

LINCOLN-SADBURY REGIONAL HIGH SCHOOL DISCIPLINE CODE

Lincoln-Sudbury prides itself on maintaining an atmosphere in which all members of the community are treated with respect, and thoughtful, civil behavior is the norm. The purpose of this Discipline Code is to maintain this atmosphere, and to promote self-discipline and an ability to behave and dress appropriately and responsibly in school. Proper school and classroom conduct, in which considerate and caring behavior towards others is expected and modeled, supports this discipline code in a positive way. Whether in school, or at a school sponsored event, students are always expected and required to give their names when asked by a faculty or staff member. School personnel are committed to ensure compliance with this code in a fair, consistent, and judicious manner. While the rules and expectations set forth in the Discipline Code apply primarily to the school itself, and school sponsored events, the administration reserves the right to take action on out-of-school activities that cause harm or disruption within the school.

The Lincoln-Sudbury community has articulated three Core Values which are at the heart of this learning community. Adherence to these core values by all members of the community is expected, and a breach of the core values will generate a strong corrective reaction.

The Lincoln-Sudbury Core Values are:

1. Promotion of caring and cooperative relationships among all members of the community.
2. Respect for human differences.
3. Satisfaction with excellence only, especially in academics.

There are certain concerns that we would like to highlight at the outset, even though they are covered in more detail later in the Discipline Code. Student safety is the school's highest priority. Students and parents should be absolutely aware of the following:

IMPORTANT NOTE ON ISSUES OF SAFETY AND SECURITY

- Drugs are absolutely and completely forbidden at Lincoln-Sudbury Regional High School. Under the terms of the Education Reform Act, students in possession of controlled substances on school grounds can be expelled from school.
- Weapons of any kind are prohibited, and students in possession of a weapon may be expelled.
- Theft-which has been a significant problem at L-S in the past- will not be tolerated, and those caught stealing will be dealt with seriously. Any student involved in stealing will be suspended and the police may be notified.
- Physical violence of any kind is prohibited. Any student involved in violence will be suspended.
- Verbal or sexual harassment in any form will not be tolerated.
- Under no circumstances can anything be thrown in or around the light wells.
- Defacing School Property / Graffiti will not be tolerated.

* To promote the safest possible school community, students are expected to speak to an adult immediately if they have any information about threats of any kind to the school, or to any individuals. These reports may be given anonymously, using the Safety Reporting form on the school's website.

CONSEQUENCES FOR INFRACTIONS

L-S students have traditionally had the privilege of making many decisions. With this privilege goes the responsibility for behaving thoughtfully, as well as for understanding school rules and the possible consequences for violating them. The consequences for infractions of school rules include the following range of responses:

After School Detention

Loss of free time

Work Detail

Exclusion from areas in the school, e.g. cafeteria

Revocation of Max Ed card and/or parking privileges

Exclusion from athletic events and extra-curricular activities

Exclusion from the school bus

Loss of parking privileges

Suspension

Expulsion

Loss of the privilege of representing the school, in athletics, or other positions of leadership

Other, as appropriate

Under ordinary circumstances, punishment is progressive in nature. That is, second offenses are generally treated more harshly than first offenses. If a student continually violates a school rule, the administration may take more serious action than is specifically prescribed in this Code. Students have a right to expect that disciplinary decisions will be treated with discretion.

The Discipline Code is not meant to describe all possible areas of misbehavior. If students behave in a way that is inappropriate or irresponsible, they will receive a penalty that is in keeping with their actions. Even if not specifically cited here, behavior which is disruptive to the school, malicious towards others, destructive to property, or intentionally damaging to the reputation of fellow students or staff members will be considered punishable. These rules apply at school, on school buses, and at school sponsored events.

Students with diagnosed disabilities are subject to current state and federal laws and regulations under the Individuals with Disabilities Act (IDEA 2004). A copy of these laws is available in the Student Services Office.

MEDIATION

A Non-disciplinary procedure for resolving conflicts

L-S has a strong school mediation program which offers students and staff a non-punitive method of resolving conflicts. Anyone who wants to mediate a dispute can contact the mediation coordinator to request a mediation. Many disputes can be resolved at this level, allowing participants to come to agreements responsibly, without feeling like they have to invoke disciplinary consequences.

