

Grafton High School



Student Handbook

2025-2026

To prepare our students intellectually, physically, and socially for their role as lifelong learners and responsible citizens

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SCHOOL CONTACT INFORMATION

GRAFTON HIGH SCHOOL

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508-839-5425 FAX: 508-839-8544

<https://www.graftonps.org/>

ADMINISTRATION

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Anthony DiBenedetto, Assistant Principal

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Kathleen Egan, Guidance Counselor

John Patraitis, Guidance Counselor

Laurie Rohan, Guidance Counselor

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Grafton Public Schools – District Administration

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School Committee

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Kristy Kielbasinski

Laura Often

Rebecca Soco

Stella Varellas-Dikas

Delaney Bouvier- Student Representative

--Please call the main office at the school if you would like a copy of this document translated into a language other than English.

--Por favor llame a la oficina principal en la escuela si desea una copia de este documento sea traducido a otro idioma que no sea Inglés.

--Por favor, ligue para o escritório principal da escola, se você quiser uma cópia deste documento traduzido em uma língua diferente do Inglês.

يرجى الاتصال على المكتب الرئيسي في المدرسة إذا كنت تريد نسخة من هذه الوثيقة مترجمة إلى لغة غير اللغة الانكليزية.

--Gelieve telefonisch contact op het hoofdkantoor op de school als u graag een kopie van dit document vertaald in een andere taal dan het Engels.

--만일 당신이 그 문서의 사본을 영어가 아닌 다른 언어로 번역하려는 학교에 메인 사무실로 전화 주시기 바랍니다

SCHOLASTIC INFORMATION

CORE VALUES

At Grafton High School we value:

- Respect
- Responsibility
- Integrity
- Academic Excellence

We believe students learn best:

- When provided with a comprehensive, challenging and engaging curriculum, to meet all learning styles.
- In an environment that fosters high expectations for one's own actions, motivation, and responsibility.
- When they are encouraged to think, work and communicate effectively.
- In a safe and accepting learning environment that fosters respect and tolerance.
- When health and wellness are promoted and encouraged.
- By working independently and collaboratively to accomplish goals.
- When given equal opportunity to succeed academically and develop socially.
- When the entire Grafton community supports their learning in all regards.

VISION OF THE GRADUATE

Critical Thinking

- Reason through and weigh evidence before making decisions
- Reflect on learning experiences, processes, and solutions, and transfer knowledge to new situations
- Evaluate one's own mindset, evaluating personal biases and assumptions

Growth Mindset

- Demonstrate flexibility and determination when solving problems
- Persevere in the face of setbacks and use feedback to overcome academic and personal barriers to achieve goals
- Believe in the power of oneself to develop talents and reach goals

Accountability

- Collaborate toward personal and common goals
- Monitor and direct independent learning, adapting as needed to successfully complete tasks or solve problems.
- Recognize and take ownership of how one's actions affect others

Responsibility

- Contribute actively to the school community
- Act with empathy and compassion with the interests of the larger community in mind, understanding one's responsibility to both the local, wider, and global community
- Fulfill commitments in all learning environments

Communication

- Select and use appropriate method of communication to fit audience, context and purpose
- Create a logical and evidence based argument to support ideas
- Articulate thoughts and ideas effectively through oral, written, and nonverbal communication skills, utilizing a variety of forms and media
- Listen effectively and actively to better understand the knowledge, values, attitudes, and intentions of others

21st CENTURY LEARNING ENVIRONMENT

The 1:1 learning environment at Grafton High School will allow all students access to the curriculum and learning materials inside and outside the school day. Students will use their iPads in school every day to manage their agenda and homework, complete and hand in assignments, access information and do research, communicate with others in a learning environment, and practice 21st century skills. With this opportunity comes great responsibility. Students are responsible to bring their iPad fully charged to school, to care for their iPad, keep it secure, and follow the guidelines of the Acceptable Use Policy.

ACCREDITATION STATEMENT

The New England Association of Schools and Colleges accredits Grafton High School. Accreditation indicates that Grafton High School meets or exceeds criteria for the assessment of institutional quality and has available the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future.

COMMUNITY AND SCHOOL SERVICE

The Grafton school community believes in building and developing good citizens. Good citizenship begins with recognition of the fact that the community and our school are strengthened by the support that community and school members provide to one another. Our goal is to encourage each student to develop good citizenship through community and school service.

Selection for community and school service occurs through an application process. Only seniors are allowed to apply for community and school service courses. Applications are available in the guidance office. Students are expected to participate in service that relates to their career interests. The service will be assessed by attendance, journals, projects, and site evaluations. Students who fail to meet the expectations of school or community service may be removed.

Students who are removed will either be given a class or allowed to do class work. However, no credit will be given to a student who is removed from community or school service.

EXTRA HELP

Teachers are available to assist students during the advisory period and after school hours. During the school day, students can work with a teacher during the advisory period. Assistance outside the school day is available as well. Each teacher will establish a time on a weekly basis to provide extra help. The time of this extra help session will be communicated in multiple ways (course expectation documents, teacher web page, verbally, etc.) to both students and parents/guardians.

GRADE POINT AVERAGE AND RANK IN CLASS

Grade Point Average (GPA) is calculated at the end of the school year. The final grades for each school year are used to determine the cumulative GPA for all years in high school.

Grade Point Average is calculated based on grades earned in college preparatory courses. Grades earned in honors and advanced placement courses are given an extra weight of .5 and 1.0 respectively. To calculate a student's weighted GPA, each final grade earned in college preparatory courses is converted to a 4.0 grading scale. Consult the following conversion scale to identify the value of each grade. Each converted grade is multiplied by the course credits earned, the products totaled, then the total is divided by the total number of course credits earned. This quotient is the student's weighted GPA.

GPA Conversion Scale

Level	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
AP/EC	5.3	5.0	4.7	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0.0
H	4.8	4.5	4.2	3.8	3.5	3.2	2.8	2.5	2.2	1.8	1.5	1.2	0.0
CP	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
2	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

While Grafton High School does not determine class rank, calculation of the valedictorian and salutatorian is based on the top two highest weighted grade point averages. In order to be considered for Valedictorian and/or Salutatorian students must be enrolled as a Grafton High School student for 8 consecutive semesters. Final determination of these distinctions will be made at the conclusion of quarter 3 of students' senior year.

GRADE REPORTING/PROGRESS REPORTS AND REPORT CARDS

The purpose of grading and reporting procedures is to evaluate student growth and progress in relation to the curriculum and to provide a report of this academic growth to the student and parent/guardian. Academic success and achievement in high school results from regular attendance in school and class, mastery of skills, participation in class, completion of homework and independent study, extra help, attitude and conduct. At the midpoint of each marking period, all students receive academic progress reports regardless of average. At the discretion of the teacher, progress reports may be issued at other times during the marking period for any

grade. Formal report cards are prepared at the end of each semester and are available through PowerSchool.

Grafton High School students and parents/guardians have the opportunity to access current academic progress and attendance through the Internet-based PowerSchool program. All students are given usernames and passwords to access their PowerSchool information. Additionally, parents/guardians have the opportunity to procure usernames and passwords for each son or daughter. It is highly recommended that parents attend a brief informational meeting to learn about the features of PowerSchool and to receive the username and password. To access PowerSchool parents should enter the following web address:
<https://gpspower.graftonps.org/public/>

GRADING PROCEDURES

Report card grades may include the following components:

- Tests
- Quizzes
- Projects
- Alternative Assessments

Each of these components is averaged in to determine the marking period grade. Each marking semester grade for full year courses accounts for 50% of the student's final grade point average. Half-year courses are graded by semester at 100% of the final grade.

A five letter (A-B-C-D-F) marking system is used with plus and minus distinctions. The following grade designations are also issued to students as needed:

- **I** = incomplete
- **M** = medical excuse
- **P** = passing
- **W** = withdrawn from course
- **X** = exempt from final examination

Academic achievement grades are assigned to students on the following performance standards:

Grade of A: Student demonstrates a comprehensive and in-depth understanding of all concepts and processes embodied in the course content. Student demonstrates clear evidence of understanding, reasoning, analytical and communication skills as they apply to specific learning tasks and class discussions. Student ranks in the 90-100% range in tests, quizzes, projects and final examinations.

A+	A	A-
97-100	93-96	90-92

Grade of B: Student demonstrates solid understanding of the essential concepts and processes embodied in the course content. Student demonstrates evidence of understanding, reasoning, analytical and communication skills as they apply to specific learning tasks and class discussions. Student ranks in the 80-89% range in tests, quizzes, projects and final examinations.

B+	B	B-
87-89	83-86	80-82

Grade of C: Student demonstrates a partial understanding of the essential concepts and processes embodied in the course content. Student demonstrates partial evidence of understanding, reasoning, analytical and communication skills as they apply to specific learning tasks and class discussions. Student ranks in the 70-79% range in tests, quizzes, projects and final examinations.

