adhere to the same timelines. As with school-based complaints, if the complaint is not satisfactorily resolved, a written complaint may be forwarded to the Hopkinton Public Schools' Coordinator for Nondiscrimination Compliance. The procedure from there is the same as with a school-based complaint.

Non-Discrimination Compliance Coordinator
Superintendent
Hopkinton Public Schools
89 Hayden Rowe Street
Hopkinton, MA 01748
Phone: 508-417-9360

A complaint may also be made to:
U.S. Department of Education
Office for Civil Rights
Edward McCormack Bldg, Room 701
Post Office Square
Boston, MA 02109

SECTION C – STUDENT/PARENT SERVICES

CLOSING OF SCHOOL OR DELAYED OPENING: In the event of inclement weather or mechanical breakdown, school may be closed or delayed. The “No School” announcements will be broadcast over radio stations WKOX, WTAG, WBZ, WHDH, and TV channels 4 and 5 and cable TV channel 13. A message will also be recorded on voice mail and on the high school website, www.hopkinton.k12.ma.us. The Fire Department will release two blasts of the air horn at 6:30 and 6:45 a.m.

GUIDANCE SERVICES: Guidance services are available for every student in the school. These services include individual and group counseling, educational and career planning, interpretation of test scores, dissemination of occupational career information, help with study skills, help with home, school and/or other social concerns, motivational issues, and any question the student may feel he/she would like to discuss with his/her counselor. Each student may be assured that complete confidentiality will be maintained at all times by all members of the Guidance Department.

Guidance counselors will generally schedule student appointments during study halls and/or non-class time; however, when students do not have free periods, appointments will be scheduled during elective (i.e. non-major) courses.

Additionally, group guidance and/or group counseling may necessitate student absence from class. In such cases, students will be expected to notify teachers prior to the appointment. In some instances (ex. tests, major projects, etc.) class attendance may take precedence over such appointments. It is always recognized that emergencies may require immediate access to students. If a counselor is unable to provide the necessary help in a particular situation, the student will be referred to an appropriate resource.

The Guidance Office has a wide range of available vocational and educational material for student use. Students may borrow college viewbooks, catalogs and videos.

Testing Information:

ADVANCED PLACEMENT (AP) are advanced level courses that culminate with an examination which provides an opportunity for students to receive college credit. Students who enroll in Advanced Placement classes are expected to register for the AP exams, which are held in May. This is a course expectation in all AP courses. These exams cost approximately \$90.00 per test. The test fee is to be paid by the student by November 15th of the current

school year. Payment received after November 15th will incur a \$15 late fee. Limited financial assistance is available for students who are unable to afford the test fee. If requested, we can arrange for a payment plan over several months. Please see your counselor for more information on test fee waivers. The AP test fee will be fully refunded to students who withdraw from an AP class prior to second semester. Students who are enrolled in an AP class at HHS and decline to take the AP exam will be required to take a final examination in that course.

AP EXAM POLICIES

Students are prohibited from bringing cell phones, cameras; personal digital assistants (PDA's), any Bluetooth-enabled devices, MP3 players, e-mail messaging devices, or any other electronic or communication devices with them to the test room. They should leave these devices at home or in their cars or lockers and should not expect to use them during breaks or if they finish an exam early. If a test taker is discovered using such a device, or having such a device on their person, during the duration of the test taking period, their test will be cancelled; they will be dismissed and their device will be held to review for any test breaches.

If students are not attending school prior to or after their AP exam, the yellow permission form must be signed by a parent and turned into the Main Office in order to grant permission.

Students caught cheating, talking or hand-signaling during the exam, disrespecting the proctor, or disrupting other test-takers will be dismissed and their tests voided.

ACT's Seniors and Juniors – Students planning to take the ACT Assessment should consult the ACT Registration booklet for further information regarding test centers, fees, application deadlines and other important data. On-line registration is also available at www.act.org. ACT tests are administered at local sites and are offered on September 11, October 23rd, December 11, 2010 and February 12, April 9th, and June 11th, 2011.

SAT's Seniors and Juniors – Students planning to take the Educational Testing Service (ETS) College Board Examinations should consult the Guidance Office to obtain an information booklet and application or may obtain applications and information on-line at www.collegeboard.com.

