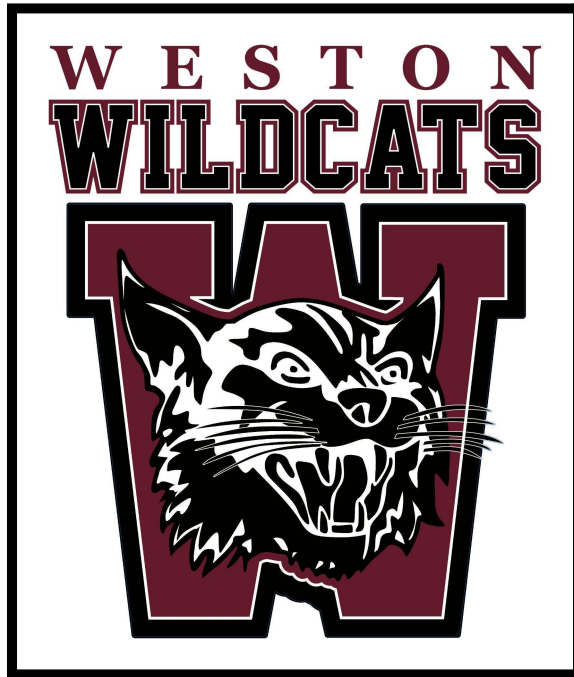


Weston High School
Student/Parent Handbook 2026 - 2027



Ms. Susan Bairstow
Principal

Mr. Chris Martin
Assistant Principal

Weston High School
444 Wellesley Street
Weston, MA 02493
Tel. (781) 786-5800
Absence Voicemail (781) 786-5299

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

Arabic	إذا كنت ترغب في ترجمة هذه الوثيقة أو أي مستندات أخرى تابعة لمدرسة Weston Public School إلى لغة أخرى، فيرجى الاتصال بمديرة مدرستك، Martha Bakken & Kimo Carter.
Bengali	আপনি যদি এই ডকুমেন্ট বা অন্য কোনও Weston Public School-এর ডকুমেন্ট অন্য ভাষায় অনূদিত করতে চান, বাহল অনূদিত করার আপাতার অনূদিত অনূদিত, কিসেস মাউস বাহল এবং ড Kim কিসেস কাউন্সিলর সোয়িচিং মাউস কান।
Chinese (Simplified)	如果您希望将本文件或任何其他 Weston 公立学校文件翻译成另一种语言，请联系您的学校校长 Martha Bakken 女士和 Kimo Carter 博士。
Chinese (Traditional)	如果您希望將本文件或任何其他 Weston 公立學校文件翻譯成另一種語言請聯繫您的學校校長 Martha Bakken 女士和 Kimo Carter 博士。
Dutch	Als u dit document of andere documenten van de Weston Public School in een andere taal wilt laten vertalen, neem dan contact op met uw schooldirecteur, mevrouw Martha Bakken en dr. Kimo Carter.
Farsi / Persian	اگر مایلید این سند یا سایر اسناد مدرسه دولتی وستون به زبان دیگری ترجمه شود، لطفاً با مدیر مدرسه خود، مارثا باکن و کیمو کارتر، تماس بگیرید.
French	Si vous souhaitez que ce document ou tout autre document de l'école publique Weston soit traduit dans une autre langue, veuillez contacter le directeur de votre école, Mme Martha Bakken et le Kimo Carter.
Greek	Εάν θέλετε αυτό το έγγραφο ή άλλα έγγραφα του Δημοσίου Σχολείου Weston να μεταφραστούν σε άλλη γλώσσα, επικοινωνήστε με τη διευθύντρια του σχολείου σας, κα Martha Bakken και Dr. Kimo Carter.
Gujarati	જો તમને આ દસ્તાવેજ અથવા વેસ્ટન પબ્લિક સ્કૂલના અન્ય દસ્તાવેજો અન્ય ભાષામાં અનુવાદિત કરવા માંગતા હોય, તો કૃપા કરીને તમારી શાળાના આચાર્ય, માર્થા બેકન અને કીમો કાર્ટરનો સંપર્ક કરો.
Haitian-Creole	Si ou ta renmen dokiman sa a oswa nenpòt lòt dokiman Lekòl Piblik Weston tradui nan yon lòt lang, tanpri kontakte direktè lekòl ou a, Madam Martha Bakken ak Doktè Kimo Carter.
Hindi	यदि आप चाहते हैं कि यह दस्तावेज़ या अन्य दस्तावेज़ों के पब्लिक स्कूल के अंतर्गत अन्य भाषा में अनुवादित किया जाए, तो कृपया दस्तावेज़ के प्रमुख अधिकारी, मार्था बैकन और किमो कार्टर से संपर्क करें।
Italian	Se desideri che questo documento o qualsiasi altro documento della Weston Public School venga tradotto in un'altra lingua, contatta il preside della scuola, la signora Martha Bakken e il sig. Kimo Carter.
Japanese	この文書または他のウェス頓公立学校の文書を別の言語に翻訳したい場合は、校長の駐蹕囑託囑託囑託さんと囑託囑託カ囑託囑託博士に連絡してください。

Korean	이 문서나 다른 Weston 공립학교 문서가 다른 언어로 번역되기를 원하시면 학교 교장인 Ms. Martha Bakken과 Dr. Kimo Carter에게 연락하십시오.
Kurdish	Heke hûn dixwazin vê belgeyê an belgeyên dibistana giştî ya Weston -a din wergerînin zimanek din, ji kerema xwe bi rêvebera dibistana xwe, Xanim Martha Bakken û Dr. Kimo Carter re têkilî daynin.
Portuguese	Se você deseja que este documento ou qualquer outro documento das Escolas Públicas de Weston seja traduzido para outro idioma, entre em contato com o diretor desua escola, Martha Bakken e Kimo Carter.
Russian	Если вы хотите, чтобы этот документ или любые другие документы Weston Public School были переведены на другой язык, пожалуйста, свяжитесь с директором вашей школы, г-жой Мартой Баккен и доктором Кимо Картер.
Spanish	Si desea que este documento o cualquier otro documento de las Escuelas Públicas de Weston se traduzca a otro idioma, comuníquese con la directora de su escuela, la Sra. Martha Bakken y el Dr. Kimo Carter.
Swedish	Om du vill att detta dokument eller andra Weston Public School -dokument översätts till ett annat språk, kontakta din skollärdare, Martha Bakken och Dr. Kimo Carter.
Vietnamese	Nếu bạn muốn tài liệu này hoặc bất kỳ tài liệu nào khác của Trường Công lập Weston được dịch sang ngôn ngữ khác, vui lòng liên hệ với hiệu trưởng trường của bạn, Cô Martha Bakken và Tiến sĩ Kimo Carter.

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I. Weston High Mission and Vision

MISSION STATEMENT

The mission of Weston High School is to challenge all students to excellence, to promote a climate of respect and support, and to encourage and to facilitate the growth, abilities, and talents of students, so that they will live healthy lives characterized by reflection, responsibility, wonder, daring, and enthusiasm for life-long learning.

Weston High School offers its students a comprehensive and diversified program. Academic courses range from basic to advanced levels. Honors courses are offered in mathematics, world history, foreign languages, and science, while specific Advanced Placement subjects include art, biology, calculus, computer science, English, French, Spanish, European and U.S. History, and physics.

Students must take at least five “majors” each semester and may include courses in the fine and applied arts, business, and home economics. The Academic Support Center and Guidance Department provide a broad range of tutoring, personal counseling, and college placement services. Most students participate in after-school activities, with athletics, theater, music, art, and publications being the most popular.

We are pleased to share annual district- and school-based report cards published by the Massachusetts Department of Elementary & Secondary Education as required by the Every Student Succeeds Act (ESSA). The report cards contain information about school and district accountability, achievement, our students and teachers, and other important measures of school performance.



[WHS School Improvement Plan 2026-27](#)
[DESE School & District Report Cards](#)

II. Communication

A. Central Administration

Superintendent of Schools	Dr. Karen Zaleski	781-786-5210	zaleskik@weston.org
Asst. Superintendent for Teaching & Learning	Mr. Todd Whitten	781-786-5220	whittent@weston.org
Director of Finance & Operations	Mr. David Coelho	781-786-5230	coelhod@weston.org
Assistant Superintendent Technology & Operations	Dr. Neil Trahan	781- 786-5255	trahann@weston.org
Director of Student Services	Ms. Martha Bakken	781-786-5240	bakkenk@weston.org

B. Weston High School Telephone System

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

C. Contacting the High School

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

First Tier of Selections-

Press the number provided below:

1. Attendance Office and Assistant Principal Chris Martin
2. Guidance & Counseling Office and Head of Guidance Karen Botcheller
3. Nurse's Office
4. Athletics and Athletic Director Michael McGrath
5. Academic Departments
6. Special Education
7. Main Office and Principal Susan Bairstow
8. Staff Directory

Direct Extensions

Principal	Susan Bairstow	x5802	bairstows@weston.org
Principal's Administrative Assistant	Katie Skelley	x5802	skelleyk@weston.org

Assistant Principal	Chris Martin	x5811	martinc@weston.org
Assistant Principal's Administrative Assistant	Angelo Perez	x5811	pereza@weston.org
Athletic Director	Michael McGrath	x5845	mcgrathm@weston.org
Cafeteria Director	Charlie Kotufo	x5295	kotufok@weston.org
English Department Head	Kate Lemons	x5905	lemonsk@weston.org
Guidance and Counseling Department Head	Karen Botcheller	x5820	botchellerk@weston.org
Guidance and Counseling Administrative Assistant	Christina Jollyl	x5821	jollyc@weston.org
History Department Head	Don Benson	x5925	bensond@weston.org
Mathematics Department Head	Jim McLaughlin	x5935	mclaughlinj@weston.org
METCO Director	Arturo Forrest	x5511	forresta@weston.org
METCO High School Liaison	Kelvin Crisostomo	x5855	crisostomok@weston.org
Music Director	Colleen McDonald	x5945	mcdonaldc@weston.org
School Adjustment Counselors	Paula Gearan Danielle Mitchell	x5847	gearanp@weston.org mitchelld@weston.org
School Resource Officer	John Buckley	x6294	buckley.j@police.westonma.gov
Science Department Head	Stephen Ribisi	x5965	ribisis@weston.org
Special Education Department Head	Patrick Kelly	x5943	kellyp@weston.org
Special Education Aide		x5881	
Transportation Coordinator	Darlene Frappier	x5280	frappierd@weston.org
Visual Arts Director	Chris Fehl	x5895	fehlc@weston.org
Wellness Education Director	Danielle Cooper	x5955	cooperd@weston.org
Interim World Language Director	Laura Berger	x5915	bergerl@weston.org

D. Websites

High School Webpage

In addition to the school calendar for 2026-2027, there are links for athletics, guidance, the library, academic departments, and administration.