C+	C	C-
77-79	73-76	70-72

Grade of D: Student demonstrates a minimal understanding of the essential concepts and processes embodied in the course content. Student demonstrates a basic lack of comprehension and development of understanding, reasoning, analytical and communication skills as they apply to specific learning tasks and class discussions. Student ranks in the 60-69% range in tests, quizzes, projects and final examinations.

D+	D	D-
67-69	63-66	60-62

Grade of F: Student demonstrates insufficient understanding of the essential concepts and processes embodied in the course content. Student demonstrates substandard work and is deficient in the mastery of the competencies and mechanics of the course. Student may have failed to complete work assigned. Student ranks in the 0-59% range in tests, quizzes, projects and final examinations. No credit is earned for the course. Grade may range from 0-59.

GRADUATION REQUIREMENTS

[FULL GPS POLICY: IKF](#)

In order to graduate from Grafton High School, a student must have earned at least 122.5 credits and complied with all state accountability requirements. Course requirements are the following:

- Four years of English
- Four years of Mathematics including completion of Algebra II or an Integrated Math equivalent which is Algebra/Geometry 3
- Three years of lab-based Science which may include technology/engineering

- Three years of History/Social Science including US History and World History
- Two years of Foreign Language
- Three semesters of Physical Education
- One semester of Health

Other requirements may be established by the school administration in relation to the particular program, otherwise the additional credits needed for a graduation may be selected from among elective courses. For the total number of credits required please see the high school program of studies.

Credit for Foreign Study: Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the Principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing in Grafton_High School.

English Language Arts	20 credits	English 9, 10, 11, 12
Social Studies	15 credits	To include World History, United States History I, United States History II
Mathematics	20 credits	
Science and Technology	15 credits	To include three full-year lab sciences. One course <u>must</u> be Biology and one year <u>may</u> be in technology
World Language	10 credits	All students must take a minimum of two years of the same language at the high school level.
Health	2.5 credits	
Physical Education	7.5 credits	
Electives	32.5 credits	
Total Credits	122.5 credits	Minimum 122.5 out of 140 credits

Credit Revision Grid by Graduating Class

	Advance to Grade 10	Advance to Grade 11	Advance to Grade 12	To graduate
Grades 9-12	27.5 / 35 credits	57.5 / 70 credits	87.5 / 105 credits	122.5 / 140 credits

Transfer students must pass the equivalent percentage of credits attempted each year. Students may choose to repeat a specific course if class size allows; however, credit will be earned only once. Both grades will be recorded on the transcript. This does not include the following courses: Concert Band, Jazz Workshop, Chorus, Chamber Choir, Physical Education and Academic Support. Credit may be earned multiple times for these courses.

Regardless of accumulated total credits, all seniors must earn a minimum of 25 credits during their senior year. Students who do not meet graduation requirements will not be allowed to participate in the graduation ceremony. Students may make up the deficient credits or course(s) by successfully completing a summer school program approved in advance by the administration.

Ceremony

Students that meet any one of the following three standards are eligible to participate in the graduation ceremony:

- Students who have met all local and state graduation requirements for a Grafton High School diploma and are in good standing.
- Students who have met all graduation requirements for the certificate of achievement and are in good standing.
- Students enrolled in the Special Education programs who have met all course credit graduation requirements (these requirements may be modified through the Grafton High School Special Education team process) and are in good standing.

CERTIFICATE OF ACHIEVEMENT - TBD by School Committee

GUIDELINES FOR MAKING UP CREDIT LOSS DUE TO FAILURES OR ABSENCES

Depending on a student's situation, they may make-up courses and/or credit as follows:

- Students who fail a course with a final grade ranging from 50 through 59 may attend Grafton High School's summer school via the Edgenuity platform to recover credits lost.
- Students who are short credits or missing required classes might, with prior approval from the administration/guidance, enroll in college level classes at their own expense. Most local colleges (i.e., QCC or Worcester State) offer evening classes and/or summer sessions. College level courses taken online and pre-approved by guidance and or the administration may also be acceptable in lieu of certain Grafton High School classes.
- Students who lose credit due to excessive absences will meet with their assistant principal and school counselor to devise a plan for credit recovery. This will result in a contract which may include serving after school hours, Saturday School hours and/or completing Edgenuity course units of study.

HOMEWORK

[FULL GPS POLICY: IKB](#)

Homework is work assigned by educators and completed by students outside of classroom time that supports and enhances learning of the curriculum. It should reinforce, supplement, and/or extend learning in ways that help enrich the school experience.

The purpose of homework may vary according to curricular and student learning needs, as determined by the educator. Homework can be used to reinforce concepts or skills, prepare for classroom work/discussion, practice skills or apply principles in novel situations, promote critical thinking, develop communication, or serve other learning goals.

Due Dates for Assignments Abutting School Vacations

When educators assign homework near a school vacation (Thanksgiving, December, February, and April breaks), they must not include the break period in the time allotted to complete the assignment. Generally, educators will adhere to the following guidelines:

- Short term assignments (typically a one-night assignment) must be assigned at least two (2) days/class sessions before the vacation and may not be due the first day back from the vacation.
- Long term assignments must be assigned at least five (5) days/class sessions before the school vacation and may not be due before the 3rd day back after the vacation.

*Students in Advanced Placement courses may be required to complete homework during a school vacation to fulfill the requirements of college-level curricula.

***Portions of the above have been excerpted from Lexington Public Schools Homework Policy.*

Homework Missed as a Result of Absence

Assignments and due dates will be determined at the discretion of the educator but will allow the student a minimum of two (2) days to complete homework missed due to absence. Upon

return to school from an extended absence, students in conjunction with their teachers and parents will develop a plan to complete make-up work within a reasonable amount of time.

HONOR ROLL

Students who achieve excellence in studies are recognized by honor roll participation at the end of each marking semester. The following are the average grade requirements for the honor roll: High Honors is achieved by earning a GPA of 3.7 or higher; Honors is achieved by earning a GPA between a 3.0 and a 3.6. A student may not achieve honor roll status if they have earned a grade of incomplete, or a C- (1.7) or below.

INCOMPLETE GRADES

Students may receive an incomplete grade for a course if they have excused absences during the quarter and have not completed the make-up work prior to the end of the quarter. A grade of "I" will remain for a maximum of 10 school days after report cards are issued. Should the student fail to make up the work within the 10 school day period, the student will receive a failing grade for that work which is not completed. Any extenuating circumstances, which may necessitate extension of this deadline, must be approved by the administration.

PARENT CONFERENCES

An annual school wide parent/guardian-teacher conference is scheduled in the fall. In addition, teachers, counselors and administrators welcome the opportunity to have individual conferences with students and parents/guardians, throughout the school year. Parents or guardians are encouraged to confer with faculty members as the need arises. Meeting times can be arranged mutually. Appointments should be requested and made during non-teaching times.

SUMMER SCHOOL GUIDELINES

Students who fail a course with a final grade ranging from 50 through 59 may be required to attend Grafton High School's Summer School Academy via the Edgenuity platform. Students unable to successfully pass one or more of their courses during the school year are recommended to join our Summer School Academy and successfully completing courses and earning credits might be necessary for a student to advance to the next grade level.

STUDENT EXPECTATIONS

STUDENT ABSENCES AND EXCUSES

FULL GPS POLICY: JH

Regular and punctual attendance is essential for students' success. Parents/guardians are responsible for ensuring their children attend school, in line with state law. Students may be excused for temporary absences due to illness, family emergencies, inclement weather, religious observances, or other exceptional circumstances approved by the Principal.

ABSENCE RULE

To allow for normal illness and emergencies:

- A limit of ten (10) unexcused absences per class for a full year (5.0) course credit will be allowed-- with excesses resulting in loss of credit.
- A limit of five (5) unexcused absences per class for a half-year course (2.5) credit will be allowed-- with excesses resulting in loss of credit.

Although students may receive a passing grade in a class, the credit normally awarded toward promotion or graduation will be forfeited. Loss of credit may be appealed before the principal.

A student changing classes during a marking period will have their total accumulation of absences in the former class carried over into the new class.

ATTENDANCE INTERVENTIONS

The following are steps that the school will take when a situation arises in which a student is struggling to attend school on a regular basis.

- Level One: When a student reaches 3 unexcused absences in a semester-long course and 5 unexcused absences in a full-year course, a letter will be sent to the student's parents/guardian(s). The intention of this letter is to notify the family of the absences, review the attendance policy, and advise the family that the student is at risk for requiring an intervention that would necessitate a school meeting.
- Level Two: If the student continues to struggle to attend school regularly (absent, tardy, or dismissed) and the number of unexcused absences exceeds 5 in a half-year course and 10 in a full-year course, a meeting with the student and their counselor will be held to investigate credit recovery options. An attendance plan will be developed and implemented to monitor the student's attendance. Additionally, during the meeting, a determination will be made whether a 51A (DCF) or CRA (Juvenile Court) is necessary at that time.
- Level Three: The Massachusetts Department of Elementary and Secondary Education defines chronically absent as missing at least 10% of days enrolled (18 days) regardless of whether the absences are considered excused, unexcused and/or for disciplinary reasons. Being chronically absent can have a significant impact on a student's ability to read at grade level, perform academically, and graduate on time. Therefore, if a student has accumulated a total of eighteen (18) unexcused absences, a 51A (DCF) or CRA (juvenile court) may be filed. The student and family would be expected to work with the principal or designee to assure compliance with school attendance laws. If filed, it

would be up to DCF or the Court to determine if further interventions or consequences beyond the school would be necessary.