Housemasters may refer students to mediation in addition to assigning consequences, if a dispute appears to be unsettled and may result in further interruption of the educational process. Participation in mediation may be strongly recommended in such situations, but it is voluntary on the part of all participants.

DUE PROCESS

Students accused of an infraction have the right to due process. This means they have the right to respond to the charge and explain their actions and perceptions. Students have the right to appeal disciplinary decisions to the Superintendent/Principal.

EXPULSION HEARINGS

For offenses involving drugs, assault on a staff member, the possession of weapons, or other very serious offenses, there will be a hearing in front of a committee of at least three Administrators. These individuals will function as Principal-designees at the hearing. The student shall be notified in writing about this hearing and has the right to bring advocates to the hearing. If the committee of Administrators recommends expulsion, students have the right to appeal a decision to the Superintendent/Principal within ten days. The student will remain under suspension pending the appeal.

In cases of extremely serious violations of school rules other than those involving drugs, weapons, or assault on a staff member, the Superintendent/Principal may recommend expulsion to the School Committee. Students who pose a significant threat or danger to the community, or who commit particularly egregious offenses, will be excluded from the community for an appropriate period of time.

SUSPENSIONS

For suspensions from school for fewer than ten days, administrators will state the nature of the offense, and the consequences, to the student and parent. The student will be provided an opportunity to respond to the charges. Appeals may be made to the Superintendent/Principal, and will be scheduled expeditiously. However, the student will remain under suspension pending the appeal.

For suspensions of ten days or more, the charges against the student will be made in writing, along with written notification of the right to appeal. Appeals must be made to the Superintendent/Principal within five days after receiving written notification of the suspension. The Superintendent/Principal will hold a hearing within three days of the request for an appeal. The student may present written or oral testimony on his/her behalf, and shall have the right to counsel.

If a student has been issued a criminal complaint charging that student with a felony, the Principal or Housemaster may suspend such student for a time deemed appropriate, if the student's presence is determined to have a substantial detrimental affect on the general welfare of the school. If a student is convicted of a felony such student may be expelled. Such students have all rights of due process outlined above.

DISCIPLINE OF STUDENTS with IEP'S and 504 PLANS

All students are expected to meet the requirements for behavior as set forth in this handbook. Additional provisions may be made for students who have been found by an evaluation TEAM to have a disability and whose program is described in an Individualized Educational Plan (IEP) or a 504 Plan.

If a student with an IEP or 504 Plan is suspended, the Housemaster will notify the Student Services Office if that suspension may exceed 10 days for a single offense or for several similar offenses. The student's TEAM will conduct a Functional Behavioral Assessment and will convene to make Manifestation Determination, an examination of the student's disability and a TEAM consideration of whether the student's misconduct was the direct cause of the student misconduct. If such a direct, casual relationship exists, appropriate modifications to the student's program will be made through a TEAM meeting and the need for a change of placement will be considered in a TEAM meeting.

If the infraction is not determined to be a direct manifestation of the student's disability, the Housemaster will determine the consequences with the same criteria used for all students.

Under no circumstances will a student with a disability be denied services in his/her IEP or access to the curriculum for more than 10 days in a school year. A copy of disability law requirements for discipline is available in the Student Services Office.

CATEGORIES OF INFRACTIONS

The Discipline Code divides unacceptable behavior into three categories. The first covers academic behavior, the second covers offenses of a generally social or behavioral nature, and the third covers the most serious offenses, which may involve legal as well as school consequences.

I. ACADEMIC BEHAVIOR

CHEATING: Cheating is intolerable in an academic institution and will be dealt with seriously. Cheating involves the intentional attempt to pass off the work of others as one's own. Cheating includes (but is not limited to)

1. Illicitly sharing or learning of specific questions on an exercise before it is given.
2. Illicitly sharing or obtaining information during an exercise (this includes homework, accessing information from a disk, etc.).
3. Plagiarism, i.e., submitting another's work or ideas as one's own. This includes copying from another student's work, from books, or from any electronic source including the Internet.
4. Stealing quizzes or tests.
5. Using electronic devices, such as text messaging, to receive information about tests or quizzes.