E. “No School” Days

If conditions are, in the Superintendent’s judgment, sufficiently severe for student travel, schools will be canceled. The “No School” announcement will be posted on the District website. Parents/Guardians will be notified via a phone call/text from the school’s communication system. The telephone number(s) called/texted will be the number(s) provided by Parents/Guardians in PowerSchool. To avoid interfering with emergency calls, do not call the school, the Police or Fire Departments. For detailed procedures for inclement weather, see here:

<https://www.westonschools.org/district/inclement-weather-procedures/>

F. PowerSchool Student/Parent Portals

Weston High School uses the student information system, PowerSchool. PowerSchool has a Parent Portal where Parents/Guardians are able to view information about their children. Parents/Guardians receive a letter with instructions containing individual login information that carries throughout their child’s attendance in the WPS.

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

Any Parents/Guardians that do not have a PowerSchool Parent Portal account and would like one can email **helpdesk@weston.org**.

Teachers will follow these guidelines in updating the student/parent portal:

- Teachers will update information regarding students’ progress a minimum of every one 10-day cycle for short-term assignments;
- Teachers will update information regarding students’ progress no later than two cycles after the due dates of major assignments/assessments;
- Traditional progress reports given at the midpoint in each quarter will be required only for any student with an average in the D range or below.

III. Safety and Security

A. Building Access and Restricted Areas

Students are encouraged not to be in the school building or on school grounds before 8:00am, except on Thursdays when students are able to attend W block from 7:45 - 8:45am. Students should not stay in the building after 4:00pm on any day school is in session, or at any time when school is not in session, except for the following purposes:

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

- to wait in the cafeteria only for a late bus to arrive.

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

Loitering in parking lots is not permitted. Students are to use the student parking lot only in approved transit to and from school.

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

B. Personal Belongings

Students are encouraged to keep their books, clothing, and other belongings secured in a locked locker or in their own possession at all times. If a student decides to keep their belongings in the cafeteria, they must place all belongings in the designated spot near the faculty lounge. This area is not monitored and is not secure. All items lost or stolen should be reported promptly to the Attendance Office. To discourage theft, students should mark their belongings with clear identification. Any belongings left outside of locked areas are not monitored and are at risk for theft.

Students must place all electronic devices into their lockers at the beginning of the school day, and they must remain in their lockers for the duration of the day. Administration will follow PED policy. Students may return to lockers to pick up personal belongings but may not use PED at their lockers.

C. Food Deliveries to School

For the safety of all students and faculty at WHS, students are prohibited from ordering any food delivery during school hours at WHS. After school hours, students must meet any delivery driver outside of the building. Any student who does not follow this policy will have their food disposed of and will be held financially responsible for the loss of food. Failure to comply with this expectation will result in further disciplinary action for repeat offenses. Delivery of food scheduled by a parent/guardian is not permitted.

If a parent/guardian is dropping off food for any students, they are expected to let the Main Office know and leave the food for their student on a designated table outside of the main door of the high school.

D. Visitors

Parent Visitors During the School Day

To ensure the safety of all students and staff, parents are asked to wait at the main door for instructions when visiting the high school. If a parent/guardian/adult has a meeting with a faculty or staff member, they should wait for admittance into the building and report directly to the main office. All visitors must provide a form of identification to the front office and they will sign the individual into the building. Once the visit in the building is over, the individual should return to the main office to sign out.

All adults that are not WHS employees should be with a faculty or staff member throughout their time in the building.

Visitors are permitted in the high school at the discretion of the Principal or their designee.

Visitors During the School Day

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

Visitors at Events

Students planning to invite a guest to any school social function should (1) check to see if guests are permitted to attend via permission slips and dance contracts, and (2) receive approval from the Assistant Principal in the described time frame given for the event. (Note: No approval will be granted to former students who have been excluded from the school or previous visitors who have been uncooperative with school personnel.)

E. Clear Exits

The Town of Weston Fire Code requires that stairwells and main corridors be kept clear of emergency exits. Therefore, book bags are to be left in lockers and/or the designated area in the cafeteria. Bags and/or personal items may not be left in the corridors or in the stairwells throughout the school, and will be removed and placed in lost and found in the cafeteria.

F. Recreational Activities

There will be no use of skateboards, rollerblades, e-bikes, bicycles, or any other such sporting activities in the school building and outside the school building in areas intended for general congregation and traffic.

G. Gambling

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

H. Locker Rooms

Students are not to enter the wellness education and athletic locker rooms during the school day except when given permission in their assigned wellness education periods. After school, only members of in-season athletic teams are permitted in the locker rooms. Students are encouraged to report instances of unauthorized individuals in the locker rooms. Unauthorized persons are subject to search and removal from the premises. Cell phones may not be used in locker rooms and photography, audio or visual recording in locker rooms is forbidden. Locker rooms will be locked during the school day.

I. Personal Electronic Device Policy

According to the Weston School Committee Policy (JCJ),

The Weston Public Schools are committed to fostering a school environment that prioritizes engaged learning, supports the development of social skills, and promotes the overall well-being of our students. As part of this effort, the district is moving toward becoming a community free of personal electronic devices. This means that, subject to the exceptions outlined below, personal electronic devices are not used by students during school hours. Definition of Personal Electronic Devices Personal electronic devices (“devices” as used herein) are defined as any electronic device owned by the student and used to access the internet, wi-fi, cellular telephone signals, or to capture or play images or video. These

include, but are not limited to, smartphones, mobile phones, Bluetooth headphones, earbuds, smartwatches, tablets, laptops, and gaming devices. The district reserves the right to classify additional devices as personal electronic devices. ([Weston School Committee Policy JICJ](#))

Ninth through twelfth grade students will not be permitted to use personal electronic devices at school during school hours, with the exception of laptops for classwork at the direction of the teacher. Students are encouraged to leave personal electronic devices at home. At the start of each school day, upon their arrival to school, students must turn off their devices and place them in a designated storage area (assigned lockers). Students will re-gain access to their devices at the end of each school day.

Accommodations: If a student has a disability or medical condition that requires a personal electronic device, the accommodation will be noted in the student's IEP, 504 Plan, or health plan. The special education team coordinator or health office will notify appropriate staff of the necessary accommodations.

School-Sponsored Trip: During school-sponsored trips (including field trips), the Principal determines whether the use of personal electronic devices is allowed.

At no time will devices be used to record students or faculty/staff or the interior of the school buildings without their express permission. Unauthorized recordings of others, whether audio or video, is prohibited.

If it is the case that the use of smartphones is addictive, and if it is the case that the use of smartphones and social media apps leads to increased mental health issues in teenagers, then our response to violations of the personal electronic policy cannot be simply one of punishment/withholding of devices, but rather must incorporate interventions to alter habits around the use of the devices themselves.

If students are found in violation of the personal electronic device policy, they may be considered not in good standing.

Response to Policy Violation(s)

A first violation response is:

the phone is confiscated for the remainder of the day and held by the AP.

A second violation response is:

the phone is confiscated for the remainder of the day and held by the AP,

AND

a lunch detention is assigned for that day/the next day.

A third violation response is:

the phone is confiscated for the remainder of the day and held by the AP,

AND

a lunch detention is assigned for that day/the next day.

AND

the parent/guardian is called with information of the infraction.

A fourth violation response is:

the phone is confiscated for the remainder of the day and held by the AP,

AND

a lunch detention is assigned for that day/the next day.

AND

the parent/guardian is called to come and pick up the phone; a parent/guardian meeting is held to set the stipulation that the phone not come to school for a set time or be handed to the AP at the

start of the day for that set duration.

After the fourth infraction, progressive discipline and PED counseling may be imposed including, but not limited to, an in-school suspension.

J. Posters

Material may not be posted in the corridors or other public areas in the school without prior approval of either the Assistant Principal or Principal. This is to ensure fair and equal access to posting as well as to prevent harassment and inappropriate advertising. Posters will only be approved for school events/activities. Commercial advertisements are not allowed. Teachers have the same authority to determine all postings within their classrooms. No advertisements for outside organizations or their activities will be approved to be posted on the school property. Any posters that are not approved will be removed and recycled. Administration reserves the right to limit advertising future events for clubs/groups who do not follow these guidelines.

K. School Property

All students are expected to contribute to a safe, respectful, and responsible school environment. Respect for personal and school property is essential to maintaining trust and a positive learning atmosphere. Any student found responsible for theft or vandalism will face disciplinary action, which may include:

- Restitution: Paying for repair or replacement of damaged or stolen property.
- School Discipline: Detention, in-school suspension (ISS), or out-of-school suspension (OSS), depending on severity and intent.
- Loss of Privileges: This may include participation in extracurricular activities, field trips, or other school events.
- Legal Action: In serious cases, law enforcement may be contacted, and legal consequences may follow.

L. Security Camera Policy

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

1. Camera Placement

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

2. Signage and Notification

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

3. Access to Video Recordings

The Superintendent of Schools or their expressly authorized designee shall oversee video

surveillance. Any video recordings made for security purposes pursuant to this policy are the sole property of the Weston Public Schools. The Weston Public Schools security cameras will be in operation throughout the year.

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

4. Data Storage

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

--Adopted: June 21, 2016

IV. Attendance

A. Attendance Policy

According to the [Weston School Committee Policy \(JH\)](#), regular and punctual school attendance is essential for success in school. The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

- Visits to healthcare providers, **with documentation from the provider confirming the visit;**
- Illness or quarantine;
- Bereavement or serious illness in family;
- Observance of major religious or cultural holidays;
- Mandatory court appearances;
- College visit (limited to three days per school year);
- School-sponsored trip or activity.

A student may also be excused for other exceptional reasons with approval of the Principal or designee. All other absences shall be unexcused.

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of their children. **This will be required in advance for types of absences where advance notice is possible.** Parents/guardians will provide court documents or college letters for appropriate circumstances.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

B. Attendance Office

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

C. Student Responsibilities with Attendance

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

- Students must obtain, and make-up, class work missed due to excused absences. For unexcused absences, making up work is at the individual teacher's discretion.
- If a student receives an unexcused absence in error, the student should work immediately with the teacher and the Attendance Office to correct the error.
- When a student is tardy three (3) times from any class, those tardies will equal an unexcused absence (counting towards the NC).
- Students with extended absence (3 consecutive days or more) or chronic health situations/hospitalizations may consult the school nurse who may seek principal consideration to excuse the absences from counting toward the NC-Rule.
- Parents/Guardians may not excuse a student for a single class if the student remains in the school building.
- Standard disciplinary consequences for class cuts will be imposed for unexcused absence/absences from class. (See the Code of Conduct section of this handbook for details).
- Students may participate in an extra-curricular activity on any given school day only if they have been in attendance for a minimum of three (3) hours of class time on that day.
- An extended family vacation is not a legitimate reason for missing school and will not generate an excused absence.
- Students have two (2) days after returning from an absence in which to turn in a note signed by a Parent/Guardian in order for an absence to be excused according to school committee policy.
- For classes missed due to unexcused absence, tardiness or dismissal, students may not receive credit for work assigned and/or due that day in the classes missed and will be given a failing grade for tests, quizzes, presentations and participation. Teachers will work with Administration if they have questions on the reason for the absence/tardy/dismissal. Students should alert teachers when they may have an unexcused absence that is being called in by a parent or guardian.
- Students absent for half a class or more will be marked absent.