The SAT I and SAT II tests are administered at local test sites and are offered on the following dates: October 9, November 6, December 4, 2010 and January 22, March 12, May 7, and June 4th, 2011. Please consult the SAT Registration booklet for further information regarding test centers, fees, application deadlines and other important data.

Advanced Placement tests will be administered at Hopkinton High School from May 2 – 13, 2011.

PSAT's Junior PSAT/NMSQT and Sophomore PLAN will be administered at Hopkinton High School on October 16, 2010. Students who plan to attend college are encouraged to take this test. Registration will be held in September. Fees will be announced.

Financial Aid

Financial Aid and Scholarship information is available in the Guidance Office, as well as FAFSA and CSS Profile applications. A Financial Aid Night for parents is planned each January to coincide with the arrival of the Free Applications for Federal Student Aid (FAFSA). Students are kept up to date on available scholarship opportunities via periodic notices given out in English classes. Students may use the computer facilities in the guidance department to gather information relating to higher education and career opportunities. Students and community members are welcome to do college and scholarship searches as well as career exploration on the Guidance computers.

Regulations Pertaining to Student Records - FERPA

Under both state and federal laws, parents and students have rights related to student records including rights to access records and rights to confidentiality of records. In January 1975, the State Board of Education originally adopted regulations pertaining to student records. State laws enacted in 1972 and 1974 mandated the development of these regulations, which have the force of law. The regulations apply to all public elementary and secondary schools. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The Hopkinton Public Schools complies with all state and federal statutes and regulations regarding student records.

See School Committee Policy JRA (www.hopkinton.k12.ma.us/schoolcommittee/policies.html) for further information or obtain a copy of this policy from the principal. This policy will also direct you to original sources of law and regulation including M.G.L., c.71, & 34E and 603 CMR 23.00.

Divorced or legally separated parents/guardians who do not have physical custody of their child must meet certain criteria before being allowed access to their child's records and school information pursuant to M.G.L. c. 71, 34H.

See School Committee Policy JRCA (www.hopkinton.k12.ma.us/schoolcommittee/policies.html) for further information or obtain a copy of this policy and additional information from the principal.

Student Records Forwarded Without Consent

The student record may be forwarded to a school to which the student is transferring without the student or parent's consent. When records are requested and transferred, parents will be notified. Regulations provide that the parent may request a copy of the records transferred and may ask for a hearing to challenge the content of the record. Such requests should be addressed in writing to the principal.

HEALTH SERVICES: Personnel are present in the building to implement the health program, give individual advice on health problems, and provide emergency first aid.

- **Dismissals** – All telephone calls will be made by the nurse to advise a parent/guardian that a student is to be dismissed. Parents/guardians will be responsible for providing transportation.
- **Injuries in School or Sports** – Injuries must be reported at once to a teacher or coach, as it is very important to have the injury confirmed in writing for insurance purposes.
- **Physicals** – By state law, all transfer students must have an updated physical on record within six (6) weeks of transfer. By state law all candidates for athletics must have a physical on record within one year BEFORE participation (including practice) in a school sport. All students in grade 10 will be required to have a physical examination on record. A sports physical or transfer physical examination will meet this requirement. If there are hardship circumstances effecting the fulfillment of this requirement, please contact the principal or Athletic Director so that alternate arrangements can be made.
- **Immunizations** – Students must present evidence of required immunizations as directed by Massachusetts law 105CMR 220.000. All high school students are required to have a TD (tetanus-diphtheria) booster within the past ten years. Parents will be notified if it is due.
- **Medication** – Medication can be dispensed in school. When a student is required to take medicine prescribed by a physician during school hours, the following is needed: a permission form will be supplied which must be signed by a parent and the doctor before such medicine will be dispensed. Non-prescription medicines may be dispensed with parent permission and school nurse approval. Medication permission forms may be requested from the nurse. The medicine will be kept in a locked cabinet and dispensed by the nurse.
- **Wellness Excuses** – In order to be excused from participating in Wellness class, a student must present a statement with inclusive dates from his/her physician. Statements are kept on file in the Health Office and a copy is given to the Wellness instructor.
- **Trainer** – The athletic trainer provides care related to the prevention, evaluation and treatment of athletic injuries.