REPORTING AN ABSENCE

Parents/Guardians must notify the school if their child is absent. In order to properly distribute an accurate attendance list to staff, parents/guardians must notify the school no later than 8:30 AM. If we do not receive a telephone call or an email at ghsdismissals@graffton.k12.ma.us, we will assume that the parent/guardian is unaware of their child's absence.

If we do not receive a call or email, school personnel or the automatic BrightArrow system will contact the parent/guardian at the home or work number. If no contact is made, a note is required upon the student's return.

A phone call does not excuse any absence; it only verifies the student is not truant from school.

Written documentation from parent/guardian for absences concerning medical and legal appointments is kept on file. At the end of the school year, all notes with the exception of medical, legal notes will be destroyed.

All written documentation that applies to the excused absence rule must be turned in within 5 days of the absence or absences.

CATEGORIES OF ABSENCES

There are three categories of absences outlined below:

1. Absence—(Marked as A for "absent" or AC for "absent called" in PowerSchool). Subject to Absence Rule.
2. Excused Absence—(Marked X for "excused," O for "out of school suspension," or I for "in-school suspension" in PowerSchool). Exempt from Absence Rule.
3. Unexcused Absence—(Marked as U for "unexcused" in PowerSchool). Subject to Absence Rule.

PROCEDURES FOR EXCUSING AN ABSENCE

With proper parent documentation, absences will be excused for:

- Death in the family/family emergency through written communication
- Documented medical, dental, legal appointments
- Religious observance
- Post secondary planning such as: college interview, college visitation, or job shadow (5 maximum per junior and senior school year), prior approval required from guidance counselor
- School-sponsored trips or representing Grafton High School at a school activity
- Extenuating circumstances which have the prior approval of the administration

PROCEDURE FOR COLLEGE VISITS

College visits will be recorded as an excused absence.

Seniors and juniors may be excused for a maximum of five (5) school days each year to visit colleges, post secondary schools or military testing. (One is reserved for October SAT/PSATs.)

The following procedure must be followed to excuse college/military days:

1. A 24-hour advance notice from parent or guardian must be given to the counselor in writing
2. Written documentation from the college or university that the student was present must be provided to the guidance counselor within three days of the visit.

UNEXCUSED ABSENCES OR TARDINESS

Any absence or tardiness that is unexcused may result in disciplinary action. The following are considered unexcused absences:

- Cutting class
- If a student enters a class after 45 minutes without an excused reason, it will be considered an absence.
- Three unexcused tardies to class will result in one unexcused absence for that class.
- Truancy, including a phone call from a parent / guardian indicating a student is refusing to attend school that day.
- Tardy after 10:40 A.M. or dismissal before 10:40 A.M. are considered absences.
- Skip days (beach days, ski trips, etc.) by groups of students are considered separate from the rules of truancy and are regarded as very serious offenses. A parent's/guardian's permission does not make this action permissible.
- Students committing truancy will be subject to Saturday School. This penalty is the minimum and in-house suspension and/or office detentions may be assigned depending on the student's disciplinary status at the time.

ABSENCES DUE TO VACATIONS

Vacations taken when school is in session are subject to the absence rule. The school does not condone nor encourage vacations during school time. The student is responsible for obtaining any make-up work prior to the vacation dates. Parents/guardians should notify the administration in writing of the reason or reasons why the child will be absent from school. A student will have minimally the number of school days they were out to make-up the work from the day of return. Extenuating circumstances will be addressed by the administration on an individual basis.

Student Absence Notification Program

At 8:40, parents are notified by an automated call system if a student has not arrived at school.

Each Principal or designee will meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

MAKE-UP WORK

An excused absence or absence carries with it the opportunity to make up all assignments upon the student's return to school. Additionally, a dismissal or tardy verified by a parent/guardian or other authorized person carries with it the opportunity to make up assignments. A student will have minimally the number of school days they were out to make-up the work from the day of return. For example, if a student was out for one day, they will have at least one day to make up the work. If a student was out for two days, they will have at least two days to make up the work. If a student is out of school, they are responsible for obtaining any missing work the day they return to school.

ATTENDANCE APPEALS

When a student receives notification that they have lost credit due to unexcused absences, they may use the procedure below to qualify for an appeal hearing before the Attendance Review Board:

1. Request a Loss of Credit form
2. List the course(s) being appealed
3. Provide documentation to validate absences
4. Return the form to the assistant principal within 10 school days

The Attendance Review Board will consist of one teacher, one guidance counselor and the assistant principal. The Attendance Review Board will be empowered to override, by a two-thirds (2/3) majority, the attendance regulation and restore credit. The student must continue to attend class regularly and remain academically active during the appeals process. After credit loss notification, a student/parent/guardian may request an appeal for review in order to re-examine the specific conditions relating to the individual case. The request for review must be in writing to the assistant principal within 10 school days. If needed, the principal will review the material presented and may extend the absence limit or continue the student's credit enrollment in the class(s) on a probationary basis. If the decision at this level is not satisfactory, an appeal may be made to the Superintendent of Schools.

CARE OF SCHOOL PROPERTY

[FULL GPS POLICY: JICB](#)

Students are responsible for the proper care of all books, materials, school equipment, athletic equipment and school property. Books and electronic devices (tablets) must be covered and handled with care. Students will pay for all lost or damaged books and equipment, including library media center materials. No additional books or school equipment will be issued until the lost or damaged book or equipment is paid for.

Students who damage school property maliciously, deliberately or through negligence will be billed. If this is not accomplished at once, the matter will be referred to the Grafton Police Department. Students may also be subject to the Category 5 consequences of the Code of Conduct. Graffiti, prohibited by Massachusetts Law Chapter 266, is not allowed in the school building or on school grounds. Students involved in graffiti violations will be subject to the Category 5 consequences of the Code of Conduct.

CHEATING AND PLAGIARISM

Our school fosters a culture of integrity and honesty. When students cheat, they undermine this environment. Cheating includes obtaining information to present as your own or providing information to others who have not earned it through their own effort. This includes, but is not limited to, copying assignments, stealing/taking and receiving pictures of assessments and assignments, looking at other students' answers during assessments or assignments, and using cameras and text messages to share or obtain answers. Additionally, using artificial intelligence (AI) to complete assignments or assessments without *a teacher's explicit permission is considered cheating*. AI tools include, but are not limited to, ChatGPT, Claude, Gemini, and Google Bard.

Plagiarism is the unauthorized use of another person's language, ideas, or work and presenting it as one's own original creation. This includes copying papers, paragraphs, electronic resources, ideas, words, sentences, images, and audio/visual recordings and presenting them as their own; using another student's work; and submitting work produced by a paper-writing service or artificial intelligence as your own. Paraphrasing without properly citing the original source also constitutes plagiarism. Maintaining academic integrity requires giving proper credit and producing original work.

Furthermore, students are not allowed to submit the same assignment for multiple classes without permission from the teacher. For example, using the same essay for both an English and a History assignment is not permitted without permission. Additionally, submitting a paper from a previous academic year for a new assignment in a different year is also unacceptable. Each assignment should be original and created specifically for the class and time period in which it is assigned.

Both cheating and plagiarism are unacceptable and will not be tolerated. Any student caught cheating or plagiarizing will face consequences based on the school's strike system.

Parameters of Strikes

- Strikes will carry over from year to year over the course of students' high school career
- Strikes are cumulative over years and courses

Strike 1

- Student will receive an incomplete on the assignment / assessment.
- Student must redo the assignment / assessment within five (5) days to receive full credit. Student may be asked to redo assignment / assessment with the teacher present.
- If the student does not complete the assignment / assessment in the allotted time, the student will receive a zero on the assignment.
- The teacher will notify parents/guardians and the grade-level administrator. Teacher may ask the student to notify the parent/guardian with the teacher present.
- Student will meet with their grade-level administrator.

- Student must complete a written reflection on what constitutes cheating / plagiarism. The reflection will be signed by the teacher, the student's parents/guardians, and the grade-level administrator.