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

D. Parent/Guardian Information and Responsibilities with Attendance

The parent/guardian may monitor students' attendance in each of their classes. Attendance is visible through the PowerSchool Parent Portal.

If a student is going to be absent, the parent/guardian must:

1. Notify the school of the absence, either by
 - a. calling the Attendance Office 24-hour Absence Line, (781) 786-5299 before 10:00am on the day the student is absent from school. The phone message should include: the student's name, the parent/guardian name, the time, the date and the reason for the absence, late arrival, or dismissal.
 - b. Parents/Guardians may submit an absence directly through the PowerSchool Parent Portal using the Forms tool by submitting the absences using the form titled, Weston High School Student Absence Form. The PowerSchool Parent portal can be found at:
<https://westonschools.powerschool.com/public>.

2. If the absence meets the criteria for an excused absence, (see above) Parents/Guardians should make use of the Student Absence Form in the PowerSchool Parent Portal to upload a copy of the necessary record. Parents can also send in written documentation with their student to hand to the Attendance Office.

Emails or phone messages to the attendance office or the main office will not be accepted for notification of an absence.

E. Faculty, Staff and Administration's Responsibilities with Attendance

1. Faculty/Staff will record each student's attendance in PowerSchool for each class on a daily basis within 15 minutes of the start of each class.
2. Maintaining accurate attendance records helps to ensure accurate state reporting and NC-Rule reports to notify the student, parent/guardian, school counselor, and Assistant Principal when a student is nearing the NC-Rule limit.
3. Massachusetts General Laws Chapter 76, Section 1B requires that there be a Student Absence Notification Program at each public school. Consistent with this state law, the school will notify parents/guardians when their child has at least 5 days in which the child has missed 2 or more periods/classes (unexcused) in a school year or has missed 5 or more school days unexcused in a school year. The principal/designee must make a reasonable effort to meet with the parent/guardian of a child who has 5 or more unexcused absences to develop action steps to improve the child's attendance; absence for a school day is when a student is absent for more than half the school day. The meeting will include a discussion on steps that will be taken by the school and student's parents/guardians to re-engage the student in the learning process. The action steps must be developed jointly and agreed upon by the principal/designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies. The school also may file a 51A report for neglect with the Department of Children and Families, complaint against parent/guardian for Failure to Send, or application for a Child Requiring Assistance (CRA) in appropriate circumstances.

F. NC (No Credit) Rule In Attendance

The **NC-Rule** is an attendance procedure that stipulates a student receives a grade of NC (No Credit) in a course when they meet or exceed the number of absences from the list provided below. An NC is a grade indicating that a student was absent from too many classes to be fairly assessed and given a regular letter grade on their report card. The numbers of absences are:

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

Implications of an NC

An NC is an attendance grade. There is a letter grade behind the NC: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F.

If a student earns only one NC in a full-year course, they receive a regular letter grade as a year-end grade. All four-term grades are averaged, including the grade behind the NC.

- If a student earns two NCs in one class during the year, or one NC in a one-semester course, they may receive an NC as a final grade.
- A student who earns an NC as a final grade in a course does not receive credit for that course.
- A course required for graduation must be repeated. An NC can not be made up in summer school.
- A senior who earns an NC in a course for the fourth term will receive an NC on their transcript

as a final grade for that course.

Appeals to the NC policy are granted by the Principal and are extremely rare. An appeal is only for extraordinary circumstances. A student may only initiate an appeal after they have received 2 NCs in a full-year course or one NC in a 1-semester course.

G. Tardy to School/Class

All students arriving to school tardy must verify that their parent/guardian is aware of their tardiness (excused or unexcused) by a phone call, email or note from said parent/guardian **before 10:00am that day**. Any student arriving after the start of the school day, for any reason, is expected to sign in at the Attendance Office immediately upon arrival at school (with the exception of 12th graders who have open campus privileges). Please note: Study halls are considered a scheduled class and students are expected to attend.

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

Any student who has three (3) unexcused tardies for any single course will receive a lunch detention or after school detention.

H. Dismissals

With the exception of 12th graders, who have open campus privileges, students are not to leave school grounds during the school day unless dismissed through the Attendance Office. Students must have a phone call to the absence line or documentation (note, appointment confirmation, etc.) from a parent/guardian presented to the Attendance Office, and the student must sign the Dismissal Register at the Attendance Office in order to receive permission to leave the building for reasons unrelated to school programs. (Please see the Code of Conduct for possible consequences for leaving school grounds without authorization).

I. Class Cancellation

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

J. Field Trips

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

K. Confinement to Home or Hospital for Medical Reasons

Massachusetts law provides for educational services being provided in the home or hospital when a physician provides a valid written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year. The principal shall arrange for the provision of services with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Director of Student

Services for students on IEPs. Please contact the building principal and/or the Director of Student Services for further information.

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

V. Privileges

Weston High School students are provided with certain privileges as part of their school experience. These privileges are earned and maintained through responsible behavior, consistent academic effort, and adherence to school rules and procedures. Privileges may be suspended if expectations are not met.

Privileges For All Grades May Include:

- **Attending Social Events**
Students may attend school-sponsored social events such as dances, game nights, or other activities **after completing required procedures**, such as ticket purchase, permission slips, or behavior agreements, when applicable.
- **Participating in Field Trips**
Students may take part in field trips **if approved** by school administration and teachers. All required forms, academic eligibility, and behavioral expectations must be met before participation is granted.
- **Study Hall Passes**
Students may leave their assigned study hall to visit the library or meet with a teacher for academic support. Students must obtain permission in advance, use a signed pass from the study hall supervisor or teacher, and sign in and out, following school procedures for accountability.
- **Open Gym Access**
When the gym is available, students may participate in **Open Gym** activities during designated times. Students must follow all posted rules and supervise themselves responsibly or comply with the directions of staff supervisors.

A. Eligibility

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

- Academic good standing: No Ds, Fs, Incompletes, or NCs;
- No unexcused absences;
- No more than three unexcused tardy-to-school violations per quarter;
- No class cuts;
- No violations of academic integrity rules/PED policy rules;
- No behavioral problems resulting in being asked to leave a class, study, or the library;
- No outstanding detentions, unless rescheduled with a phone call from a parent/guardian and approval of the Assistant Principal;
- No suspensions.

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

B. Additional Privileges for 11th and 12th Graders

Privileges are not automatically given and can be taken away due to academic or behavioral issues.

12th graders	Approval for open campus (leaving campus when no class is scheduled). Students who leave campus will not be under the supervision of WPS. Parking in an assigned parking spot in the student parking lot with a parking permit (procedure must be completed prior to using their assigned spot). All students must sign out in the Attendance Office when leaving campus.
11th graders	Parking in an assigned parking spot in the student parking lot with a parking permit (procedure must be completed prior to using their assigned spot).

VI. Right to An Equal Education

All students at Weston High School, regardless of race, national origin, immigration status, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy and related conditions, homelessness, limited English proficiency, ancestry, ethnic background, or any other category protected by state or federal law will be given equal access to educational services, including school admission, admissions to courses, access to course content, access to school counselor services, and participation in extracurricular and athletic activities.

Weston Public Schools Curriculum Content

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Weston Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability or immigration status. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

A. Harassment / Non-discrimination Policy Summary

All members of the community served by the Weston Public Schools have the right to be treated with dignity and respect. The school system is committed to the policy that all individuals associated with the schools deserve to be free from any conduct, activity or language that is demeaning, insulting, abusive or inappropriate. Therefore, insults, threats, derogatory remarks and other forms of conduct that fail to respect the rights and dignity of others will not be tolerated. All complaints involving Sexual Discrimination/Harassment will be forwarded to our Title IX Coordinator. The District has appointed Amy La Hait, HR Director, as the Title IX Coordinator, who can be contacted at lahaita@weston.org.

The goals of the Weston Public Schools include:

- providing equal employment, educational and participatory opportunities for all members of the school community;
- preventing discrimination or harassment of any individual attending, working at, or associated with the school system;
- providing a mechanism by which individuals can bring any concerns about discrimination or harassment to the Administration's attention.

The Weston Public Schools are committed to maintaining an environment in which staff, students and

visitors are not subjected to differential treatment because of legally protected characteristics. Therefore, the school system will not accept or tolerate any discrimination, or differential treatment, of or among members of the school community based upon race, national origin, immigration status, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or related conditions, limited English proficiency, homelessness, ancestry, ethnic background, or any other category protected by state or federal law. Not only does the school system prohibit any discriminatory treatment of or among students, staff or visitors, but it also will not tolerate harassment of any kind based on any of the above characteristics or any other personal qualities or appearances.

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

<https://www.westonschools.org/wp-content/uploads/2024/02/AC-20241007.pdf>

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

Case House

89 Wellesley Street

Weston, MA 02493

781-786-5220 whittent@weston.org

1. Procedures for Reporting Complaints Related to Discrimination/Harassment/Retaliation

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

If the student does not feel comfortable speaking to the Assistant Principal, they may contact another Administrator to report any event(s) regarding discrimination or harassment.

2. False Charges

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

3. Investigating the Complaint

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

The Weston Public Schools will promptly respond to every complaint of harassment. Depending on the circumstances, including the nature of the complaint, the age of the individuals and whether any staff members were involved, the school system's response will be more or less formal. The school system will conduct an investigation into allegations of harassment/discrimination/retaliation. That investigation may include discussions with all involved parties, identification of and communication with potential witnesses, and other steps the administrator considers appropriate. If the school system determines that harassment/ discrimination/retaliation has occurred, it will take action to end the

harassment/discrimination/ retaliation and ensure that it is not repeated. Steps the school system may take include, among others, arranging for Restorative Justice if appropriate, counseling, warnings, suspension, transfer of an employee, probation and discharge of a staff member. Individuals may decide to bring a charge of harassment/discrimination/retaliation to an outside agency or to court. However, the Weston Public Schools are still obligated to appropriately respond to incidents of harassment/discrimination/retaliation in order to ensure its compliance with the law.