HUMAN SEXUALITY CURRICULUM: Parent May Exempt Student from Instruction in Human Sexuality. Human sexuality is a part of the established curriculum. It includes topics such as puberty (Grade 5), dating, relationships and communication (Grades 5-12), reproductive anatomy and physiology (Grades 6-12), responsible pregnancy prevention (Grades 6-12), communicable and non-communicable diseases including HIV/AIDS and universal precautions (Grades 5-12). Material presented is balanced, age appropriate and factual. As part of their instruction, students will be able to ask questions, which will be answered in an age appropriate manner.

Under Massachusetts law, you have a right to inspect and review program instruction materials and you may request an exemption for your child from any portion of the curriculum that primarily involves human sexuality education. To request an exemption, simply send a letter to the principal requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. See School Committee Policy IA HMB for further information or obtain a copy of this policy from the principal.

LOST AND FOUND Students, parents and guardians may check in the main office to locate lost items.

MESSAGES FOR STUDENTS: Parents/guardians are requested not to telephone students during the school day except in emergency cases. Announcements are made in the beginning and end of the day only. Classes cannot be interrupted to give messages to students.

PARENT CONFERENCES: Close communication between parents and teachers help ensure that students' needs are addressed. Parent/teacher conferences are scheduled in two ways: through direct contact between a parent and a teacher, through the Guidance Office.

PUBLICATION OF NAMES: The school plans to publish the names of students in certain situations. Examples of this include: Honor Society induction, sports assemblies, honor rolls, special awards and assemblies, college acceptances and graduation. If a student does not wish to have such information released to the news media or printed in school programs, the student must inform the principal in writing.

Right to Request That Student's Information Be Withheld From Armed Forces Recruiters

The *No Child Left Behind Act* and the *National Defense Authorization Act* require that school officials provide military recruiters with student information including names, addresses, and telephone numbers. Parents and students of majority age have a right to request that their information be withheld unless released by their signature. Where students or their parents do not request their information be withheld, the school is required to release information to military recruiters. If you wish to request this information be withheld from military recruiters, please complete the form available on the district web site, www.hopkinton.k12.ma.us and return it to the school prior to October 1, 2009.

CO CURRICULAR ACTIVITIES

Co curricular activities are an important part of a student's high school program. They are designed to broaden the educational and social experience of the student and are essential ingredients to individual and school pride. Some of the activities offered at Hopkinton High School are:

ATHLETIC

FALL SEASON

Cheerleading
Cross Country Track-
Girls & Boys
Field Hockey
Football
Golf
Soccer- Girls & Boys
Volleyball- Girls

WINTER SEASON

Basketball-Girls & Boys
Cheerleading
Ice Hockey
Swimming – Girls & Boys
Track – Girls & Boys
Wrestling

CLUBS/ACTIVITIES

Art Club
Band
Best Buddies
Book Club
Chorus
Clay Club
Community Service
Dance Club
Diversity Club
Drama Club
Environmental Club
French Club
Garden Club
Gay/Straight Alliance
Guitar Club
Junior Statesman Of America

SPRING SEASON

Baseball
Lacrosse- Girls & Boys Math Comp. Team
Peer Leaders
Softball
Tennis-Girls & Boys
Track – Girls & Boys

Literary Magazine
Microfinance Club
Mock Trial
Model United Nations
Natl. Honor Society
Newspaper
Peer Tutors
Photography Club
Philosophy Club
Robotics Club
SADD
School Council
Stagecraft
Stud. Advis. Council
Student Council
Yearbook
Youth Commission Club

ATHLETICS: A *Student Athlete Handbook*, which includes the HHS Athletic Code is available any time in the Athletic Director's office or by logging onto <http://www.hopkinton.k12.ma.us/high/> and clicking on the "Athletics" tab and "Downloads." The document includes information about behavior rules, physical examinations, equipment use, alcohol/drug/tobacco rules, letter awards, expectations of captains and team leaders, etc. Student Athletes and their parents/guardians are encouraged to read and thoroughly understand the content of the *Student Athlete Handbook* to understand the core values of the HHS athletic program and the rules governing athletic participation. A parent/guardian must sign and return a form indicating knowledge of the Athletic Code.

ATHLETIC ELIGIBILITY: The rules for participation in athletics are rules of the Massachusetts Association of Secondary School Principals and the Tri-Valley League.