Strike 2

- Student will receive an incomplete on the assignment / assessment.
- Student must redo the assignment / assessment within five (5) days to receive a grade of 50. Student may be asked to redo assignment / assessment with the teacher present.
- If the student does not complete the assignment / assessment in the allotted time, the student will receive a zero on the assignment.
- The teacher will notify parents/guardians and the grade-level administrator. Teacher may ask the student to notify the parent/guardian with the teacher present.
- Student will be placed on academic probation in honor societies.
- Student must complete a unit on Academic Integrity in Edgenuity. Student will discuss their learning with their counselor and grade-level administrator.
- Grade-level administrator will convene a meeting with parents/guardians and student.

Strike 3

- Student will receive a zero on the assignment / assessment.
- Student must redo the assignment / assessment within five (5) days or receive an incomplete for the class. Student will redo assignment / assessment with the teacher present.
- Student will not be allowed into or will be removed from honor societies. Students will not receive any academic awards.
- Grade-level administrator will convene a meeting with parents/guardians and student.

CODE OF CONDUCT

[FULL GPS POLICY: JK](#)

Grafton Public Schools aim to create and maintain a respectful, caring, and safe learning environment where all individuals are treated with dignity. The district emphasizes the core value of **RESPECT**—for oneself, others, the physical space, and the learning environment.

To support this, clear expectations and responsibilities are outlined for parents/guardians, students, and staff:

- **Parents/Guardians** are expected to show respect and support for the school, communicate openly, and reinforce respectful behavior in their children. They have the right to be treated respectfully and to expect a safe, supportive environment for their children.
- **Students** are responsible for being kind, respectful, following rules, avoiding bullying, and respecting people and property. They have the right to a fair, respectful, and safe learning environment.

- **Staff Members** are expected to model respect, provide a safe and positive environment, enforce rules fairly, and communicate effectively. They have the right to be treated with respect and to receive support in their roles.

All members of the Grafton High School community are committed to promoting a climate of mutual respect, safety, and responsible behavior, with a strong stance against bullying and misconduct.

CONSEQUENCES FOR FAILURE TO MEET EXPECTATIONS

[FULL GPS POLICY: JIC](#)

To ensure that we maintain a safe and positive learning environment, it is necessary to delineate those behaviors that are unacceptable and make clear the consequences of such actions. This tiered system was designed to meet the developmental needs of the adolescent learner and the belief in a progressive approach to discipline.

In every case of student misconduct for which a consequence may be imposed, an administrator may consider ways to re-engage the student in learning and provide alternatives that may include the use of evidence-based strategies and programs such as: mediation, conflict resolution, restorative justice, and positive behavioral interventions.

Categories of Violations: These violations do not anticipate every eventuality that would require a written policy. In the absence of policies, action will be taken at the discretion of the administration based on severity and frequency of infraction. Consequences will be administered with fairness and shall serve both the individual needs and the circumstances of the student, as well as the overarching need and desire to maintain an environment of mutual respect for all members of the Grafton High School community.

All school rules are in effect on school grounds as well as at all in-school and co-curricular activities, including off-site school sponsored activities such as dances and field trips. If students are not conforming to school rules, they may lose privileges to participate in school activities (for example, athletics, co-curricular activities, attending lunch in the Commons, and assemblies).

The consequence of suspension outlined in categories 3 - 6 will only be considered following the guidelines of MGL c71, §37H ¾ and Grafton School Committee Policy: JIC.

Category 1: Misconduct in or out of class; pass violation

1st occurrence	1 teacher detention
2nd occurrence	2 teacher detentions
3rd occurrence	3 teacher detentions

Category 2: Failure to be in assigned area; leaving assigned area without permission; infractions involving electronic devices; excessive school tardiness; failure to attend assigned

teacher detention; referral to an administrator for disruptive or inappropriate behavior in class or out of class, cutting class.

1st occurrence	1 administrative detention
2nd occurrence	2 administrative detentions
3rd occurrence	1 Saturday School and parent notification

Category 3: Leaving school grounds without permission; accumulation of minor infractions; insubordination; forgery; disrupting the educational process; gambling; failure to attend administrative detention; truancy; and entering an unauthorized location.

1st occurrence	1 Saturday School and parent notification
2nd occurrence	1 day in school suspension
3rd occurrence	2 day in school suspension

Category 4: Vulgar or obscene language or gesture, accumulation of administrative detentions, non-conformity to school rules, failure to follow administrator directions.

1st occurrence	1 day in-school suspension
2nd occurrence	3 day in-school suspension
3rd occurrence	5 day in-school suspension

Category 5: Inappropriate use of technology; disrespect to persons of authority by word or action; bullying; threatening behavior; vandalism; theft (including from cafeteria); extortion; inappropriate use of technology and use and/or possession of tobacco products, e-cigarettes, and/or vaping devices.

Inappropriate use of technology includes but is not limited to:

- Recording and/or distributing (video, audio, photography) an incident or person that causes harm to the subject or others associated, does not support a positive school climate, and/or disrupts the educational process.
- Taking, distributing, or receiving images (photography or film) of confidential material such as assessments, assignments, and illicit (sexual, drug use, violence) material.
 - Students who take and/or distribute images of confidential material such as assessments, assignments, and illicit (sexual, drug use, violence) material are in direct violation of the policy.

- Students who receive images of confidential material such as assessments, assignments, and illicit (sexual, drug use, violence) material *and do not alert administration* are in direct violation of the policy.
- Recording or filming without consent of one or more individuals.
- Disrupting or harming the school's or district's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, accessing the guest network, accessing and using another person's account (apple id, gmail, drive, docs, etc.)

1st occurrence 3 day in-school suspension

2nd occurrence 5 day in-school suspension

3rd occurrence 5-10 day in-school suspension

** Inappropriate use of technology may result in the temporary loss of privileges.*

Category 5 Continued: Consequences for use and/or possession of tobacco products, e-cigarettes, and/or vaping devices:

1st Offense: 3 day outside-school suspension; Student will meet with a school adjustment counselor three times.
and
 2 week suspension from school activities (according to MIAA policy)

If a student chooses to participate in a school-approved educational program, the consequence is reduced to 2 day suspension, but the 2 week suspension from school activities remains.

Subsequent Offenses: Up to 5 day outside-school suspension; Student will meet with a school adjustment counselor three times.
and
 4 week suspension from school activities (according to MIAA policy)

If the student chooses to participate in the school approved educational program, consequence is reduced to 3 day suspension and a 3 week suspension from school activities.

**Possession and/or use of tobacco products, e-cigarettes and/or vaping devices is illegal on school grounds regardless of age.*

Category 6

- Use of alcohol and controlled substances as defined as:
 - Possession of alcohol, use of alcohol, or under the influence of alcohol
 - Possession of a controlled substance, use of a controlled substance, or under the influence of a controlled substance
- Possession of weapons, replica weapons, or incendiary devices

- Pulling false fire alarms
- Tampering with fire extinguishers
- Harassment
- Hazing
- Fighting; assault; assault on school personnel
- Threats to public safety
- Any other illegal acts
- Use of inhalants and over the counter drugs for other than their intended purpose
- Physical acts of affection that violate the norms of good taste

Consequences could include but not limited to:

- Suspension for up to 10 days
- Three (3) mandatory meetings with school adjustment counselors
- Possible exclusion lasting between 11-179 days
- Possible expulsion for more than 180 days to an indefinite period
- Law enforcement officials may be notified
- Possible court action

EMERGENCY REMOVALS FOR STUDENTS WITH DISABILITIES

Under some circumstances emergency removals may be warranted. Special circumstances exist if your child: 1) possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; 2) carries a weapon to school or a school-sponsored event; or, 3) inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. 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 ten days.

School personnel will provide Parent's Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension constituting a change in placement. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parents, guardians, and/or students may petition the Bureau of Special Education Appeals for a hearing or the Office for Civil Rights (Section 504).

PROCEDURAL REQUIREMENTS FOR STUDENTS NOT YET DETERMINED TO BE ELIGIBLE FOR SPECIAL EDUCATION OR A 504 PLAN

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

- a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible for an IEP or 504 Plan, then one receives all procedural protections subsequent to the finding of eligibility.

SCHOOL DISCIPLINE

FULL GPS POLICY: JIC

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

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

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

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

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

Suspension

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning. 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, principal shall not suspend or exclude a student until alternatives have been employed and their use and results documented. Alternatives may include but shall not be limited to the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem-solving.

The superintendent and/or principal shall also implement district/school-wide models to re-engage students in the learning process which shall include but not be limited to positive behavioral interventions and support models, and trauma sensitive learning models.

Notice of Suspension

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

The principal or a designee shall notify the superintendent in writing, including by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

For any suspension or exclusion under this section, the principal or designee of a school in which the student is enrolled, shall provide to the student and parent/guardian, notice of the charges and the reason for the suspension or exclusion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal, or a designee, to discuss the charges and reasons for the suspension or exclusion prior to the suspension or exclusion taking effect. The principal, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal, or a designee, can document reasonable efforts to include the parent or guardian in that meeting.