Consequences for cheating (which are cumulative from class to class and year to year):

First Cheating Offense:

- A. The teacher will notify the Housemaster who will keep a record of the event.
- B. The student will receive a failing grade on the exercise.
- C. The parent(s)/guardian(s) will be notified.

Second Cheating Offense: (In addition to the above)

- A. The student's grade for the quarter will be lowered at least one full letter grade.
- B. The student may be ineligible for awards.
- C. A conference with the student, teachers, parent(s)/guardian(s), and Housemaster will be held.

Third Cheating Offense: (In addition to the above):

- A. The student will fail the course for the semester, potentially jeopardizing graduation and athletic eligibility.
- B. The student will be ineligible for awards.
- C. A conference with the student, parent(s)/guardian(s), Housemaster, and Superintendent-Principal will be held.

ATTENDANCE

Students are expected to be in school except in cases of emergency or for reasons explained below. As per Massachusetts General Law (Title XII, Ch 76), the following are the only legal excuses for absence from school:

1. Personal illness - Under certain circumstances, the school may require the certificate of a doctor.
2. Illness in the family - All school work should be kept current.
3. Observance of a religious holiday - Any student of any religion shall be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.
4. Suspension from school - students have the right to make up work missed.
5. Appearance at court; a note from a court officer may be required.
6. Housemasters, at their discretion, *"may excuse cases of necessary absence for other causes, not exceeding seven day sessions or fourteen half day sessions in any period of six months...."* (Massachusetts General Law (Title XII, Ch 76)

AN EXTENDED FAMILY VACATION OR BUSINESS TRIP IS NOT A LEGITIMATE REASON FOR MISSING SCHOOL. TEACHERS ARE NOT REQUIRED TO HELP STUDENTS MAKE UP WORK MISSED DURING THIS PERIOD.
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Participation in co-curricular activities

1. In order to participate in co-curricular activities (e.g. athletics, drama, music etc.) students must attend school on the day of the activity. If a student is absent on Friday, s/he may not participate in weekend school activities, including athletics, drama, music, etc. Extenuating circumstances are handled on a case by case basis, and must be brought to the attention of the athletic director.
2. All students who participate in interscholastic athletics are expected to attend practices and games during school vacations. The Vacation Policy is further clarified in the Athletic section of this handbook.

Steps to follow when absent:

1. The parent or guardian should phone the school and inform the House office of the absence before 7:30 a.m. on the day of the absence.

2. If the parent or guardian cannot call in, s/he should write an excuse giving student name, date, days of absence and his/her signature.
3. Excuses must be presented to the Housemaster within 5 school days of the absence in order to be considered.
4. Student should ask all teachers for make-up assignments. Assignments not made up will reflect in student's grade. (Each student is responsible for seeing that make-up work is completed.)

CLASS ATTENDANCE: Attendance in class is mandatory. Students who have three unexcused absences in a class per semester will lose one credit in that course. In Wellness classes, two unexcused absences per quarter will result in loss of one credit. Students with five unexcused absences per semester will lose both credits in that course. Parents are notified in writing of unexcused absences (unless an 18 year old student has filed papers of majority with the school.) When changing classes or levels during a semester, unexcused absences from the original class will be carried forward to the new class.

For ninth grade students (during the first semester) for the first two unexcused absences, parents will be notified and students will receive detentions; and for the third such absence students will lose a credit in the class. For all other students, the housemaster will assign a detention for the second cut, as a warning that a third cut will result in loss of credit.

All students need to be in school and to attend classes on the day of a contest or event, in order to participate in athletics or other activities.

II. SOCIAL BEHAVIOR

PUBLIC DISPLAYS OF AFFECTION: Lincoln-Sudbury prides itself on maintaining a friendly atmosphere, where close relationships are fostered and encouraged, and students are permitted to live their lives without too much intrusive adult intervention. However, it is also a public institution, where appropriate norms and boundaries of interaction need to be maintained. In this regard, any sexual activity, including excessive public displays of affection, are not permitted in the school, on the school bus, or on school grounds. Casual and friendly contact, of course, is understandable. But physical intimacy is not appropriate in the corridors, classrooms, or grounds of Lincoln-Sudbury.