B. Transgender and Gender Nonconforming Students

The Weston Public Schools prohibits discrimination (see [Policy AC Harassment Non-Discrimination Policy](#)) on the basis of race, color, sex, gender identity, religion, national origin, immigration status, disability, or sexual orientation and ensures that all students have equal right of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. This includes students' rights to a safe, respectful, and supportive learning environment. Consistent with this policy and applicable laws and guidance, school staff will create and reinforce a culture where transgender and gender nonconforming students feel safe, supported, and fully included. Additional procedural guidelines to address, at minimum, the following areas will be created by the Superintendent of Schools or designee: transitions, privacy, confidentiality and student records, names, pronouns, gender markers on student records, restrooms, locker rooms and changing facilities, physical education classes, intramural and interscholastic athletic activities, dress codes, professional development, and other gender based activities, rules, policies and practices, and trainings.

1. Student Transitions

A student chooses when to transition. When a student transitions and shares that information with the school, the school shall offer to meet with the student and the parents/guardians/caregivers of the student if the student wishes for them to be involved in the process, or in the case of a younger student, with the student and the student's parents/guardians/caregivers, to develop a plan that will help create a safe, respectful, and supportive learning environment at the school for the student. Schools shall carefully consider every aspect of transition planning outlined in the procedural guidelines, and any planning considerations raised by the student and/or their guardian(s); and shall submit a personalized plan for the transition in writing to the school principal.

2. Privacy and Confidentiality

Protecting the privacy of transgender and gender nonconforming students shall be a top priority for school staff. Information about a student's status, legal name, or gender assigned at birth may constitute confidential medical information. Disclosing this information to other students, the student's parents/guardians, or other third parties may violate privacy laws. The fact that a student may have chosen to disclose their gender identity or transition status to school staff or other students does not otherwise authorize staff to disclose confidential information about the student.

3. Names and Pronouns

Every student has the right to choose and be addressed by a name and pronouns that correspond to the student's gender identity, regardless of sex assigned at birth or the name that appears on their birth certificate. School staff shall accurately record and use the student's chosen name and pronouns that are consistent with the student's gender identity. However, unless the student has requested otherwise, when communicating with the parent/guardian of a student, all staff shall use the student's legal name and the pronoun corresponding to the student's gender assigned at birth. School staff shall work with the student and the parents/guardians/caregivers of the student if the student wishes for them to be involved in the process, or in the case of a younger student, with the student and the student's parents/guardians/caregiver, to develop a plan for appropriately communicating any name and/or pronoun change within the school.

4. Official Records

Court orders are not required to update student records to reflect changes in a student's name and gender markers. Any changes of a student's name and/or gender marker within the student records shall be

made upon request of the student and/or parent/guardian, depending on the student's age/grade, as set out in the student records regulations 603 CMR 23.01; 603 CMR 23.08. For students under 14 years old, only the parent/guardian may request the change. For students who are 14-17 years old, or who have entered ninth grade, the student may alone or with the aid of parents/guardians, make decisions about any student records.

5. Facilities

A student may access restrooms, locker rooms, changing facilities, and other gender segregated facilities that correspond to the student's gender identity. All schools shall have designated restrooms designed for use by one person at a time, which are accessible to students regardless of gender. The District shall also incorporate such facilities into construction or renovation plans. Any student, regardless of the reason, shall be provided with access to a single use restroom. No student will be required to use gender-neutral facilities because of their gender identity or expression.

6. Physical Education Classes, Intramural and Interscholastic Athletics

In those instances where there are gender-segregated classes or activities, as opposed to co-educational classes and activities, each student will be allowed to participate in a manner consistent with their gender identity. File: [JBD 3](#) Furthermore, unless precluded by state-level or interscholastic policies, all students shall be permitted to participate in intramural and interscholastic athletics in a manner consistent with their gender identity.

7. Dress Code

A student must be permitted to dress in a manner consistent with their gender identity and gender expression, including nonconforming genders, within the constraints of the dress codes adopted by the school. School staff shall not enforce a school's dress code more strictly against transgender, nonbinary, and gender nonconforming students than other students, or hold transgender students to standards that are specific to genders with which they do not identify.

8. Other Gender-Based Activities, Rules, Policies and Practices

School staff should review and evaluate all gender-based activities, rules, policies, and practices currently in use; and strive to replace each with non-gendered alternatives. If there is a clear and sound pedagogical purpose to retain a gender-based activity, rule, or practice, then each student must be allowed to participate in a manner consistent with their gender identity. Nonbinary and gender nonconforming students may participate in designated male or female activities, unless precluded by state-level or interscholastic policies.

9. Professional Development

The District shall conduct training for all staff members on their responsibilities under applicable laws and this policy, including training for new school employees. This policy shall be covered during annual, mandated training.

10. Publication

This policy shall be distributed annually to students, parents/guardians, and staff. This policy shall be included or referenced in any student codes of conduct, disciplinary policies, student handbooks, and school websites.

<https://www.westonschools.org/wp-content/uploads/2021/03/JBD-TransgenderAndGenderNonconformingStudentPolicy-3.22.pdf>

VII. Student Rights

A. Freedom from Harassment or Discrimination

Students have the right to be free from harassment or discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/ veteran status, marital status, familial status, pregnancy and related condition(s), homelessness, limited English

proficiency, ancestry, ethnic background, national origin, or any other category protected by state or federal law.

B. Freedom of Expression and Press

Students have the right to freedom of expression and press except when such action constitutes slander, obscenity, violates the rights or reputation of others or creates a hostile environment for others at school. What students say and publish may not cause a substantial disruption to the school or incite other people.

C. Due Process in Discipline

Students have the right to due process of the law with respect to suspension and expulsion from school. Due process means that the student shall have notice of what they are being charged of and a meaningful opportunity to respond to the charges.

D. The Right to Privacy

Students have the right to privacy except when school administration has reasonable suspicion of a violation of the Code of Conduct in which case school administration may search students, lockers, automobiles and/or WHS technology. Lockers are school property loaned to students for storing lawful materials; students should not have an expectation of privacy in their school lockers. Students should not permit others to use their lockers.

E. Freedom of Religion

Students have the right to freedom of religion in the individual practice of their faith. They may not, however, disseminate religious material, pressure or recruit or perform missionary work on school grounds during the school day or during school-sponsored or school-related events.

F. Dress Code

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health, safety, and general welfare of the school, and is not likely to cause disorder or disruption or create a hostile environment for others at school. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

To maintain a safe, respectful, and focused learning environment, students are not permitted to wear clothing, accessories, or footwear that display or promote drug-related symbols, imagery, or slogans, alcohol-related brands, symbols, or references of tobacco, vaping, or other substance-related advertising or promotion. This includes, but is not limited to, any references—visual, written, or implied—to illegal substances, prescription drug misuse, or alcohol consumption.

A violation of the dress code will require a change of clothing. Special circumstances will be considered, though rarely, on a case-by-case basis.

Students' clothing must allow them to fully participate in school activities and events (such as science class labs, P.E classes, field trips, and concerts), and teachers have the right to dictate what clothing is appropriate for these activities.

G. Rights of Students with Disabilities

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

VIII. Student Responsibilities

A. Responsible Behavior

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

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

B. Attendance

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

Students are required to arrive promptly for their classes. If a student is late for class, they should provide a pass to the teacher, explaining the tardiness. After three unexcused tardies in a course, per quarter, a student may receive a disciplinary consequence, and an absence will be registered.

Please see IV. Attendance for more information and details about this responsibility.

C. Cafeteria Guidelines

Students are expected to behave appropriately in the cafeteria and kitchen area and to clean up after themselves. Inappropriate behavior may result in disciplinary consequences. The cafeteria is included in the personal electronic device policy.

D. Alcohol/Controlled Substances/Tobacco/Vaping/Zyn

1. Alcohol

No student shall possess, consume, or be under the influence of any alcoholic beverage or beverage containing alcohol while on school premises or at school-sponsored or school-related events, including athletic games.

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

2. Controlled Substances

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in use or possession of a controlled substance as defined in Massachusetts General Laws Chapter 94C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal and further legal prosecution.

3. Tobacco/Vaping/Zyn

M.G.L. c. 71, s. 37H prohibits the use or possession of tobacco products within the school building, the school facilities, on the school grounds or on school buses by any individual. Tobacco/Vaping use is a public health issue, affecting others as well as the primary user. E-cigarettes, Juuls, Zyn and

Vaping devices also are prohibited.

In addition to the Weston High School policy and consequences described above, the MIAA Chemical Health Rule is applicable to students who participate in school athletics. The school will follow the consequences set up by the MIAA as well as disciplinary actions under a Category B infraction.

STUDENTS SEEKING VOLUNTARY DRUG/ALCOHOL ASSISTANCE

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

E. Bullying Prevention and Intervention Summary

Bullying, cyber-bullying and retaliation by students or members of the school staff shall be prohibited on school grounds, on property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions, or programs whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Weston School District or Weston High School, or through the use of technology or an electronic device owned, leased or used by the Weston School District or Weston High School; and, at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the Weston School District or the Weston High School, if the bullying or cyber-bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of the school.

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

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

The complete Bullying Prevention and Intervention Plan can be found at:

<https://www.westonschools.org/wp-content/uploads/2024/02/WPS-Bullying-Prevention-and-Intervention-Plan-2025.pdf>

F. Prevention of Hazing

Under Chapter 269, Section 17, of the laws of the Commonwealth of Massachusetts, it is a crime to “haze” a student, that is, to participate in “any conduct or initiation into any student organization...which willfully or recklessly endangers the physical or mental health of any student or other person.” Specifically, the law provides as follows:

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

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which

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

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

Chapter 269: Section 18. Failure to report hazing

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

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

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

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

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

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

G. Academic Integrity

Weston High School strives to create an environment wherein all act honestly. WHS believes it is the right, privilege, and responsibility of each individual to contribute to and work in an environment of trust. Academic work is designed to help students learn and master both skills and content. Students gain skills through their own study and practice and must do their own work. The policy of Weston High School prohibits cheating, academic stealing, plagiarizing and lying.

1. Cheating and Academic Stealing

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

2. Plagiarism

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

3. Lying

Lying encompasses, but is not limited to, the following:

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

4. Misuse of Technology/PED (See also **XIV. WPS Student Responsible Use of Technology Guidelines**)

Misuse of Technology encompasses, but is not limited to, the following:

- Using Personal Electronic Devices during the school day.
- Accessing websites prohibited by school security.
- Using any technology to by-pass school security in order to access prohibited sites.
- Unauthorized use of study aids.

- Accessing foreign language translation services (on-line or other) without specific permission from the classroom teacher.

5. Use of Artificial Intelligence/Generative AI

Artificial Intelligence/Generative AI is a new and exciting technology that will change how things are done in the future. We will be teaching our students about the features, strengths, and weaknesses over the course of their year.

Until further notice, students may NOT use Artificial Intelligence/Generative AI on school assignments unless given permission by the teacher. If a student does use Artificial Intelligence/Generative AI without permission, it will be considered cheating as defined above.