Emergency Removal

A Principal 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 judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall:

1. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation;

2. Provide written notice to the student and parent/guardian as required above. The notice shall include the rights enumerated in law and regulation;
3. Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian;
4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

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

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses provided that the principal follows the process set forth in State regulation and the student has the opportunity to make academic progress.

Principal's Hearing - Short Term Suspension of up to 10 days

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

At a minimum, the Principal 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 set forth in law and regulation.

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

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

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

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

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

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

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense; The right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

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

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

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

receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

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

Superintendent's Hearing

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.

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

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

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

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

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

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with

respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

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

Academic Progress

Any student who is suspended or excluded shall have the opportunity to earn credits, make up assignments, tests, papers, and other schoolwork as needed to make academic progress during the period of their removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

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

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

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is excluded or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

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

Reporting

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

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

STUDENT RIGHTS' AND RESPONSIBILITIES

The GPS Student Rights' and Responsibilities Handbook can be accessed here:

 [Students' Rights and Responsibilities Handbook 25-26 Updated 6/4/25](#)

CONFLICT RESOLUTION PROCESS

Grafton High School condemns and resists violence in any form. When students are in conflict, the resolution process is as follows: (1) In case of conflict either party should seek out an adult staff member; (2) The situation will be referred by the above contact person to an administrator; (3) The situation will be investigated by an administrator who will make the determination what, if any, further action will be taken.

CORRIDOR PASSES

Students are not allowed to leave class, extended block, or assigned areas without a pass issued by the teacher. Any student without an authorized pass may be subject to disciplinary action. If a teacher in a previous class detains a student, that teacher must give the student a pass to present to the teacher to whom the student is to report.

DETENTION

Discipline infractions may result in detention being assigned by teachers or administrators. Detentions are an obligation that must be met when assigned. Students will report to the teacher or main office promptly at the close of school and will remain in the detention session *from 1:55-2:45 P.M.* Office detentions may be served any day after school. Students will be given a twenty-four hour notice for detentions. Detention takes precedence over work schedules or co-curricular activities. Teacher detentions take precedence over administrative detentions. Students who fail to serve assigned detentions will be subject to further disciplinary action.

DISCIPLINARY ACTION

Disciplinary action may consist of administrative detention, suspension, expulsion, preventive counseling, after school obligations to the classroom teacher or the revocation of school privileges. Corporal punishment is illegal. However, an administrator, teacher or other school employee may use such reasonable force as is necessary for the purpose of safeguarding students and school employees.

Suspension = removal from school for a period not to exceed 10 days.

Exclusion = removal from school for a period between 11 to 179 days.

Expulsion = removal from school for an indefinite period of time.

DISPLAYS OF AFFECTION

Displays of affection, such as kissing or embracing, that may make others uncomfortable or embarrassed are not permitted. Students are expected to keep their hands to themselves. On

the first offense, parents/guardians may be notified and students will be informed that future violations could result in disciplinary action.

DRESS AND APPEARANCE

[FULL GPS POLICY: JICA](#)

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians. Students have the right to determine how they will dress and any guidance from principals shall:

- Serve to help maintain a safe learning environment when students are in classes where protective or supportive clothing is needed, such as science labs (eye or body protection) or PE (athletic attire/sneakers).
- Allow students to wear clothing that permits self-expression.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Ensure that students' clothing does not violate reasonable standards of health, safety, and cleanliness.
- Ensure that students do not wear clothing that causes disruption to the learning environment.
- Ensure that students do not wear clothing that includes hate speech or obscenity.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Allow school faculty and staff to recommend appropriate dress for certain school activities or special occasions, provided that no student may be prohibited from participation for not following such recommendations.

The administration is authorized to take action in instances where individual dress does not meet the stated guidelines.

ELECTRONIC DEVICES

Upon entering class, all students will place their phone in a designated area or container. Students will not have access to their phones until the period ends. Refusal to place an electronic device in the designated space will result in the following consequences:

First offense:

- Teacher will speak privately with the student.
- Teacher will email parents/guardians and the assistant principal.

Second offense:

- Teacher will email parents/guardians and the assistant principal.
- The Assistant Principal will assign a detention.

Third offense:

- Assistant principal will confiscate the phone for the remainder of the day. Student may pick up the device after dismissal from school.
- Administration will call parents/guardians.

Subsequent offenses:

- Administrator will meet with parents/guardians.
- Students will leave their phone in the main office for the duration of the day. Refusal to adhere to this consequence may result in in-school suspension.

***Offenses are cumulative across classes.*

Students may use electronic devices during passing time, at lunch, and while in the Commons.

INCENDIARY DEVICES

Possession and/or lighting of any incendiary device, which includes, but is not limited to firecrackers, smoke bombs or matches and lighters in and around the school building and grounds or buses, will result in suspension from school. Students found to be in possession of and/or lighting an incendiary device will be subject to the Category 6 consequences of the Code of Conduct.

SATURDAY SCHOOL

Saturday School takes place on Saturday mornings from 8:00 AM- 11:00 AM at Grafton High School. Students assigned to Saturday School will enter the main entrance of the High School and check in with the staff member. Students must arrive by 8:00. If they are late, they may have to attend the next Saturday School. All school rules apply. Saturday School takes precedence over jobs students have. Students are responsible for arranging transportation and working out their schedule in order to attend an assigned Saturday School. Students must have enough schoolwork or independent reading for the entire three hours. They should come prepared with all necessary materials to work throughout the detention. If students do not have enough schoolwork or are disruptive, then they will be sent home, and will have to serve another Saturday School. If the teacher/staff member has to speak to a student about their behavior more than once, the student will be asked to leave and will have to meet with the administration on the next school day. Additional Saturday School, suspensions, and detentions may be assigned. *If students skip the Saturday School, the consequence is one day of in-school suspension.*

STUDENT DRIVING AND PARKING PRIVILEGES

Students who drive to and from school are required to obtain a parking permit from the administration. Due to the limited space for drivers, seniors will be given first priority in obtaining a permit. A lottery will be held for seniors only. Any open parking spots that remain will be put back into a lottery for remaining students. All students with permits must park in the student parking lot. Students are not allowed to go to the parking lot during the school day without permission from the administration. Standard rules for auto safety will be enforced; violations will result in revocation of parking privileges and/or citation by police. All operators and passengers of motor vehicles are required to properly fasten seatbelts while on school property. A parking permit is a privilege, not a right and may be revoked. The speed limit on

school grounds is fifteen (15) miles per hour. Vehicles illegally parked or not registered with the school may be towed. Students are to obey all signs entering and exiting from the high school. Students are not allowed to park in the Municipal Center parking lot and doing so may result in a vehicle being towed by the Town Hall. Students who secure a parking lot through the lottery are required to pay a \$200 fee.

SUSPENSION

The Principal or Assistant Principal may issue a suspension if, in his/her judgment, a student's behavior has gone beyond reasonable limits. After an infraction of the code of conduct is reported, the Principal or Assistant Principal will investigate the matter by collecting evidence and hearing witnesses. The Principal or Assistant Principal will then decide if suspension from school is necessary. Suspension from school can range from 1 to 10 days in length. Students are expected to make up all work missed during suspension; zeros will be assigned for work not completed. A student who is suspended may be excluded from school-related activities at the discretion of the Principal or Assistant Principal (dances, field trips, etc.) until the next marking period.

In School Suspension

Students assigned to in-school suspension will report to the suspension room immediately upon entering the school and will remain in this area until the close of school. Students must bring iPad, books and writing materials with them to the suspension room. Suspended students will not be allowed to go to their locker or to other parts of the building during the suspension period. Students will sit at a desk assigned to them by the suspension room monitor. There will be no talking, eating, or sleeping in the suspension room. Students are required to do academic work. Students who fail to comply with in school suspension regulations will be subject to an immediate out of school suspension.

Out of School Suspension

Students assigned to out of school suspension are not allowed on school grounds, in the school building, or at GHS athletic or extra-curricular events taking place off school grounds during the suspension period. Upon returning to school, a parent or guardian may be required to accompany his/her child for a re-entry meeting with an administrator.

TARDY & DISMISSAL POLICY

TARDIES

- A student is tardy if they are not in their assigned area when the bell rings to begin class.
- Students who arrive to school after 8:00 A.M. are considered absent from the first block class.
- Tardies after 10:40 A.M. will be recorded according to the absence rule.
- Students who are tardy to class three times will accrue one unexcused absence for that class. Three tardies will equal one unexcused absence in the attendance record.
- Students who are chronically tardy to school may lose open campus privileges. If a student reaches five tardies to school, they will be assigned an after school detention and will lose open campus privileges. To regain open campus privileges, the student must arrive at school on time for ten consecutive days.

- Tardiness may be excused by a parent/guardian in accordance with the reasons listed for excusing absences.

DISMISSALS

- Written requests for dismissal must be brought to the office by 7:25 A.M.
- Students must sign out with the office at the time of dismissal.
- If a student needs to be dismissed unexpectedly, they must first report to the nurse or to the office so that a phone call to a parent/guardian can be made.