PROPER ATTIRE/DRESS: While L-S does not have a formal dress code, it is expected that students will dress appropriately in school, with consideration for public sensibility. Clothing containing images of drugs, alcohol, or violence is unacceptable and students will be asked to change or cover unacceptable clothing.

BEHAVIOR AT SCHOOL, AT SCHOOL ACTIVITIES, AND ON SCHOOL BUSES: Students are expected to behave appropriately. The penalties for misbehavior at school activities or on school buses are the same as the penalties for misconduct during school hours. In addition, misbehavior at a school-sponsored activity or on a school bus may result in privileges to participate being revoked.

INAPPROPRIATE CLASS/CORRIDOR BEHAVIOR: Students are expected to refrain from inappropriate behavior such as yelling, disrupting a class, knocking on a door or window, littering, throwing objects, playing music, pitching coins, writing on desks, etc. Language in hallways, open spaces, and classrooms should be civil. The first time students are reported by a teacher for engaging in such behavior, they will receive a detention. If a student is reported a second time, a more serious penalty will be imposed. Throwing anything in or around the light wells is an offense which may result in suspension.

FAILURE/REFUSAL TO IDENTIFY YOURSELF: Students are required to give their full name when asked. Students who refuse to give their name or who give a false name are subject to suspension.

CAFETERIA BEHAVIOR: Students are expected to behave appropriately in the cafeteria and to clean the table after eating. If students violate these expectations, they may be suspended from spending time in the cafeteria for up to one semester and/or given other appropriate consequences, such as clean-up duty in the cafeteria during free time. Students are not permitted to eat in the halls under any circumstances; consequence is detention or cafeteria clean-up duty.

GAMBLING, FIREWORKS, LITTERING, and SNOWBALL THROWING: These activities are not allowed and the consequences for infractions will be determined by the administration.

SCHOOL CORRIDORS: L-S is the kind of place that allows students to peacefully congregate during free time in corridors and other public areas. However, behavior needs to be quiet, decorous, civil, and respectful of others and of classroom activities at all times in all areas of the building. If behavior is not within those guidelines, an area may be closed for a period of time.

RESPECT FOR SCHOOL PROPERTY: L-S is a community and we all need to work together to take care of our school. Defacing school property/writing graffiti is expressly prohibited. Students who violate this expectation will receive appropriate penalties.

PARKING AND SAFE DRIVING: Access to a parking space is a privilege which can be withdrawn at the discretion of the administration. Students may be fined, their car booted or towed, and/or they may lose parking privileges if they break rules such as parking outside student-designated areas, reckless driving during the school day (on or off campus), or unauthorized use of permits. Unpaid fines will become senior obligations to be settled before graduation.

ELECTRONIC DEVICES (e.g. cellular phones, radios, personal stereos): All electronic devices are expressly prohibited from being used in classrooms, unless with the approval of the teacher. Students using these devices while in class will have them confiscated. Students may use phones and listen to music in public spaces, as long as they are not disruptive, and not disturbing others.

OPEN CAMPUS POLICY: Juniors and Seniors may leave campus with parental permission and a signed I.D. card ("max-ed." card). Ninth and tenth graders may not leave campus. The parking lot is considered off-limits for ninth and tenth graders.

First offense: five detentions

Second offense: loss of free time for 3 weeks

Subsequent offenses: additional loss of free time, loss of max-ed. privileges and/or parking privileges for the first quarter of junior year

If a student with a max-ed. card takes a student who does not have a card off campus, he/she will lose max-ed privileges for one month. Subsequent offenses may lead to longer loss of privileges, loss of parking privileges and/or loss of free time and/or suspension.

PRESENCE IN UNSUPERVISED AREAS: Students may not be in unsupervised areas such as laboratories, gyms, the auditorium, the woods, the ropes course, the radio station, computer rooms, classrooms, or unsupervised stairwells without a teacher or a teacher's explicit permission. Students may never go on the roof. Violations of these rules will result in an appropriate penalty.