6. Consequences/penalties for the above academic integrity violations:

- The student will receive a failing grade for the assignment;
- The teacher will inform the Parent/Guardian, Counselor, Department Head and Assistant Principal of the violation;
- The Teacher and Department Head will decide whether the student deserves a chance to redo the work and what the grade will be after redoing the assignment;
- The teacher will inform the Assistant Principal who will assign one detention;
- Violations of academic integrity are tracked over a student's four years at the High School.

A subsequent violation will follow the above process and result in a zero on the assignment with no redo opportunity.

Multiple subsequent violations may incur multiple detentions, suspension and/or loss of privileges.

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IX. CODE OF CONDUCT

The Code of Conduct provides a foundation for a respectful school culture. It is a set of guidelines to ensure that all students are able to learn in an environment that is both safe and free from unnecessary disruption. In addition, it instructs students on the behaviors that are practiced by responsible citizens in our society.

A. Maintaining a Respectful Climate

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

limited by unacceptable behaviors.

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

B. Group Activity

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

C. Disciplinary Procedures

In imposing disciplinary action, the Principal and Assistant Principal may consider the seriousness of the incident, including the student’s past disciplinary record as well as the amount of disruption caused and whether or not it resulted in injury to others or damage to property.

Outside commitments, such as work or athletics, will not excuse a student from a disciplinary consequence. Students who do not meet their obligations can be assigned further and escalating disciplinary consequences.

Examples of Disciplinary Actions

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

D. Investigative Procedures

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

F. Detention and Attendance Procedures

- After-School Detention shall consist of up to 2 hours of time after the school day has ended.

Students shall report to the GEC or Media Center to serve their detention on the day that it is assigned.

- A student may be excused from after-school detention if their parent/guardian contacts the Attendance Office ***in advance*** with written notification of the student having an obligation similar to those of an excused absence that conflicts with the detention that was assigned. A parent phone call or note *after* a missed detention does not constitute an excused absence.
- Lunch detention may happen during the school day and will take place in a separate setting from the cafeteria. Lunch detention will be 30 minutes and students may be assigned more than one lunch detention to make up for a missing after-school detention.
- Students failing to report to their assigned detention, or failing to have been excused in advance, will be assigned an additional detention and will be required to repeat the time owed plus the new detention. If *more than two* detentions are missed (or have not been excused in advance) within a school year, a one-day, In-School Suspension may be assigned for each additional miss.
- Work, lessons/rehearsals or athletic practices/events will not be considered an excused absence from detention. Students are responsible for adjusting their schedules in advance to complete detention obligations.
- Students who behave inappropriately during the detention may be dismissed, receive no credit for that day, and be assigned additional detentions.
- Students must serve all detention hours assigned to them prior to the end of the year. Failing to do so will result in a Discrepancy Report, which may interfere with participation in graduation.

After School/Lunch Detention Procedures

- Detention is held in the GEC or Media Center.
- Lunch Detention will be held in the main office during the student's lunch
- Late arrivals are not permitted. If a change of date is required due to schedule changes (snow days, release days), students will be notified on the screens around the building. Students should check their emails as notifications are sent directly to student email addresses when detentions are assigned.
- Students are expected to come to the assigned room with schoolwork. The Personal Electronic Device Policy will be enforced during detentions, but students may be able to work on computers for completing assignments. Watching movies or playing games is not permitted. Technology usage during detentions is a privilege and may be suspended.
- Students may neither sleep nor sit with their head on the desk.
- Detention expectations are similar to Study Hall expectations, where students are expected to work quietly for the duration of their detention. Students may not converse with other students.
- During lunch detention, students may bring their lunch and eat quietly to serve the detention. Student may also work on coursework but must follow the PED policy.
- Food and/or drink (except water in a covered container) may not be brought into after school detention.

G. Discipline and Due Process

All discipline in Massachusetts public schools is governed by 3 statutes and related regulations: M.G.L. c. 71, §§37H, 37H1/2, and 37H3/4 (and 603 C.M.R. 53.00 et. seq.); additional protections exist under the Individuals with Disabilities Education Act (IDEA), the Massachusetts special education regulations at 603 CMR 28.11, and Section 504 of the Rehabilitation Act for students with disabilities facing student discipline.

1. In-School Suspension under 603 CMR 53.10

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 schoolwork 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.

The principal or the principal's 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 the principal's designee determines that the student committed the disciplinary offense, the principal or the principal's 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. If a student is placed in an in-school suspension for more than ten (10) days, consecutively or cumulatively, during a school year, the suspension then is deemed to be a long-term suspension for due process, appeal, and reporting purposes.

On the same day as the in-school suspension decision, the principal or the principal's 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 in-suspension, the principal or the principal's 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.

The principal or the principal's 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 in-school suspension if possible, and if not, as soon thereafter as possible. If the principal or the principal's designee is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The decision of the principal or the principal's designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively, during a school year.

2. Emergency Removal of Student under 603 CMR 53.07

Under certain emergency circumstances, it may not be practical for the principal or the principal's designee to provide prior oral and written notice before removing a student from school. The principal or the principal's 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 the principal's designee's judgment, there is no alternative available to alleviate the danger or disruption. The principal or the principal's 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 the principal's 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.

3. Out of School Suspension Procedures under M.G.L. Chapter 71, Section 37H3/4

Any principal or person acting as a decision-maker at a student hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and/or in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or the principal's 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 the principal's 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 under MGL c. 71, § 37 H3/4

Prior to suspending a student, the principal or the principal's 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 the principal's 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 the principal's 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 the principal's designee will document reasonable efforts to include the parent. The principal or the principal's designee is presumed to have made reasonable efforts if the principal or the principal's 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.

4. Short-Term Suspension Procedures Under MGL C. 71, § 37H^{3/4}

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

Principal Hearing - Short-term Suspension

- (a) The purpose of the hearing with the principal or the principal's 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 the principal's 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 the principal's designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or the principal's 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 the principal's designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- (c) The principal or the principal's 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.

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

5. Long-Term Suspension Procedures Under MGL C. 71, § 37H¼

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 the principal's designee, may, in their discretion, 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, §37H or in Massachusetts General Laws Chapter 71 § 37H½, 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 the principal's 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 the principal's 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 the principal's 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 the principal's 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 when determining consequences for the student.
- (d) Based on the evidence, the principal or the principal's 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 the principal's 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 the principal's designee decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:
 - i) the process for appealing the decision, including that the student or parent 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.
 - ii) if the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

6. Superintendent's Appeal Hearing under M.G.L. Chapter 71, Section 37H3/4

- (a) 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 or the Superintendent's designee.
- (b) The student or parent shall file a notice of appeal with the Superintendent/designee 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/designee 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/designee may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
- (c) The Superintendent/designee 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/designee shall grant the extension.
- (d) The Superintendent/designee shall make a good faith effort to include the parent in the hearing. The Superintendent/designee 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/designee to participate. The Superintendent/designee shall send written notice to the parent of the date, time, and location of the hearing.
- (e) The Superintendent/designee 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/designee 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/designee 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.

- (f) The student shall have all the rights afforded the student at the principal's/designee's hearing for long-term suspension.
- (g) The Superintendent/designee 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/designee determines that the student committed the disciplinary offense, the Superintendent/designee may impose the same or a lesser consequence than the principal/designee, but shall not impose a suspension greater than that imposed by the principal's decision.
- (h) The decision of the Superintendent/designee shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the Principal or the Principal's 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.

7. Suspension or Expulsion Under M.G.L. Chapter 71, Section 37H

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:

1. 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.
2. 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.
3. Any student who is charged with a violation of either paragraph (a) or (b) of Section 37H 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).
4. 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.
5. 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.
6. 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 schoolwork as needed to make academic progress during the period of his or her removal.

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

8. Suspension/Expulsion Under M.G.L. Chapter 71, Section 37H½

Pursuant to Massachusetts General Laws Chapter 71, Section 37H½, the following procedures shall be implemented for students charged with or convicted of a felony:

1. 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.
2. 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.
3. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of 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.
4. 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.

5. 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 schoolwork as needed to make academic progress during the period of his or her removal.
6. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

9. 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 schoolwork 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.

Weston Public Schools District-wide and School-wide Education Service Plan

In accordance with Massachusetts General Laws Chapter 76, Section 21 and Chapter 71, Sections 37H, 37H½, and 37H¾, Weston Public Schools must provide each student who is suspended or expelled with an opportunity to make academic progress (earn credits, make up assignments, tests, papers, and other school work as needed) during the suspension or expulsion.

Any student who is suspended for more than ten (10) consecutive days or expelled must be notified in writing of the opportunity to select from the following education service options for the duration of the school suspension at the time of the suspension or expulsion:

Access to Tutoring at a designated public site identified by the school district. The tutoring will be provided by qualified WPS personnel or contracted providers as assigned by the Weston Public Schools. The academic work will be consistent with the academic standards and curriculum frameworks established for all students under 603 CMR §§53.13(2) and 53.13(3).

Access to Online Education provided on a platform identified by the school district. The academic work will be consistent with the academic standards and curriculum frameworks established for all students under 603 CMR §§53.13(2) and 53.13(3).

10. Suspension or Expulsion of Students with Disabilities

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All students are expected to meet the requirements for behavior as set forth in this handbook.

In addition to the due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations as well as Massachusetts special education regulations (603 CMR 28.11) provide additional protections to students who have been found eligible for special education and related services on an Individualized Education Program (IEP) or who the school district had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

Knowledge Imputed to School District

A school district will be deemed to have knowledge that a student is an eligible student if, before the behavior that precipitated the disciplinary action occurred:

1. The parent of the student expressed concern in writing to supervisory or administrative personnel, or a teacher of the student, that the student is in need of special education and related services;
2. The parent of the student requested an evaluation of the student pursuant to 34 C.F.R. §§ 300.300 through 300.311 and 603 CMR 28.04; or
3. The teacher of the student, or other district personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education of the district or to other school or district administrators.

Knowledge Not Imputed to School District

The school is not deemed to have knowledge that the student was an eligible student if the parent of the student has not allowed an evaluation of the student pursuant to 34 C.F.R. §§ 300.300 through 300.311 and 603 CMR 28.04 or has refused special education services or the student has been evaluated and determined not to be eligible.

If a district does not have knowledge that a student is an eligible student prior to taking disciplinary measures against the student, the student may be subjected to the disciplinary measures applied to students without disabilities who engage in comparable behaviors. If a request is made for an evaluation of a student during the time period in which the student is subjected to discipline, the evaluation must be conducted in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by the school authorities, which can include suspension or expulsion; provided however, that for disciplinary action taken pursuant to M.G.L. c. 71, §§37H, 37H½, 37H¾ or 603 CMR 53.00, the student shall have the opportunity to make academic progress during the period of removal consistent with state law. If the student is determined to be an eligible student, taking into consideration information from the evaluation conducted by the district and information provided by the parent, the district must provide special education and related services in accordance with federal and state special education law, including 603 CMR 28.11.