- Students absent from school on the day of the game (or the day preceding a non-school day game) are not eligible to play. Students must attend school for a minimum of 3 ¼ hours to be considered present. Any exceptions must be cleared by the administration.
- Eligibility for the Fall season and 1st half of Winter season will be determined by the final grades of semester two. Students failing two or more core subjects (i.e. math, science, foreign language, English, and social studies) at the close of the semester 2, will not be eligible until the next semesters final grades. All freshmen are considered to be eligible until the first report card is issued.
- Eligibility for 2nd half of Winter season and the Spring season will be determined by grades from semester I. Students failing two or more core subjects (i.e. math, science, foreign language, English, and Social Studies) will not be eligible for second semester.
- Eligibility month-to-month will be considered on the first calendar day of every month or on the posting date for monthly progress reports. Students with three or more failing grades in any subject will be ineligible for athletics until the next monthly grades are posted.

ATHLETIC CODE OF CONDUCT: (From the HPS Student Athlete Handbook)

Participating in the Middle-High School Athletic Program can be one of the most rewarding experiences a student may have. Individual as well as team success can be realized especially when an athlete develops the required self-discipline. On the playing field, the athlete represents not only him/herself, but also the community of Hopkinton. When a student chooses to participate, he/she must also accept this

responsibility. The athletic code lists those responsibilities, which will guide the student-athlete in conjunction with those established within the Hopkinton Middle-High School Student Handbook. The following rules and regulations shall be adhered to by all student athletes participating in any sport:

1. All student athletes must abide by the MIAA rules. These rules are available to a student on request and can also be found on the MIAA website www.miaa.net.
2. All team members are responsible for all equipment issued to them. This equipment will be worn only as directed by the coach. Students will be assessed for equipment damage or loss unless there are extenuating circumstances involved. Any items lost or misplaced must be reported to the coach immediately.
3. All students must pass a physical examination before participating at any practice or game. A physician must have examined all students within 13 months prior to the first day of practice. If a student's physical exceeds 13 month period during the athletic season they do not have to have a new physical, but they will need a new physical before the start of the next athletic season.
4. All students must provide a fully completed "Athletic Emergency Card" and a completed physical prior to the first scheduled tryout or practice.
5. When traveling to away contests, students must be properly attired as designated by their coach and must use the means of transportation as designated by the school. A parent may request to transport a son or daughter by giving a written request to the coach.
6. The coach may suspend a member of the team for actions including:
 - a. display of an attitude detrimental to the individual's best interest or the team's welfare.
 - b. disrespect in word or action directed toward the coach, officials, members of an opposing team, or spectators.
 - c. fighting or other incompatibility with team members or opponents.
 - d. unexcused absences from scheduled practices or contests.
7. Student behavior that brings undue notoriety to or that reflects unfavorably upon the individual, the team or the school, may result in suspension or dismissal from the team activities for a period of up to one calendar year on the determination of the Middle or High School Principal. This is a 12-month policy that covers pre-season and vacation periods including the summer.
8. Students on athletic teams should note that the use or possession of tobacco, drugs, or alcohol at any time from the first day of the fall season tryouts through the end of the school year is prohibited, and will result in suspension from a team as delineated by the MIAA and Hopkinton Athletic rules and regulations. If a student is found at an off campus party, the student must be indicated on a police report of being in possession of, or showing signs of alcohol or drug consumption to receive the MIAA consequence. If a student is not indicated on a police report, they are assumed to be not in possession or under the influence. Use or possession at any time while a member of a school team will render a student ineligible for participation according to the following:
 - a. The first offense will result in the student being ineligible for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. All fractional parts of an event will be dropped when calculating the 25% of the season. The student is expected to practice during the period of ineligibility.
 - b. The second offense will result in the student being ineligible for the next consecutive interscholastic contests totaling 60% of all interscholastic contests. All fractional parts of an event will be dropped when calculating the 60% of the season. This penalty may be reduced to 40% of events if the student becomes a participant in an approved chemical dependence program. The director or a counselor of a chemical dependency treatment center must issue such certification.