BICYCLES, SKATEBOARDS, SCOOTERS, etc: Skateboards, stunt bikes, and rollerblades may NOT be used on school property. Other bicycles must be used appropriately with regard to personal safety, the safety of others, and with care to not damage property.

TOBACCO POLICY: *Any minor and/or student who smokes in any non-smoking area or within 300 yards of public school property shall be subject to a fine of one hundred dollars (\$100.00) for a first offense; or shall complete the participation in a tobacco education class only for the first offense; in either case the parent(s) and or legal guardian(s) shall be notified of the minor's infraction; each subsequent offense will result in a one hundred dollar (\$100.00) fine. (Sudbury Town By-Law)*

In summary: No student may be in possession/use of a tobacco product on school property or within 300 yards of school property within the Town of Sudbury.

1. First offense or second offense

A. Parents will be informed and

B. Students can choose between a tobacco education program or receive a ticket for \$100 payable to the Town of Sudbury

2. Subsequent Offenses

A. Parents will be informed and

B. \$100 ticket payable to the Town of Sudbury

No school employee shall use tobacco products on school property within the Town of Sudbury.

III. ILLEGAL BEHAVIOR

If a student commits an act which violates a state or federal law, the school may report the offense to the appropriate legal authorities. In criminal cases, the school is required to make such report. Lincoln-Sudbury has a memorandum of understanding with the local police departments, which states the following as mandated reportable incidents:

- a) possession, use, or distribution of alcohol by a student
- b) possession, use, or distribution of an inhalant or any controlled substance
- c) any incident in which any individual is reasonably believed to be selling or distributing drugs or alcohol
- d) any incident involving intentional assaultive or negligent behavior that results in personal injury
- e) possession of a weapon, as defined by G.L.c. Section 10(b) or in the school handbook
- f) any incident involving domestic abuse, dating violence or a violation of M.G.L.c. Section 209A order
- g) any incident involving the serious physical neglect or abuse of a child (in addition to a report filed with the Dept. of Social Services pursuant to G.L.c.119 Section 51A)
- h) any incident involving an actual or suspected hate crime or violation of civil rights
- j) any incident resulting in significant damage to municipal or private property
- k) any bomb threat, fire, threatened or attempted fire setting, threatened or attempted use of an explosive device or hoax device
- l) any creation or possession of a "hit list" of individuals targeted for violence or death
- m) any incident of "hazing," involving a threatened or actual risk of physical or emotional harm to a student
- n) any sexual assault, rape or incident of gender-based harassment

Mandatory Reportable Incidents will be immediately reported to the Police Departments if such incidents:

- (a) occurred on school property or within 1,000 foot radius of school property
- (b) occurred at a school-sponsored function
- (c) occurred in a school owned or contracted bus or other vehicle
- (d) involve a student of the Lincoln-Sudbury Regional High School

THEFT: As it is an affront to our core values, theft will be dealt with extremely seriously, to the fullest extent allowable under this Discipline Code. Theft includes anything stolen from vehicles parked on school property. Thefts of money or valuables worth over \$100 will be reported to the local police by the school. Parents may report any theft to the local police. In cases in which such theft takes place outside the boundaries of the Lincoln-Sudbury campus, the school administration reserves the right to issue consequences as though they had occurred on campus if, and only if, the school administrator(s) deems that the theft in question was connected to school. Such consequences will be independent from any criminal charges brought against the student(s).

Consequences for theft include: a period of suspension, payment of restitution, and may include loss of in-school free time. Subsequent offenses may result in exclusion from the L-S community or exclusion from specified areas of the school.

PREVENTING THEFT IS THE BEST DEFENSE AGAINST IT!