Procedures for suspension(s) not exceeding 10 school days

- Any student with a disability may be suspended for up to 10 school days during a school year. Disciplinary decisions are the same as for students without disabilities and in accordance with the due process procedures in this handbook.
- The school provides additional procedural safeguards for students with disabilities prior to any suspension for more than 10 consecutive or cumulative days in any school year.

Procedures for suspension(s) exceeding 10 school days

If your child is suspended for more than 10 school days in a school year, this removal is considered a “change of placement”. A change of placement invokes certain procedural protections under federal and state special education law and Section 504.

State regulations provides that school personnel may remove an eligible student who violates a code of student conduct from their current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct, so long as those removals do not constitute a change in placement under 603 CMR 28.11(7).

- For purposes of removal of an eligible student from the student's current educational placement, a change of placement occurs if:
 1. The removal is for more than 10 consecutive school days; or
 2. The student has been subjected to a series of removals totaling more than 10 cumulative days over the course of the school year.
- Prior to any removal that constitutes a change of placement, the school must convene a meeting to determine whether or not the behavior that forms the basis of the disciplinary action is manifestation of your child’s disability. Parents have a right to participate in this meeting. At the meeting, all relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.

At a manifestation determination meeting, the team will consider two questions:

- Did the student’s disability cause or have a direct and substantial relationship to the conduct in question?
- Was the conduct a direct result of the district’s failure to implement the IEP/Section 504 Plan?

If the manifestation determination decision is that the conduct in question was caused by or had a direct and substantial relationship to your child’s disability OR a direct result of the district’s failure to implement the IEP/Section 504 Plan, then your child may not be removed from the current educational placement (unless under the “special circumstances” set forth below apply or parents agree). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans and may amend those plans as appropriate. The Team will complete a functional behavioral assessment and behavior intervention plan if it has not already done so.

If the manifestation determination decision is that the conduct in question was NOT caused by or had a direct and substantial relationship to your child’s disability OR was NOT the direct result of the district’s failure to implement the IEP/Section 504 Plan, then the school may suspend or otherwise discipline your child according the school’s code of conduct. The Team may, as appropriate, complete a functional behavioral assessment and behavioral intervention plan and modification, to address the behavior so that it does not recur. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the right to receive educational services during periods of suspensions lasting longer than 10 consecutive days.

Special Circumstances

- School personnel may remove a student to an interim alternative educational setting (IAES) for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student does one of the following:

- Carries a dangerous weapon to or possesses a dangerous weapon at school, on school premises, or to or at a school function under the jurisdiction of MA DESE or a school district;
 - Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of MA DESE or a school district;
 - Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of MA DESE or a school district.
- Under federal and state regulations, the following definitions shall apply:
 - Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act ([21 U.S.C. 812\(c\)](#)).
 - Illegal drug means a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under state or federal law.
 - Serious bodily injury has the meaning given the term "serious bodily injury" under paragraph (3) of subsection (h) of section 1365 of title 18, United States Code.
 - Dangerous weapon has the meaning given the term "dangerous weapon" under paragraph (2) of the first subsection (g) of section 930 of title 18, United States Code.
 - An eligible student who is removed from their current placement under these “special circumstances” must continue to receive educational services as necessary to provide a free appropriate public education, to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. The student’s Team determines the IAES for services.

Providing Notice of Procedural Safeguards

Not later than the date on which the decision to take disciplinary action is made, the school district will notify the parents of that decision and provide the parents with a copy of either the Parent’s Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 (Section 504).

Appeal Rights

The parent of an eligible student who disagrees with any decision regarding a disciplinary placement (e.g., the IAES) or the manifestation determination, or a school district that believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may appeal the decision by requesting a hearing with the Bureau of Special Education Appeals (BSEA) that will be scheduled on an expedited basis.

When an appeal has been made by either the parent or the school district, the student must remain in the interim alternative educational setting pending the decision of the hearing officer or the end of the time period for the disciplinary action, whichever occurs first, unless the parent and the district agree otherwise.

Authority of BSEA Hearing Officer

In response to an appeal, a BSEA hearing officer may:

1. Return the eligible student to the placement from which the student was removed if the hearing officer determines that the removal was a violation of Massachusetts special education regulations or that the student's behavior was a manifestation of the student's disability; or

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2. Order a change of placement to an appropriate interim educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the student or to others.
 - a. If an IAES is ordered, the school district may file another hearing request seeking an ordered IAES if the school district believes that returning the student to the original placement is substantially likely to result in injury to the student or others.

The BSEA hearing officer's determination may be appealed to court.

H. Non-resident Students

Students who do not reside in Weston and who are admitted according to School Committee policy or a collective bargaining agreement may be withdrawn from the Weston Public Schools per the applicable policy.

I. Reports to Police

The school Administration will report suspected criminal activity to the Weston Police Department and will cooperate with the police in their investigations.

X. Code of Conduct Violations and Penalties

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

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

- Suspension from extra-curricular activities;
- Lunch or After School Detention;
- Loss of privileges including, but not limited to:
 - The revocation of open campus;
 - Loss of parking privileges.
- Loss of school bus transportation privileges if the violation occurs on a school bus;
- Loss of leadership position- sports, student government, a club, or other school activity.

Discipline Guidelines and Codes

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

INFRACTIONS - CATEGORY A

- Failure to comply with personal electronic device policy
- Food delivery during school hours
- Cutting Detention
- Forgery and/or impersonating a parent/guardian or staff member
- Failure to report to a teacher
- Disrespect/Insubordination
- Unauthorized use of school materials, equipment or property.
- Gambling and/or related activities

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

POSSIBLE CONSEQUENCES FOR CATEGORY A INFRACTIONS:

One or more Detentions/Lunch Detentions

In-school Suspension

INFRACTIONS - CATEGORY B

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

POSSIBLE CONSEQUENCE FOR CATEGORY B INFRACTIONS:

One or more Detentions

In-school Suspension

Out-of-school Suspension 1 - 10 days

Additional MIAA consequences

INFRACTIONS - CATEGORY C

- Fighting or any assault or act of violence committed against another student (possible Weston Police notification)
- Weapons- Possession of, use of, or threat to use a dangerous weapon, such as a gun, knife, including a pocketknife, or other articles that may be determined to be dangerous, including 3D printed or replicas (mandatory Weston Police notification) (MGL, c. 71, s. 37H)
- Physical violence/assault and/or threat of physical violence/assault directed toward any member of the school staff. (MGL, c. 71, s. 37H)
- Possession, sale, distribution, intent to distribute, use or manufacture of controlled substances, drug paraphernalia or alcohol (mandatory Weston Police notification)
- Being under the influence of controlled substances or alcoholic beverages, or suspicion of use of controlled substances, or in possession of any drug paraphernalia (mandatory police notification for possession of drug paraphernalia)
- Arson, bomb threats, and false fire alarms (mandatory Weston Police and Fire Department notification)
- Vandalism And Destruction of Property that is willfully, maliciously, wantonly or destroyed or personal real property of another. Destruction of property, theft, and vandalism apply to electronic media as well as real property, and including tampering with or releasing confidential information
- Charged or convicted of a felony charge

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POSSIBLE CONSEQUENCES FOR CATEGORY C INFRACTIONS:

Suspension of 1 to more than 10 days
Expulsion for 37H or 37H1/2 infractions
Referral to the Police or Fire Department and/or for safety evaluation where appropriate or required.
Restitution where applicable.

INFRACTIONS – CATEGORY D

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

*See Weston Public School Policies for more detail

POSSIBLE CONSEQUENCES FOR CATEGORY D INFRACTIONS:

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

XI. Student Support Resources

A. Health Services

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

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

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

Please note that, in addition to state mandated vaccines, it is recommended that students are vaccinated for Influenza and COVID as recommended by the Massachusetts Department of Public Health (MDPH).

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Massachusetts General Laws Chapter 111, Section 229 also requires all elementary and secondary schools to distribute information to parents and guardians regarding the benefits of annual influenza vaccination for children age 6 months to 18 years of age; MDPH has created a Guide for Parents which fulfills this obligation. Parents/guardians may access the MDPH guide using this link (<https://www.mass.gov/doc/the-flu-a-guide-for-parents-mdph/download>) or requesting a copy from your child's school nurse.

Weston Public Schools adheres to the Massachusetts Department of Public Health's regulations regarding the administration of medication to students (105 CMR 210.000). All medications needed during school hours must be administered and overseen by the Nurse. The school nurse will stock a few over-the-counter medications (Tylenol, Ibuprofen and antacid) but can only administer these with the written parent/guardian permission, renewed yearly, on the "Annual Nurse Health and Emergency Form." Students with asthma, diabetes or life-threatening allergies may carry their own medical supplies, but the Healthcare Provider and the Parent/Guardian permission forms must still be on file in the Nurses' Office. All forms for medication and the Annual Nurse Form are on the WPS and HS/Health Services websites, as well as the PowerSchool Parent Portal.

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

Dismissals from school due to illness or injury must be through either the Nurses' Office or the Attendance Office, and only to a parent/guardian or emergency contact as indicated on the "Annual Nurse Emergency Form" or within the Contacts screen (Form) within the PowerSchool Parent portal.

Food Allergy Guidelines

Please see:

<https://www.westonschools.org/wp-content/uploads/2017/06/Policy-EFAB-Food-Allergies2017-1.pdf>
for the district policy regarding food allergies

Family Responsibility

- Notify school/school nurse/bus driver of student's allergies
- Develop, in conjunction with the school nurse, an individualized health care plan (IHCP) that will address prevention, management and individual emergency response. The IHCP will accommodate the student's needs throughout the school day, including classrooms, cafeteria, field trips, campus excursions and school bus.
- Provide medical written documentation, instructions, and medications as directed by the student's physician, using the IHCP as a guide. Include a photo of your student on the form.
- Provide properly labeled medications and replace when medication has expired.
- If mutually agreed upon by the parent/guardian, physician and school nurse, the student may carry their own EpiPen and emergency supplies. However, the medical documentation and IHCP MUST be completed and kept on file in the school nurse's office.
- Provide and update emergency contact information annually.
- Educate your student in self-management of their food allergy appropriate to their developmental level. Include:
 - Safe/unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
 - Reading food labels

School Responsibility

- Annual Bus Driver Training about food allergies, symptoms of an allergic reaction, administration of EpiPen.
- Staff education by school nurse about food allergies, including recognition of symptoms of an allergic reaction and how to administer an EpiPen.
- School nurse, in conjunction with parent/guardian will develop IHCP.
- IHCP shared, as appropriate, with teachers and support staff.
- No peanut butter or nut sales in the school cafeterias.
- No food in classrooms or unwrapped food in the halls.
- Food is permitted in designated areas (office, conference rooms, Family/Consumer Science room) provided surfaces are cleaned after use and hands washed before returning to classrooms.
- Bake sales or any sale of competitive food and beverages are not allowed during the school day and the 30 minute period directly prior to and following the school day.
- Provide advance notice to parent/guardian about Field Trips.