- c. The third offense will result in the student being ineligible to participate on any school athletic team for a period of one calendar year.
- d. Any student in possession of, under the influence, or selling alcohol or a controlled substance including tobacco products, is considered as abusing alcohol and /or drugs and is subject to the above. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.
- e. Any student charged with distribution of alcohol or drugs, at any time of the year, may be removed from athletic participation for one calendar year
- f. Students selected for team leadership positions, i.e., captains, must avoid behaviors that bring undue notoriety to their team, their school or the Hopkinton High School Athletic Department. Inappropriate behaviors and/or incidents at any point, including summer vacation and all times when school is not in session could result in removal from the leadership position.

9. Loyalty to the High School Team: Bona Fide Team Members

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona Fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic event in any sport recognized by the MIAA. First Offense: Student athlete is suspended for 25% of the season. Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation.

10. At no time should a student athlete partake in the act of hazing as defined in the student handbook (Chapter 665). In addition to the penalties in this section of the handbook under the Chapter 665, a student involved in hazing will be removed from the team for the remainder of the season and suspended from school.

Limitations to any of the regulations contained in this code are subject to the Principal's review.

EXTRA CURRICULAR ACTIVITY ELIGIBILITY: Any student who is part of a school sponsored club, organization, or drama production should note that the use, possession of, or being part of a group where tobacco, drugs, or alcohol are present at any time while a member of a school club, organization, or production will render a student ineligible for participation. The length of suspension/ineligibility will be determined by the club advisor and administration. Also, a student may be removed entirely, or put on suspension from leadership position such as UNITE, Student Council, or NHS, if found using, in possession of, or in a group where tobacco, drugs or alcohol are present.

CLASS DUES: Students at Hopkinton High School pay class dues each academic year. Monies collected by the Class Advisor and Class Treasurer will reduce the need for class-sponsored fundraisers and will subsidize the cost of many class events over the period of four years (e.g. dances, cotillions, trips).

Each student will be assessed class dues of \$45 per year payable in cash or check made out to Hopkinton High School Student Activities Class of 20** prior to October 15 of each year. After October 15, students who have not met this obligation may be charged a higher rate for class-sponsored activities until the obligation has been fulfilled.

There is financial assistance available to students with need. These students should speak to their Guidance Counselor or Principal. Determination of financial hardship will be a confidential, discretionary decision by the principal.

DANCES, COTILLIONS, PROMS: Students who wish to bring guests to school dances must complete a Dance Guest Form at least two days prior to the event. These forms are available in the Main Office. Guests must be approved by the administration. HHS students hosting a guest are expected to

take responsibility for informing their guest of pertinent rules and guidelines and guests are expected to follow those rules. Guests who do not follow HHS rules will be asked to leave the event and law enforcement will be notified if appropriate.

ELECTIONS: Student elections are held under the direction of the Student Council. Any academically eligible member of the class may run for office by receiving the nomination of ten percent of his/her class.

SPORTSMANSHIP and FAN BEHAVIOR: The Tri Valley League is committed to the highest ideals of sportsmanship, as well as to establishing a healthy environment for competition. We will not tolerate negative statements or actions towards competitors, game officials or fans in attendance at our events. This includes taunting, trash talking, baiting, berating players or officials, or actions, which cause ridicule or embarrassment. The TVL has a zero tolerance policy. We will not issue warnings. Offenders will be ejected, and school disciplinary codes are also in effect. The Principals and Athletic Directors of the Tri Valley League stand committed to hosting events, which support the highest ideals of sportsmanship.

STUDENT COUNCIL: Student Council is an organization established to foster school spirit, to create better cooperation and closer relationships between student and faculty, and to encourage students to become involved in the coordination of school activities. Student Council is the students' sole governing body. Activities sponsored by a class, organization, or individual must be approved by the principal. Such activities are also submitted to Student Council for placement on the calendar.