Thefts hurt the whole community. Preventing theft and reporting it is everyone's responsibility. Currently, many of the thefts at L-S occur in the locker rooms. In order to ensure that possessions are safe on school property, the following is recommended:

- **Do not bring unnecessary cash or valuables to school.**
- **Either lock up your belongings, or carry them with you.**
- **Ask coaches to lock up valuables, for extra protection, if necessary.**
- **Make every effort to look out for one another. If you witness a theft, report it.**
- **Staff members are concerned about theft, and will continue to supervise areas as well as possible.**
- **Theft report forms are available in your house office.**

ARSON AND PULLING FIRE ALARMS: Pulling fire alarms and arson are violations of state laws. If students set a fire or pull an alarm, the school will file a court complaint against them in addition to imposing a suspension of up to ten days. If a second offense is committed, the school administration will recommend that the student be expelled from school.

DRUGS AND WEAPONS/ ASSAULT ON A STAFF MEMBER: Based on Chapter 71 of the General Laws of the Commonwealth, any student who is found on school premises or at a school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or knife; or any implement that, at the judgment of the administration, may be construed as a weapon; in possession of or under the influence of a controlled substance, as defined in Chapter 94 C, including but not limited to marijuana,

cocaine, and heroin; or who assaults a staff member may be subject to expulsion from the school district. Students who are part of a group which is using or in possession of illegal substances may share in the responsibility and may receive the same penalty as all members of the group. The expulsion hearing takes place before a tribunal comprising three Housemasters, whose decision may range from suspension to expulsion. In addition, depending on the nature of the offense, it may be determined by the administration that violators will not be permitted to attend future social or athletic events at the school. This prohibition may be modified if the student is willing to participate in a drug education or treatment program.

ALCOHOL: Use, possession, or being under the influence of alcohol are all strictly prohibited in school, on school grounds, on school buses, or at any school events. Students who violate the prohibition against alcohol use will be subject to an immediate three day suspension from school. In addition, depending on the nature of the offense, it may be determined by the administration that violators will not be permitted to attend future social or athletic events at the school. This prohibition may be modified if the student is willing to participate in an alcohol education or treatment program.

Students should realize that being part of a group, in school or at school events, in which alcohol is being used puts them in jeopardy, and that they are likely to receive the same punishment as all members of the group.

MIAA RULE ON TOBACCO, DRUGS, AND ALCOHOL

Students on athletic teams should note that use of tobacco, drugs, or alcohol at any time during a season is prohibited, and will result in suspension from a team as delineated by the MIAA rules and regulations.

PHYSICAL, VERBAL OR SEXUAL HARASSMENT

Lincoln-Sudbury Regional High School is committed to providing staff and students an environment which allows them to pursue their careers and studies in physical and emotional safety. Therefore the school and its offices must be free of any type of harassment or physical threat to well-being. Harassment refers to conduct, behavior, or comments that are personally offensive, degrading, or threatening to others. The prohibition against harassment applies to all interactions among students, staff, or any combination of these.

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

Verbal harassment includes any threats or negative remarks based on another's race, gender, physical appearance, sexual orientation, role, religion or national origin, expressed directly or in written or pictorial form. Electronic harassment, over e-mail or via the internet, will be considered a punishable offense. While name-calling or taunting may not rise to the level of harassment, they are unacceptable forms of behavior at L-S, and will be treated as violations of the Discipline Code. Any incident of harassment should be reported immediately to a Housemaster.

Sexual harassment is a form of discrimination and is a violation of Title VI of the 1964 Civil Rights Act and of the Massachusetts General Law. Sexual harassment is demeaning and degrading. It affects an individual's self-esteem, and can have a negative impact in performance at work or in class. It can make an individual feel angry, powerless, and fearful.

Sexual harassment includes any unwanted sexual attention, physical or verbal, which interferes with an individual's ability to work, learn, or otherwise participate in the services and benefits of school activities and programs. This attention may include spreading sexual gossip, unwanted sexual comments, pressure for sexual activity and/or unwanted physical contact. It can also include publicly displaying sexually offensive signs, clothing, or jokes. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Knowingly filing false charges of sexual harassment will be dealt with as a serious offense.

The consequences for physical, verbal or sexual harassment may include anything from a warning to expulsion from school depending on the severity of the offense, and may include participation in an educational group. Ordinarily disciplinary actions will be progressive in nature. In cases in which such harassment takes place outside the boundaries of the Lincoln-Sudbury campus, the school administration reserves the right to issue consequences as though they had occurred on campus only if the administrator(s) deems that the harassment in question was connected to school. Such consequence will be independent from any criminal charges brought against the student(s).