Student Responsibility

- Do not trade food with others.
- Do not eat anything with unknown ingredients or known to contain any allergen(s).
- Be able to articulate allergen(s) and identify key foods containing allergen(s) depending on developmental level.
- Notify an adult if they eat something they believe may contain a food to which they are allergic.
- If carrying your own EpiPen and emergency supplies, be sure they are properly labeled, secured and not shared with others. Be able to direct an adult to their location if needed.

B. Guidance & Counseling Services

Students work with their school counselor from the scheduling process prior to 9th grade year through graduation. Throughout high school, counselors help students in a variety of areas including personal/social, career/college and academic counseling. The better counselors know students, the better we support them. We encourage students and Parents/Guardians to reach out to their counselors with important information. Students and Parents/Guardians can make appointments to see their counselor or can communicate through Email or telephone. The Guidance & Counseling section of the high school website is a great resource for information.

1. Academic Guidelines

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

a. Credits for Placement and Advancement

- Students who have earned at least 30 credits will be considered to be in 10th grade.
- Students who have earned at least 60 credits will be considered to be in 11th grade.
- Students who have earned at least 90 credits will be considered to be in 12th grade.

b. New Student Placement

A student transferring into Weston High School must provide the school system with a complete school record including, but not limited to, an official transcript from the prior high school or grade reports from the prior middle school and any incidents involving suspension/expulsion or violation of criminal laws or any incident reports in which such student was charged with an offense subject to suspension or expulsion. Upon examination of the student's course of study and level of academic attainment, Weston High School staff will place the student in the appropriate grade and determine their eligibility for high school graduation. Staff will consult with the handbook section entitled "Credits for Placement and Advancement" above, to make these determinations. Students with the appropriate earned

credits may not enroll in lower grades in order to repeat a year or repeat courses already taken to improve a grade. Course levels will be based on the student's academic record in consultation with department heads.

c. Obtaining Credits Outside WHS

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

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

d. Credit Recovery Policy

Students who fail a required course must regain those lost credits. If a student had a low failing grade (below 40%), the student must repeat the course at Weston High School. If the student engaged in the course and earned at least a 40%, credit may be recovered in one of the following ways:

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

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

e. Transcripts/Inspection of Student Records

Weston High School, upon request of a parent or guardian, will allow such parent or guardian to inspect academic, scholastic, or any other records concerning such students that are kept or are required to be kept, regardless of the age of the student. Upon the request of a student fourteen (14) years of age or older, Weston High School will allow such students complete access to all school records relative to them. When a student has graduated or leaves the district, the cumulative record is held by the school for four years, after which time is destroyed. Only the final transcript is kept as a permanent record.

Further, upon request of any current or former student, Weston High School will provide a copy of that student's written transcript of their record as a student. There shall be no charge for the first ten (10) copies of the transcript. However, for each additional copy sent to colleges or programs, a charge of \$4.00 four (4) dollars will be assessed.

f. School-Based Standardized Testing

Students with certain pre-approved accommodations from the College Board and ACT for the SAT and ACT are tested at school during the school day. Counselors will confirm the testing schedule with students prior to the testing period. Special testing for the July ACT cannot be accommodated. Students take the PSAT at Weston High School, and the registration is handled by the school (not the College Board. The College Board has a

provision for the school to apply for a limited number of alternate test dates to benefit students in competitions which by nature result in last minute victories and championship competitions. These championships (which may be influenced by many factors) may conflict with SATs. Weston High School will only support requests for alternate testing if the student cannot be aware of the potential conflict in advance. If the student will be notified about acceptance to a competition prior to the deadline for registering for the event, the school will not support the request for alternate testing.

g. Homeless Students

The Weston Public Schools comply with federal and state laws and regulations in the identification and education of children who are in homeless situations. The intent of this policy is to provide each child and youth equal access to the same free appropriate public education as provided to other children and youth. In accordance with requirements of the McKinney-Vento Act, the Superintendent has designated Ms. Martha Bakken as the Homeless Education Liaison. The responsibility of the Liaison includes assisting homeless students in enrollment, working to obtain records by contacting districts of previous attendance, and ensuring these students receive the educational services for which they are eligible.

XII. Extra-Curricular Activities & Athletics

A. Philosophy of Student Activities at Weston High School

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

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

B. Philosophy of Athletics at Weston High School

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

C. Participation Requirements

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

1. Academics

A student must maintain the following standards:

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

2. Chemical Health Violation Policy

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

3. Attendance and Behavior

The High School Administration may also declare a student ineligible for extra-curricular activities/athletics if they judge the student's behavior to be contrary to the standards of the school. All students must be in Good Standing and meet all attendance rules to participate in an after school activity/club/team or program.

"Good Standing" is defined but not limited to: Adherence to school rules that regulate behavior and attendance and respectful behavior towards all members of the school community.

A student is considered not to be in Good Standing during the season of play/activity if they have a suspension and/or, owe three or more Detentions for any reason. A student found not to be in good standing may be denied the privilege of participating in an interscholastic sport or extra-curricular activity. See Student Activities and Athletic Handbooks for more details.

D. Athletic/Student Activities Handbooks

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

<https://www.westonschools.org/high/about-whs-athletics/>

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

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

1. Concussion Policy and Information

Please see the following links for more information about the Weston Public Schools

Concussion protocols:

[WPS - Concussion Management Policy](#)

[WHS - Concussion Information](#)

E. Student Government

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

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

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

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The following are elected positions. (Upper-class elections are held in May for the following year. 9th Graders will be elected to all offices in late September.)

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

Student Representatives to the School Committee - The Weston School Committee meets monthly with the student body co-presidents or president and vice president, the four Student Advisory Council Representatives, and the two students who serve as Regional SAC Representatives to the State Department of Education. *Student Member of the Weston School Committee* - The four Student Advisory Council Representatives from each class elect one of their members to serve as a non-voting member of the School Committee.

Regional SAC Representatives - Students are elected each April to represent Weston in meetings with advisors on state educational policies and inform the student government of state laws and policies.

School Council Members - Students are appointed at large to two-year terms to represent students on the School Council, an advisory group of the school as mandated by the Massachusetts Education Reform Act. A total of two students serve each year, with one new student and one continuing student to provide continuity of information. This group meets at least four times each year and is composed of parents, teachers and students.

Student Member of the Principal's Advisory Council - Students are appointed to meet with the Principal to address issues of school rules, scheduling, and student behavior. The Council meets at least four times each year.

F. National Honor Society

Membership in the National Honor Society is based on demonstrated excellence in scholarship, leadership, character, and service. The Weston High School chapter is one of many NHS chapters established to recognize outstanding students and to facilitate service activities for schools and their communities. At the end of the first semester, 11th graders who have earned an unweighted GPA of 3.70 or higher are eligible to apply for membership. As seniors, members of the class who have earned an unweighted GPA of 3.70 or better are eligible to apply after first quarter grades are posted. Students with incompletes may be disqualified from consideration. Students who meet the academic requirements will be mailed a letter or sent an email message inviting them to apply with a link to an application packet. Students must then complete an application portfolio to be eligible for consideration. Students must personally turn in their application portfolio to the adviser on or before the announced deadline. Late and incomplete portfolios will be disqualified from consideration. Incomplete portfolios will be disqualified from consideration.

In accordance with national guidelines, a faculty council will review each application. The Weston High School Faculty Council consists of members of the guidance department and appointed faculty members. The faculty adviser is a non-voting member of the faculty council. Students who have earned the required GPA, shown leadership skills, demonstrated a strong commitment to service work including a total of at least 30 hours of community service during High School, and at least five (5) hours of community service in two different years, and shown themselves to be of outstanding character will be invited to participate as members of the NHS. Decisions will be mailed home or emailed.

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

Academic: National Honor Society members must maintain an unweighted GPA of 3.70.

Student's GPAs are reviewed quarterly. If a student does not meet the standard, a hearing for dismissal from the group will be scheduled. There is one exception to this: As induction takes place partway through the third quarter, students inducted in their junior year will be placed on probation for one quarter if they do not meet the GPA standard at the end of Quarter 3. If the student does not meet the standard when final GPAs are reviewed at the end of junior year, a hearing for dismissal from the group will be scheduled. This exception does not apply to first time inductees in their senior year.

Community Service: National Honor Society members must complete 10 hours of community service each semester (5 hours within NHS and 5 hours inside/outside of NHS). Community service hours used to satisfy the NHS requirement would not be used for Community Service Credit on your report card/transcript or toward a community service award. Community service hours may be signed for only by the on-site supervisor. Parents/Guardians may not sign community service forms. Community service is reviewed each semester. If the student fails to fulfill the service requirement, a hearing for dismissal from the group will be scheduled.

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

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

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

G. Scholarships and Recognitions

The Weston School Committee encourages the establishment of student honors, awards and scholarships. All honors and awards presented to students by the schools should be incentives for excellence and enrichment, and consistent with the goals of the Weston Public Schools. The selection of recipients of honors, awards and scholarships will be consistent with laws, policies and regulations which prohibit discrimination by race, gender, color, religion, sexual orientation, pregnancy and related condition(s), ethnicity/national origin, age, disability, immigration status, gender identity, and other legally protected classifications.

Honors and awards are presented at school assemblies or at events designated for awards. All senior awards are listed in the graduation program. The Department Head of Guidance will keep an up-to-date list of awards and scholarships available to WHS students. In the spring of senior year, a packet of scholarship and awards information, including an application for scholarship aid, is made available to seniors. This information is also available year-round from the Weston High School Guidance Office.

XIII. Automobiles & Buses

A. Motor Vehicles

Students in grades eleven and twelve with valid driver's licenses may be allowed to park at school after registering their automobiles in the Attendance Office. Once they have completed the registration form

and met with the Assistant Principal or one of their assistants to show proof of license, students will receive a parking tag and an assigned parking space in the Student Lot. The tags are to be affixed to the back of the inside rearview mirror and are not to be shared with other students. After arrival at school, students are not to use automobiles (or any other vehicle such as a moped, bicycles, or motorcycle) during the school day except under the provisions cited under **School Dismissals** and/or **Privileges**. Students are expected to observe safe and courteous driving practices on school property at all times and are subject to all Massachusetts laws regarding motor vehicles. Violations of the above will lead to revocation of the privilege to drive or bring a motor vehicle onto the High School/Middle School Campus for a period ranging from ten school days to the end of the academic year. Such behavior may also result in the loss of Privileges and/or free blocks.

In May, 11th graders who possess valid licenses, and have good attendance, discipline, and academic records, may be eligible to park at school if there are spaces available and after following the procedures as outlined above. The likelihood of spots, however, depends on the number of 12th grade students and spots are not always available.