An absence, dismissal, or tardy verified by a parent/guardian or other authorized person carries with it the opportunity to make up assignments.

STUDENT ACTIVITIES

ACTIVITIES PROGRAM AND ELIGIBILITY

The co-curricular activity program is an integral part of the total educational offerings. While the reputation of the school is enhanced whenever its representatives excel, those who actually participate derive the greatest rewards and satisfaction. A student's participation in all co-curricular programs is voluntary and a privilege, not a right. All school rules apply to all co-curricular activities.

A student must be passing a minimum of five courses and achieving at least 25 credits at the time the last report card was issued including the last report card (final grade for year) in June to be eligible to participate in athletics, clubs, and co-curricular activity programs. A student who is ineligible may try out for a sport. Please note: a maximum of five (5) school days is appropriate for a tryout. The student remains ineligible until the quarter report card is issued. To participate in or attend any activity, game, practice, play or other co-curricular activity, a student must be in attendance for a recorded full day of classes on the day of the event. If the event is scheduled for Saturday, Sunday or a holiday, this regulation shall apply to the last school day preceding the event. If a student is ill or has some other absence excused by an administrator, he or she may participate in the activity. Disciplinary probation prevents a student from attending or participating in any co-curricular activity.

The advisor or head coach has the prerogative of setting rules and standards of behavior and discipline for the organization. This entails a clear understanding of what is to be expected in terms of appearance and conduct. The administration fully intends to back the advisor or coach in carrying out the policies governing the activity as long as they do not conflict with school policy.

Any group of students wishing to organize a new club may do so, but must first present the program to the administration. Discussion will be held to determine the need or feasibility of the club and subsequent steps to be taken for organization.

EXTENDED BLOCK/ADVISORY PERIOD (During second block)

Extended Block is scheduled daily, immediately following the second period class. In order to assist students in meeting the school-wide expectations, the purpose of the extended block is for students to complete assignments, seek extra help or counselor support, initiate research, acquire tutoring and access computer labs, library or enrichment opportunities that are related to and/or support the school program and curriculum. School-wide advisory lessons will be scheduled throughout the year during this time frame to promote positive school culture.

ATHLETIC HANDBOOK

Each school year an athletic handbook is available online to student-athletes by the athletic director. The handbook outlines athletic rules, regulations, protocols, and expectations. All required participation forms are also included in the handbook and online. All student-athletes and parents are required to read through the athletic handbook and return the parent/guardian sign-off sheet in order to participate in a sport. The athletic handbook is available on the athletic department webpage at: www.graftonps.org

STUDENT ATHLETIC REGULATIONS

FULL GPS POLICY: JJI

Pride in performance both individually and collectively is the goal of our program. Relative to this goal, please be advised of the following rules and regulations:

Academic eligibility

A student must be passing a minimum of five courses and achieving at least 25 credits at the time of the last report card or grade review period to be eligible to compete.

If a student is academically ineligible based only on Semester 2 grades, they could become academically eligible if they are passing five all classes at the first grade review period on November 15. For the final report card of the year, this rule applies to both Semester 2 grades as well as final year averages. All freshmen are considered eligible until the first report card is issued.

Eligibility for the Winter Season will be determined by November 15th grade review. Students passing fewer than five courses at this time will not be eligible until the next grade review period (March 15).

Eligibility will be considered four times per school year - 1) on November 15, 2) after Semester 1 grades are issued, 3) on March 15th, and after Semester 2 grades are issued.

Attendance eligibility

A student must also be in attendance for more than a minimum of one-half of the academic day, which is before or on the day of a contest. Each Principal will establish the time of day at which the halfway point is reached to implement this policy and make it known to all staff members, students, and parent guardians. If a contest is scheduled for Saturday, Sunday or a holiday, this regulation shall apply to the last school day preceding the event.

Ineligible Students

A student who is ineligible may try out for a sport. A maximum of five (5) school days is appropriate for a tryout. They remain ineligible until the next eligibility milestone.

Physical examination

All students must pass a physical examination each year before participating in any sport. This must be valid prior to the first practice session. No athlete will be issued equipment or be allowed to participate in any organized practice or scheduled game until they have given the school nurse a current physical examination form from a physician and a completed sports physical form. A physical exam is valid for thirteen (13) months.

Notice of athletic injury risk

Participation in athletics is inherently dangerous. Even though we provide professional staff and quality equipment and facilities, injuries can and do take place. All students participate in athletics voluntarily with the permission of their parent/guardian. Along with this participation, the students and parent/guardian accept the inherent risks to which students expose themselves.

Equipment and uniforms

Athletes are responsible for all equipment and uniforms issued. Payment will be required for all missing or damaged equipment.

Transportation

All participants must ride to an athletic competition in school-provided transportation. With prior approval of the athletic director, an athlete may leave at the completion of the competition with their parent/guardian or that parent/guardian's designee. A participant wishing to leave with their parent/guardian or that parent/guardian's designee at the completion of competition must present the coach a signed private vehicle form, signed by the athletic director, prior to the start of the competition. Any extenuating circumstances will be handled on a case-by-case basis by the coach and/or athletic director if available. Any suspension of an athlete must be reported in writing to the athletic director.

Athletic insurance

Supplemental insurance is provided to all athletic participants to cover costs after their own policy has been utilized. All injuries must be reported immediately to the athletic director.

Conference rule

A varsity athlete may participate in only one varsity sport per season. Varsity athletes may not change from one varsity sport to another after the first scheduled conference game (see athletic director for exceptions).

Bona fide team members

A bona fide member of the school team is a student, who is regularly present for and actively participates in, all team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-athletic activity/event in any sport recognized by MIAA.

First offense: Any student who violates this standard is ineligible for 25% of the season.

Second offense: Student athlete is suspended and upon confirmation of the violation immediately ineligible for MIAA tournament participation in that sport.

Chemical health

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

This MIAA statewide minimum standard is not intended to render "guilt by association," e.g. many student-athletes might be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

1st Offense	
# of Events/Season	# of Events/Penalty
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5
2nd Offense	
# of Events/Season	# of Events/Penalty

1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12
2nd Offense with Dependency Program	
# of Events/Season	# of Events/Penalty
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

Unsportsmanlike conduct

If a student is put out of a game for taunting, fighting or flagrant unsportsmanlike conduct, the student is not eligible to play in the next scheduled game. This includes, but is not limited to, the use of threatening, abusive or obscene language. If it is the second instance during the

season, then the student is disqualified from any further participation in the sport season for one full year.

Dismissal/suspension from a team

If a problem occurs that may result in a dismissal from a team, the coach must notify the student of the possible dismissal and report the situation in writing to the athletic director. The athletic director will meet with the coach, parents and the athlete, as soon as possible, to discuss the problem and the appropriate disciplinary action.

ATHLETIC TEAM SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Grafton High School, we encourage coaches to keep as many students as possible without unbalancing the integrity of the sport. Obviously, time, space, facilities, equipment, personal performance, and other factors will place limitations on the most effective squad size for any particular sport. In some sports, the head coach may require a tryout for selection. Tryouts will begin and end with specific team requirements and expectations that will be discussed with the student-athletes.

CLASS DUES

Each class incurs expenses during the course of its four years at Grafton High School. For this reason, classes perform certain fundraising functions and collect class dues. Each class member is obligated to do his or her fair share in the fundraising work and pay class dues as assessed. No junior or senior can attend the prom unless he or she has paid class dues to date when the prom is held. Dues are \$25.00 per year, for all four years (applies to new students, or anyone who has not paid their dues). This means that even if a student does not attend Grafton High School for all four years, they are still responsible for the full \$100, since all dues paid go towards senior events. The collection of \$25 per year is meant to make the cost more manageable and is not meant to imply that a student must only pay for the years they attend Grafton High School.

If a senior has not paid his or her dues in full and has not returned monies raised through school fundraising in full, the class will not subsidize any of that student's senior year expenses. In addition, those seniors in arrears will be barred from the prom, class trip, and class night; further, they must pay for their own graduation caps and gowns.

Individuals who wish to contribute to a donation fund for families in need of financial assistance can make checks payable to the Grafton Public Schools. Write "donation" in the memo line.

CO-CURRICULAR ACTIVITIES

Chemical Health Policy for Co-curricular participants: Students participating in co-curricular activities, shall not, regardless of quantity, use or consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; e-cigarettes, vapor pens; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer." Students who violate this policy will be subject to temporary and possibly permanent removal from the co-curricular activity.

CLUBS AND ACTIVITIES

Please refer to the [Advisors, Clubs & Activities](#) list for more information. If students are interested in starting a new co-curricular activity, they need to find an advisor and then submit a [proposal](#) to the administration.

DANCES

Dances are recognized as a valuable addition to the cohesiveness of the school community. Dances may be scheduled at any time if an advisor fills out the appropriate forms and files them with the administration. Independent student groups may also sponsor dances by consulting with the administration. A dance must be chaperoned by a minimum of three faculty members and two police officers.