STUDENT ADVISORY COUNCIL: **The Student Advisory Council to the School Principal consists of two representatives from each class, the Student Council President, and the Regional representatives to the State Advisory Council. The purpose of the Student Advisory Council is to act as a liaison between the School Committee and the student body. Matters of concern will be brought to the School Committee's attention during the regularly scheduled meetings.**

Student Government Results

Class of 2014

President – Nick DiMare
Vice-Pres. – Austin Adams
Treasurer – Todd Ashley
Secretary – Cassandra Boyce

Student Council

Emily Katz
Kora Sileo
Brennan Lavoie
Erica Hudson
Kayla King

Student Advisory: John Nadeau, Catherine Cote, Hannah Elliot

Class of 2015

President – Graham Kulig
Vice-President – Ashley Olafsen
Treasurer – David Wang
Secretary – Reilly Kopp

Student Council

Zach Best
Amanda Pickens
Chris Schenker
Whitney Thalmheimer
Avery McKenna

Student Advisory: Mike Spector, Nick Viehl, T.J. Fujiyoshi

Class of 2016

President – Austin Schofield
Vice-President – Ryan McCrorey
Treasurer – Sarah Bertschmann
Secretary – Jill Kellett

Student Council

Madison Calkins
Maggie Reynolds
Chrissy Leonard
Tiffany Ho
Jennifer Manning

Student Advisory: Jack Cote, Julia Krapf, Katie Curry

Class of 2017

President – Emily Mastroianni
Vice-President –Lexie Phipps
Treasurer – Ryan Mastroianni
Secretary – Camryn Boyce

Student Council

Katie Walters
Spencer Coveney
Sachi Mehrota
Mackenzie Simmons
Molly Hawkins

Student Advisory: Parker Petruney, Meghan Herlihy, Alan Biggers

Name:

Project:

Date:

Speaking Rubric

**Hopkinton High School Mission Statement-
Academic Expectation - Students will communicate effectively through speaking**

SPEAKING	MINIMAL	DEVELOPING	PROFICIENT	ADVANCED
Posture and Eye Contact	Slouches, excessively fidgets, and/or does not look at people during the presentation	Stands up straight with minimal fidgeting, establishing minimal eye contact with some people in the room during the presentation.	Stands up straight with minimal fidgeting and establishes eye contact with everyone in the room during the presentation.	Stands up straight, looks relaxed and confident. Establishes eye contact with everyone in the room during the presentation.
Articulation/ Volume	Pronunciation and enunciation are unclear, exhibiting many disfluencies and/or several mispronounced words. Volume is so low you cannot understand most of the message.	Speaks clearly most of the time with limited disfluencies and limited mispronunciation of words. The volume is too low or too loud.	Speaks clearly and distinctly all the time with limited disfluencies and no mispronunciation of words. The volume is not too low or too loud.	Speaks clearly and distinctly all the time with no disfluencies (such as “ahs”, “uhms” or “you know”) or mispronunciation of words. The volume varies to add emphasis and interest.
Animation/ Expression	Very little use of facial expressions or body language. Did not generate much interest in topic being presented.	Facial expression and body language are used to try to generate enthusiasm, but not necessarily connected to topic.	Facial expressions and body language generate adequate enthusiasm about the topic in others.	Facial expressions and body language generate a strong interest and enthusiasm about the topic in others.
Preparedness / Organization	The student does not at all seem prepared to present. Random organization of ideas.	The student is somewhat prepared but it is clear that rehearsal was lacking. Organizes ideas at a basic level.	Student seems prepared but might have needed a couple more rehearsals. Organizes ideas logically.	Student is completely prepared and has obviously rehearsed. Organizes ideas logically.
Content (optional depending on subject)	Completes minimal required elements of topic with little to no detail.	Completes most required elements of topic. Attention to detail needs improvement.	Completes all required elements of topic with adequate attention to detail.	Completely covers all required elements of topic with superior attention to detail.

Name: _____

Project: _____

Date: _____

Reading Rubric

**Hopkinton High School Mission Statement
Academic Expectation – Students will read critically**

READING	MINIMAL	DEVELOPING	PROFICIENT	ADVANCED
Literal Meaning	Little or no evidence of recognition of literal meaning.	Approaching consistent understanding of literal meaning.	Consistently demonstrates understanding of literal meaning.	Exemplary understanding of literal meaning.
Main Ideas	Little or no evidence of distinguishing main ideas.	Approaching consistent ability to distinguish main ideas.	Consistently demonstrates ability to distinguish main ideas.	Exemplary ability to distinguish main ideas.
Analysis/Inferential Meaning	Little or no evidence of analysis or recognition of inferential meaning.	Approaching consistent ability to perform analysis and/or recognize inferential meaning.	Consistently demonstrates ability to perform analysis and/or recognize inferential meaning.	Exemplary ability to perform analysis and/or recognize inferential meaning.
Predictions/Connections	Little or no evidence of making relevant predictions or connections to other learning/the world outside the text.	Approaching consistent ability to make relevant predictions or connections to other learning/the world outside the text.	Consistently demonstrates ability to make relevant predictions or connections to other learning/the world outside the text.	Exemplary ability to make relevant predictions or connections to other learning/the world outside the text.