B. Regulation of Motor Vehicle Idling on School Grounds

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

Consistent with M.G.L. c. 90, § 16B and 540 C.M.R. 27.00, Weston High School prohibits operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling vehicles on school grounds, except under the circumstances set forth below:

Exemptions:

(a) Traffic Conditions

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

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

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

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

(c) Cold/Hot Weather - School Buses

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

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

1. If the exterior temperature is less than 35° F, then idling is allowed to heat the interior of any motor vehicle other than a school bus for a period or periods aggregating not more than

one minute in any 15-minute period during which the motor vehicle is waiting to accept or discharge passengers; or

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

(e) Safety and Emergencies

1. To ascertain that the school bus or other commercial vehicle is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order, either as part of the driver's daily vehicle inspection, or as otherwise needed; or

2. To operate the flashing signal lamps and/or stop signal arm devices required by law where the operation of those devices cannot be undertaken by battery power alone; or

3. To operate defrosters, or other equipment to ensure the safe operation of the vehicle, or as otherwise required by federal or state motor carrier safety regulations, or other local requirements; or

4. To operate a heater or an air conditioner for only the period necessary to ensure a reasonable interior temperature in a vehicle that has, or will have, one or more children aboard with temperature sensitive disabilities; or

5. To operate a lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities; or

6. Use of a school bus as an emergency vehicle.

(f) Maintenance of Operations

1. For testing, servicing, repairing, or diagnostic purposes; or

2. To recharge a battery or other energy storage unit of a hybrid electric bus.

C. Traffic and Parking

All members of the school community and their guests are expected to park in approved, designated and assigned parking areas. Access entails responsibility, and therefore access to parking is a privilege subject to regulation, not an absolute right. On school days, from 8:30 am to 4:00 pm (7:15am on Thursdays), student parking is restricted to the paved lot adjacent to the high school gym and tennis courts. Students are not permitted to park at the Middle School, nor may they park in spaces designated for faculty and staff. Faculty, staff and visitors are permitted to park in either the lot next to the library or the parking area in front of the school on the other side of the oval.

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

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

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

Maximum speed on the property is 15 MPH.

Violations of the above regulations by students will result in the following consequences:

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

D. Safety

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

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

E. Roadway Supervision

The crescent roadway, which enters and exits from Wellesley Street and serves the High School, is a public way, and subject to maintenance and supervision by Town authorities. Because the High School is a public building, and the parking lots are open to the public; they too are subject to Weston Police Department supervision.

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

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

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

F. School Bus Safety

Safety and behavior on and around school buses is of great importance. Students are assigned to a specific bus and must ride their assigned route unless other arrangements are made. Information regarding requests for alternate afternoon bus transportation can be found [here](#). Disruptive behavior on the school bus either during regular transportation hours or on field trips and/or sports buses will not be tolerated. Disciplinary consequences will be issued for students who behave in such a manner as to cause disruption or create a safety hazard to others on or around the school bus. Failure to comply with a request from a bus driver or bus monitor will lead to disciplinary action. Students should be constantly aware of traffic around the school bus and should take precautions when crossing streets or driveways going to or leaving the school bus. Parents/guardians should regularly review the District's [Transportation Handbook](#) with their student(s).

G. Bus Schedule (daily except Thursdays)

7:00 am Boston first pick-up
 8:05 am Weston first pick-up
 8:45 am Classes begin at WHS
 3:15 pm Dismissal
 3:25 pm Regular bus runs depart from High School

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4:30 pm Late bus runs depart from High School
5:40 pm Athletic bus runs depart from the High School

XIV. Weston Public Schools Student Responsible Use of Technology Guidelines

Middle & High School Digital Citizenship

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

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

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the Student/Parent Handbook for additional policies, including the WPS Responsible Use Guideline (given to students to sign during their 9th grade Digital literacy class and recognized by receipt of this handbook).

Student Responsible Use Guidelines

When using WPS Online and Digital technologies (ODT); I will be a good digital citizen.

I am responsible for practicing positive digital citizenship.

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

I am responsible for keeping personal information private.

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

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

- ☐ I will keep my school or district usernames and passwords private.
- ☐ I will not access the account information of others.

☐ I will log out of unattended equipment and accounts in order to maintain privacy and security.

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

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

I am responsible for treating others with respect and dignity.

☐ I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.

☐ I understand that bullying in any form, including cyber bullying, is unacceptable.

☐ I will respect the published content of others.

Use of Artificial Intelligence Tools

☐ I understand the use of AI tools is prohibited unless specifically allowed by the teacher.

☐ I will seek clarity from instructors about the permissible use of AI tools and adhere to their guidelines.

☐ I will adhere to the principles of fair contribution and proper attribution and will cite the use of AI and tools in the appropriate manner.

☐ I understand that the lesson activities and work assigned to me are for the purpose of developing core skills that build upon one another and using AI tools to subvert the building of skills will only hurt me in the long run.

☐ I understand that the inappropriate use of AI tools could lead to disciplinary action.

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

☐ I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.

☐ I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

☐ I understand that the District uses firewalls, filters, and analytic tools to maintain the safety, security, and integrity of the educational environment and such tools can be used to monitor internet usage and flag risky behavior.

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

☐ I will respect security settings and filters and not use proxy servers to access websites blocked by the district.

☐ I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any WPS computers, tablets, smartphones, or other internet

devices.

- ☐ I will not use a personal data plan to access the Internet at school, or personal mobile hotspots that enable access on WPS equipment.
- ☐ I will not use the WPS network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

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

- ☐ I understand my parent/guardian is financially responsible for full replacement cost of the device in the event of loss or theft.
- ☐ I understand it is my responsibility to bring a charged device every day to school.
- ☐ I understand that vandalism in any form is prohibited.
- ☐ I will report any known or suspected acts of vandalism to the appropriate authority.
- ☐ I will demonstrate safe and proper handling of all technology and devices.
- ☐ I will understand and respect copyright guidelines.
- ☐ I will not copy the work of another person and represent it as my own and I will properly cite all sources I use in creating my own work.
- ☐ I will not download illegally obtained music, software, apps, and other works.
- ☐ I understand all WPS trademarks, logos and symbols are for school district use only.

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

- ☐ I understand the school district provides me with a Google account to save and store all my data and files.
- ☐ I understand it is my responsibility to backup and protect any data or files that I create.
- ☐ I understand I should not save or store personal data or files on any device.
- ☐ I understand that the school district may reimage any computer at anytime to maintain the equipment in good working order.

XV. Legal References

1964-Civil Rights Act: Title VI

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

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

M.G.L. Chapter 76, Section 5

"Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution

to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age, pregnancy and related condition(s) and disability.”

Complaint manager for Weston Public Schools
Mr. Todd Whitten, Assistant Superintendent
Case House, 89 Wellesley Street, Weston, MA 02493
781-786-5220
whittent@weston.org

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

1972-Educational Amendments: Title IX

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

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

Complaint manager for Weston Public Schools:
Amy La Hait, Director of Human Resources
Case House, 89 Wellesley Street, Weston, MA 02493
781-786-5266
lahaita@weston.org

1973-Rehabilitation Act: Section 504

1999-Americans with Disabilities Act

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

Section 504 prohibits disability-based discrimination and protects an individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Major life activities include, but are not limited to, walking, seeing, hearing, speaking, breathing, learning, and working.

A student who is evaluated and determined to have a physical or mental impairment that substantially limits one or more major life activities and requires accommodations in order to have equal access to all of the Weston Public Schools' offerings is eligible for a Section 504 Accommodation Plan. Students on a Section 504 Plan are entitled to a free, appropriate public education (FAPE); "appropriate" in the context of Section 504 is access to an education and school offerings that are comparable to that provided to students without disabilities. Parents have the right to due process.

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

members of the guidance department; members of the nursing/health department; and two faculty members.

Additional information about these two laws is available at Case House or through the U.S. Department of Education, Office for Civil Rights: 1-800-368-1019. Weston's District Section 504 and Title II of ADA Coordinator is Todd Whitten, (781) 786-5220, whittent@weston.org.

M.G.L. c. 71, § 370: Anti- Bullying Statute

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

Weston Public Schools is committed to non-tolerance of harassment or discrimination on the basis of race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age, pregnancy and related condition(s), disability, immigration status, and other legally protected classifications

XVI. Annual Notification to Students & Parents/Guardians of Their Rights Under The Federal Educational Rights and Privacy Act (FERPA)

Both federal law (FERPA) and state law (MGL c. 71, §§ 34D, 34E, 34H; 603 CMR 23.00) provide Parents/Guardians and "eligible students" with certain rights with respect to a student's education records. In several instances, state law gives greater rights than exists under federal law, in which case state law prevails. One such instance is with regard to who is an "eligible student." As a matter of state law, an "eligible student" is a student who is 14 years of age or older or who has entered 9th grade. These laws provide the following rights:

(1) As a matter of state law, parents/guardians and eligible students have the right to inspect and review the student's education records as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Parents/Guardians or eligible students should submit to the Weston High School Assistant Principal a written request that identifies the record(s) they wish to inspect. The Weston High School Assistant Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

State law provides that, upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under state and federal laws. Parents/Guardians or eligible students who wish to ask the Weston High School to amend a record should write to the Weston High School Assistant Principal, clearly identify the part of the record they want changed and specify why it should be changed. If the Weston High

School decides not to amend the record as requested by the parent or eligible student, the Weston High School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA and/or state law authorizes disclosure without consent. Some of the exceptions to this general rule are described below:

School Officials with Legitimate Educational Interests

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

Officials of Another School in Which Student Seeks to Enroll

Another exception recognized by state and federal laws is the right for a public school to disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or already is enrolled if the disclosure is for purposes of the student's enrollment or transfer. Weston Public Schools hereby provides notice that this is an exception Weston accesses.

Directory Information Exception & Right to Opt-Out

The Weston Public School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District that you are opting out of the disclosure of directory information about your child. The primary purpose of directory information is to allow the Weston Public School District to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless Parents/Guardians and/or eligible students have informed the school district that they do not want their student's/their information disclosed without their prior written consent.

If you do not want Weston High School to disclose directory information from your child's/your education records without your prior written consent, you must notify the Weston High School in

writing by October 15, 2026. Weston High School has designated the following information as directory information:

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

(4) The right to file a complaint with the U.S. Department of Education and/or MA Department of Elementary and Secondary Education concerning alleged failures by Weston High School to comply with the requirements of FERPA and/or Massachusetts' student record laws and regulations.

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, DC
20202-8520
FERPA.Complaints@ed.gov
(855) 249-3072

MA Department of Elementary and Secondary Education
Problem Resolution System
135 Santilli Highway
Everett, MA 02149
DESECompliance@mass.gov
(781) 338-3700