The following regulations apply:

- Dances may include Grafton High School students and their guests.
- Students must register guests with the sponsoring advisor by submitting a guest form. Guests must enter the dance with Grafton High students and be properly registered; however, if a guest is arriving later, they must be properly registered in advance and have their arrival time noted.
- All school rules are in effect at dances. Grafton students are responsible for their actions and the actions of their guests. Non-compliance may result in disciplinary action and loss of dance privileges.
- Students must arrive at the dance before the cut-off time. No students will be allowed in after this time.
- Students will be required to sign in at each dance.
- No student may go to a vehicle during the dance without an approved escort. Any student or guest who leaves the dance area without permission will not be readmitted to the dance.
- Any student showing evidence of drug or alcohol use prior to or during the dance will be subject to the provisions of the school's drug and alcohol policy.

Grafton High Dance Guest

Grafton High Dance guest pass will be available to the GHS student host in the Main Office. Forms must be completed and signed by the necessary people and brought with the GHS student host at the time of the ticket sales. Guests must be **under** 21 years of age to attend.

FIELD TRIPS

Field trips are recognized as a meaningful extension of classroom learning and are offered both as enrichment and as part of the curriculum. Students must have parent/guardian permission to go on a field trip and must file a permission form with the host teacher. All school rules of conduct apply during any field trip. Students are responsible for all work missed while on a field trip. It is advisable that students make arrangements with teachers of classes they will be missing prior to attending a field trip. Students will be given a field trip form to take to all of the teachers of the classes they will be missing. Students may be denied participation due to academic difficulty or for extenuating circumstances agreed upon prior to the trip. Students not attending the trip will be provided an alternative assignment for the class that is involved in the

trip and are expected to attend all other classes that day. For any school trip that is contracted to an outside agency, parents/guardians are responsible to read and adhere to the rules and regulations of the agreement.

FUNDRAISING

The goal of any fundraising on school grounds is to support class and club activities, not personal gain. Any student and/or group that wishes to participate in any fundraising activity must have the permission of administration. In addition, students and/or groups are prohibited from selling any items for personal profit on school grounds.

MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION

Grafton High School adheres to all MIAA rules, including eligibility for athletics. The MIAA is committed to the protection of student-athletes throughout the Commonwealth and to fairness of competition among its member high schools. All students transferring into Grafton High School are ineligible for participation in athletics until the athletic director and guidance department verify academic and athletic eligibility. The violation of any eligibility rule may result in a forfeiture of a game won or the elimination of a player from participation for one year. The rules apply to all teams, varsity, junior varsity, grades 9-12, and to both girls' and boys' sports. A partial list of the MIAA eligibility rules are listed below. Students should consult the athletic director or the MIAA website, www.miaa.net, for the complete list of MIAA eligibility rules. A student is not eligible if:

- The student was not a member of an MIAA member secondary school for a minimum of two months (exclusive of summer vacation) and has not been issued a report card preceding the contest, unless entering from a junior high or middle school at the start of the school year.
- The student transferred from any high school to the present high school without parental change of residence.
- The student transferred to his/her present high school after the start of the practice season.
- Since the student entered grade 9, twelve consecutive sports seasons have passed, whether or not he/she participated.
- The student's 19th birthday came before September 1 of the present school year.
- The student has graduated from any secondary school.
- The student was persuaded or influenced to transfer to his/her present high school by a coach, athletic director, principal or any other person connected with the school.

NATIONAL HONOR SOCIETY

Students seeking National Honor Society will meet the following criteria:

1. Students are juniors and seniors who have been enrolled in Grafton High School for at least one semester.
2. Students maintain a GPA of 3.7 or better.
3. Students demonstrate commitment to character, service and leadership in the school and community.
4. Students will submit documentation of a minimum of 10 hours of service, while in high school, prior to seeking membership. Service may be performed in school, community,

religious organization, scouting, and/or civic organization. Documentation requires a signature from a leader in that organization AND parent/guardian.

5. Students seeking membership will need to submit **2** recommendations of **character/leadership** reference: one from a former teacher and one from a service leader/coach.

Based on minimum requirements, interested students will need to submit an application to seek membership. The National Honor Society Faculty Council will select members after submission of the application.

Members of the Grafton High School Chapter of National Honor Society are required to maintain high grades through a challenging schedule, and to exhibit the pillars of Scholarship, Leadership, Character, and Service.

Students found to have engaged in academic dishonesty, including but not limited to cheating, plagiarism, or falsification of academic work, will face disciplinary consequences according to the school's code of conduct. Additionally, such violations may result in removal from or ineligibility for membership, as academic integrity is a fundamental requirement for participation.

Members are required:

1. To complete a minimum of **10** hours of documented service per quarter (20 per semester)
2. To complete an Independent Service Project (ISP) while a member
3. To maintain a GPA of 3.7 or higher
4. To adhere to all school rules and regulations and avoid any disciplinary infractions
5. To attend monthly chapter meetings and events with only **2** excused absences
6. To attend/participate in Induction Night (fall)

REFUNDS ON ACTIVITIES

Students may purchase tickets to any school-sponsored event, field trip, athletic event, concert, play or dance/prom. However, if the student faces disciplinary action prior to an event that they have purchased tickets for in advance, he/she will not have his/her money refunded.

SCHOOL ASSEMBLIES

The administration recognizes the benefit of assemblies and supports them within the school day. The nature of the assembly will be announced prior to the assembly program. All students are reminded that assembly presenters are guests of the school and are to be received with propriety and courtesy. Any talking is distracting to the speaker and interferes with the rights of others at the assembly. Students whose behavior is unacceptable will be removed and may be subject to further disciplinary action.

STUDENT GOVERNMENT

The underlying assumption in granting governing responsibilities to students is that students will use their governing power and influence wisely and responsibly. The students should be responsive to the needs of the student body and provide feedback for their issues.

Student Council

The Student Council shall function as the representative of the student body to the high school administration on all matters affecting the students of the school. Students involved in the Student Council represent the entire student body at regularly scheduled meetings. The purpose of the Student Council is to develop attitudes and beliefs in good leadership and citizenship, promote good relationships throughout the school, to develop and foster good student morale, to foster good student-teacher relationships, to assist in the schedule and coordination of student assemblies and activities, to coordinate the four individual classes and to promote the general welfare of the school.

School Council

In accordance with the Massachusetts General Laws 71 as amended by the Education Reform Act of 1993, the Grafton High School Council will meet monthly with the principal of the school and shall assist in the identification of the educational needs of the students attending the school, in the review of the annual school budget, in the review of the student handbook, and in the formulation of the school improvement plan.

The school council is composed of the school principal (who serves as co-chair), students, parents of students, one community member (non-parent) selected from interested citizens by the principal and faculty members. There shall be an equal number of school personnel and parents.

Class Officers

Election of sophomore, junior and senior class officers will be held in early June. Incoming freshman elections will be held in the fall. The Student Council supervises all elections. Students wishing to run for office must have an official nomination form properly signed by members of his/her class and two faculty members (not the class advisor) and must return the form to the student government advisor.

Students elected as class officers must maintain their grades, passing a minimum of five courses. Any class officer who becomes academically ineligible will be put on probation for the next marking quarter and will sign a contract of understanding of the need to improve grades to meet eligibility requirements.

Elected students on probation who fail to improve academically will be replaced as class officers after a review by a board comprising three students in a class not involved, three faculty members, and an administrator.

As leaders of the class, class officers, under the supervision of the advisor, are responsible for organizing class events. Moreover, they are responsible for organizing a mandatory class community service project that will benefit the school.

STUDENT PUBLICATIONS

FULL GPS POLICY: JICE

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

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

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

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

STUDENT RECOGNITION

The STARS program is designed to recognize those student behaviors and achievements that lead to a positive work ethic and a dynamic school climate. The program has become a much-anticipated part of daily life for GHS Students. Students are recognized for contributing positively to the school or for achieving their personal best. Students are also nominated by the staff as STARS and these students are recognized in announcements, in the main lobby, and on the webpage.

Athletic Awards recognize the accomplishments of our student athletes. Certificates are presented for varsity sports; the Grafton "G" is issued for achieving distinction as first varsity award; the Certificate and Gold Bar as second varsity award; the Gold Star as third varsity award; and the Blanket as fourth varsity award. There are also Seven Letter and Outstanding Achievement Awards. Each year, highlights include student athletes recognized with the Indian of the Year, the Hassanamisco, and the Emmett Ludy trophies.

GENERAL INFORMATION

AFTER SCHOOL

Students who remain in the building (including the Commons) after school must be under the supervision of a teacher, staff member, advisor or coach. Students in any area of the building who are not supervised and causing disruption are subject to disciplinary action. Groups using the building or facilities must fill out a Use of Facilities form and have the approval of the superintendent in advance of the activity. These groups are restricted to the specific area or rooms requested.