Name:

Project:

Date:

Writing Rubric

Hopkinton High School Mission Statement
Academic Expectation - Students will write clearly and effectively

WRITING	MINIMAL	DEVELOPING	PROFICIENT	ADVANCED
Ideas/Topic Development	Lacks development and does not support its ideas with any evidence or examples; the focus is unclear and does not meet requirements of assignment.	Sometimes supports points with evidence, but many points throughout are unsubstantiated; the focus is unclear or does not meet requirements of assignment.	Adequately supports points with evidence and ideas that relate to the major elements of the purpose; the focus is stated and meets requirements of assignment.	Consistently supports points with thoughtful, appropriate evidence and ideas that draw upon specific sources or experiences; there is a clearly stated focus which meets requirements of assignment.
Organization	No focus is evident. Sequencing is illogical. Transitions need improvement.	Focus is inconsistent. Transitions are limited.	Focus is reasonable. Uses effective transitions.	Focus is consistent and logical throughout. Contains smooth and effective transitions.
Use of Language/ Clarity	Displays faulty sentence structure; confusion is caused by ineffective or faulty wording.	Displays simplistic or incorrect sentence structure and word choice.	Appropriate patterns in sentence structure; reasonable and correct word choice is evident.	Displays purposeful sentence variety, structure, and length; clear communication is achieved through precise language.
Grammar and Mechanics	Numerous grammatical errors throughout the paper significantly distract or confuse the reader.	Grammatical/usage errors are common and often distract the reader.	Grammatical/usage errors are few and generally do not affect the readability of the paper.	Consistently adheres to the standards of written language. Errors in grammar, punctuation, and spelling are rare and inconsequential.

Name:

Project:

Date:

Creativity Rubric

Hopkinton High School Mission Statement

Academic Expectation - Students will demonstrate creativity

CREATIVITY	MINIMAL	DEVELOPING	PROFICIENT	ADVANCED
Purpose/ Intention	Little or no evidence of purpose or intention	Some evidence of purpose or intention.	Effective evidence of purpose and intention	Exemplary evidence of insightful purpose and intention.
Process/ Development	Little or no development from initial stage to completion.	Some development from initial stage to completion.	Effective development from initial stage to completion.	Exemplary level of development from initial stage to completion.
Experimentation	Little or no manipulation of elements.	Some manipulation of elements.	Effective manipulation of elements.	Exemplary manipulation of elements.
Originality	Little or no evidence of original or inspired thinking.	Some attempts at original or inspired thinking.	Effective original and inspired thinking.	Exemplary original and inspired thinking.

Name:

Project:

Date:

Problem Solving Rubric

Hopkinton High School Mission Statement

Academic Expectation - Students will demonstrate problem solving by acquiring, analyzing and processing information

PROBLEM SOLVING	MINIMAL	DEVELOPING	PROFICIENT	ADVANCED
Identifying the problem/ Acquiring Information	Incorrectly identifies the problem. Has difficulty acquiring appropriate information.	Partially identifies the problem. Acquires little or incorrect information. Uses appropriate resources.	Correctly identifies the problem. Acquires correct information independently. Uses appropriate resources.	Is able to restate the problem clearly, succinctly and insightfully. Acquires correct information. Identifies complexities with the problem. Uses appropriate/ varied resources.
Organizing Information	Insufficiently organizes information and/or contains errors.	Demonstrates basic level of organization and/or may contain some errors.	Organizes information clearly and logically.	Organizes the information clearly, logically and with attention to detail.
Analyzing the Information	Insufficiently analyzes the information. Solution contains multiple errors.	Demonstrates basic level of analysis and/or may contain some errors.	Effectively analyzes and interprets information.	Insightfully analyzes and interprets information showing a significant depth of understanding.