AGE OF MAJORITY

One of the laws passed by the Massachusetts Great and General Court was the legislation granting the right to vote and other “adult” privileges to persons reaching the age of eighteen. As long as an eighteen-year-old or older student resides with the parent or guardian, we will continue to expect the parent or guardian to discharge the responsibilities that parents and guardians of students under eighteen years must assume.

COMMONS

The Grafton High School Food Service offers a wide variety of food choices including a deli bar, hot lunch items, and salads. The menu is published monthly. The commons area is a pleasant place in which to eat where students are expected to practice the general rules of good manners and proper decorum. Students are responsible for emptying all debris into proper receptacles and leaving the table and surrounding area clean.

Students found in other areas of the building without an authorized pass during their scheduled lunch will be subject to disciplinary action. Students who by their behavior indicate that they cannot act in a responsible manner in the Commons may lose the privilege of eating there and be subject to disciplinary action. Students who throw food or beverages or tamper with other students’ food or beverages will be subject to suspension.

ELEVATOR

For those students unable to climb stairs, elevator service is provided. Students who need to use the elevator must obtain authorization from the administration prior to such use. The elevator is otherwise off limits to students.

FIRE DRILLS OR BUILDING EVACUATION

The building must be vacated each time the fire alarm is sounded. Directions for exiting the building are posted in each classroom and are explained by the teacher of each class. The following rules must be observed: (1) Students must move quickly and quietly to a safe distance from the building; (2) Students must adhere to any directions given by the teacher; (3) No students or staff may reenter the building until the all-clear signal is given; (4) Students will return directly to class after the drill is over unless otherwise directed.

FREE OR REDUCED LUNCH

A free or reduced price meal application form is made available to each student on the opening day of school. The free or reduced price meals are based on Federal Standards, which are determined by the family size and maximum gross income of the family. These forms should be filled out and returned to the administrative office as soon as possible in order for the student to participate in the program at the earliest date.

GUIDANCE DEPARTMENT

Guidance services combine the student support efforts of our guidance counselors. This student support team works together and collaborates with the school's faculty in guiding the academic and social development of each student. Our team approach is to view the whole student as both an evolving individual and as a learner and to help our students prepare themselves for life after high school.

- The counselors meet with students to help students plan appropriate course selections and post high school plans, and to use Guidance Department resources.
- Counselors help students examine the process of self-assessment and career exploration as it relates to high school and post-secondary planning.
- Counselors encourage students to utilize various personality inventories, publications and electronic resources to advance the process of self-assessment and to examine career options and schooling requirements.
- Students learn what is important in the employment and college application process and complete appropriate post secondary institution applications.
- Parents/guardians are also encouraged to consult with members of the guidance staff, teachers and administrators with respect to their child's program.

HEALTH SERVICES

Students should consult the school nurse when they have any problems or questions pertaining to health. Medical treatment consists of first aid for injuries and care for students who become ill during school hours. A student who wishes to see the nurse must secure a pass from the classroom teacher and report directly to the nurse's office. A student will not be dismissed from school until the nurse has contacted a parent, guardian, or responsible person listed on the emergency card. Additionally, a student may not leave school using services such as Uber, Lyft, etc. Any accident or injury that occurs on school property must be reported immediately to the school nurse. The nurse will then complete an accident report form.

Medication

Parents or guardians shall make every effort to schedule the administration of medication outside of school hours. School personnel will not provide students with any medication. Students who must take prescription medications during the school day must have a medication order from a physician, dentist, nurse practitioner or physician's assistant, along with written consent signed by the parent/guardian on file in the nurse's office. All medication must be properly labeled with the student's name, name of medication, dosage and time to be administered, kept in the original pharmacy container, and taken under the supervision of the

school nurse. School personnel are not responsible for students who fail to report for medication.

Students may not bring medication to school without prior approval from the school nurse and parent/guardian. Students are never allowed to carry narcotics, psychotropic medications or ADD/ADHD medications. Students must bring the medication in the labeled container directly to the nurse upon arrival to school in the morning. Students may carry their personal inhalers or Epipens only if approved by the school nurse and with a signed medication permission form from the physician with parent/guardian signature.

The school nurse may administer the following medications once during the school day to students whose parents have completed and signed the Permission form Over-the Counter Medications (OTC) form attached to the emergency card: Acetaminophen, Diphenhydramine, Ibuprofen, antibiotic ointment, antacid, cough drops.

Physicals and immunizations

Physical examinations and screenings are given, as the law requires. Physicals are given at the school free of charge. Students will be appropriately notified when they are due for a physical or for screening. Those students who do not have an examination at school must have proper documentation from a physician that such an examination has taken place. Participation in competitive sports requires annual physical examinations. Information will be distributed to students regarding school immunization to meet state requirements. There are school exclusion regulations for those not properly immunized.

LIBRARY

The library resources and services are consistent with the school's core values and expectations for student learning, directly support the curriculum, and also address academic, social, emotional, and physical needs of the individual students and school personnel. The school allocates resources for varied and diverse materials in the library collection to implement, enrich, and support instruction for the entire educational experience of the school community. Electronic resources are available to all students and staff through the library webpage, with both in-school access and remote access from home. The electronic "card catalog" of GHS library materials can be found [here](#). Other online resources include databases of American newspapers and periodicals; consumer, business and health issues; current and historical biography; science and technology; social studies.

Students may visit the library throughout the school day and before and after school hours. All library materials must be signed out at the main circulation desk before they are taken from the media center and returned on or before the assigned due date.

LOCKER ROOMS

The girls' and boys' locker room facilities are located adjacent to the gymnasium. During the school day students are allowed in locker rooms only during their scheduled physical education class period. Students are expected to lock up any valuable items. Locks are available from the wellness department teachers.

LOCKERS

Lockers are provided to each student for security of personal belongings. The sharing of lockers and locker combinations with other students is not allowed. Each of the lockers will have a combination lock. Students should keep locker combinations private and make sure that locks are properly secured. Students are encouraged to keep their lockers neat and clean. Decorations are not to be affixed to the lockers. Additionally, students should not bring valuables or large sums of money to school. The school is not responsible for lost or stolen articles. Lockers are the property of the school and are subject to administrative inspection at any time.

LOST AND FOUND

The school will not assume responsibility for lost or stolen items under any circumstances. Lockers are provided as a convenience and are used at the student's own risk. However, lost or stolen items should be reported to the administrative office. Lost books, clothing and other articles found around the school building and grounds are brought to a "lost and found" area in the building. Students may check for lost items in this area; articles not claimed will be disposed of periodically.

NO-SCHOOL, DELAYED OPENING, OR UNEXPECTED EMERGENCIES ANNOUNCEMENTS

Whenever it is necessary to cancel or delay school because of inclement weather or other unexpected emergencies, no-school announcements will be reported on radio stations WBZ (1030 AM), WRKO (680 AM), WTAG (580 AM), WSRS (96.1 FM), and WXLO (104.5 FM). Normally, an announcement is made from 5:45 a.m. to 7:45 a.m. on the day of the cancellation or delayed opening. Every effort is also made to include the no-school announcement on television channels 4 (WBZ), 5 (WCVB), 6 (FOX25), and 7 (WHDH). In addition, an automated phone call and text from the superintendent will go to each household with information about no-school, delayed openings, street closings, or any other major announcements. Information can also be accessed on the website www.graftonps.org.

In cases of inclement weather and school is in session, parents are advised to consider providing alternate means of transportation such as school buses or driving your child/children yourself, instead of having students drive or walk themselves.

SCHOOL STORE

The school store, called *The Gazebo*, is an educational tool that will provide students with hands-on learning in running a retail business. The purpose of the store is to provide a convenient place for students to purchase merchandise that contributes to the GHS educational program and co-curricular activities, to provide real world business experience to the students and to promote school spirit.

VIDEO/PHOTOGRAPHY

Occasionally classroom activities and special events involve video recording of students; if there is any objection to the videotaping on an individual basis, parents are urged to contact the school administration.

VIDEO SURVEILLANCE

Video cameras are present throughout the building for security purposes.

VISITORS

To ensure the safety of all persons in the school and maintain proper order, all visitors must sign in at the administrative office upon arrival with their driver's license, receive a visitor's pass, and sign out when departing. Visitors without scheduled appointments may not be admitted to the school. Permission to bring a guest must be obtained from the administration and classroom teachers prior to the day of the visit. Students wishing to have another student shadow them need to pick up a permission form in the main office and schedule the date through a guidance counselor.

VOTER REGISTRATION AND SELECTIVE SERVICE

Voter registration forms and selective service registration materials for eligible students are available in the guidance office.

WORK PERMITS

Students may obtain work permits by giving the required information to the Superintendent's office through the online process. Forms can be found [online](#). All students under 18 years of age must have a work permit as a requirement for employment. Students will need to provide the name, address and telephone number of the company where they intend to work and the job they are to perform.