Students who wish to report harassment are entitled to confidentiality and, if desired, anonymity. School personnel will help the student resolve the issue, through peer mediation and/or disciplinary action, and will inform the student about support services available within the school. (School administrators and staff who fail to report, investigate, or take appropriate action with regard to sexual harassment complaints may face disciplinary action.)

A student who is filing a complaint of sexual harassment should follow the following procedure:

1. A student shall meet with his/her counselor or Housemaster to discuss the complaint. The counselor/ Housemaster will write up the complaint.
2. The complaint should contain as much information as possible about the alleged incident (names, addresses, phone numbers, location, date and description of incident, print-out of electronic harassment).
3. The complaint will be investigated by two administrators (male and female). Together they will interview all parties involved in the complaint and will respond within fifteen days of the interview.
4. If the administrator's response does not satisfactorily resolve the issue, the complainant may request a hearing before the Superintendent/Principal to be held within ten school days of receipt of the administrator's report. The student complainant is entitled to have his/her counselor present at every meeting.

FIGHTING: Fighting, or any form of violence, is expressly forbidden at Lincoln-Sudbury Regional High School. If students are involved in a fight, they will be removed from school immediately, suspended, and they will not be eligible for school transportation. The punishment given will depend on the circumstances surrounding the fight. **In general, each party involved in a fight will be treated equally, because of the difficulty of determining whether one student is more responsible than another.** Students involved in fights may be referred to Peer Mediation. In cases where fights take place off campus, the administration reserves the right to issue consequences as though the infraction had occurred in school only if it is deemed that the fight was clearly connected to school, or could pose a threat to the safety or welfare of students while in school.

HAZING AND INITIATION: Hazing and initiation of one student by another student or group will not be tolerated. Any form of hazing or initiation will result in a student being suspended. The following is the Mass. General Law regarding Hazing:

CH.269.S.17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.

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

CH.269.S.18 Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

SEARCH POLICY: Students' lockers are assigned to them for the period of the academic year. Lockers are provided only for uses consistent with legitimate school or social purposes. The school retains the right to search student lockers. Possession of contraband, drugs, and weapons is illegal and inconsistent with school policy. Students, their bags, backpacks, lockers, personal computers, network accounts, email accounts, and vehicles may also be searched. Following any search, parents/guardians will be notified. Students who refuse a search will be suspended pending a meeting with their parent/guardian.

VANDALISM: If students vandalize school or personal property, they will be punished and expected to pay for the damage. Writing on walls and defacing property are considered acts of vandalism. In cases in which such vandalism takes place outside the boundaries of the Lincoln-Sudbury campus, the school administration reserves the right to punish such instances as though they had occurred on campus if, and only if, the administrator(s) deems that the vandalism in question was connected to school. Such consequences will be independent from any criminal charges brought against the student(s).

DEFINITIONS OF TERMS

DETENTION - Students assigned detention are expected to stay 30 minutes before or after school. Under special circumstances, a student may lose free time during the school day for one full block (LOFT=loss of free time) as a detention. Detention time will be doubled for those failing to report. The next step is suspension.

SUSPENSION OUT-OF-SCHOOL - Students who are suspended for ten days or fewer will be informed by a Housemaster of the charges against them, and provided an opportunity to respond. If a student is suspended, she/he is ineligible for school bus transportation, may not appear on school grounds for any purpose during the school day, and may not participate in or attend any extra-curricular activities during the period of suspension. His/her parents/guardians will be notified. If a student appeals a suspension, the hearing with the Superintendent/Principal will be held as quickly as possible, but the student must remain out of school until the hearing is held.

SUSPENSION IN SCHOOL - Under certain circumstances, at the discretion of the Housemaster, students may serve the period of suspension in school, under supervision.

EXPULSION - If a student is expelled from school, she/he loses his/her right to a public education. Expulsion is a legal procedure which requires action by the Superintendent/Principal. The Superintendent/Principal, acting alone, may expel students for drug violations, weapons possession, or assault on a staff member. In other cases, the School Committee must decide upon expulsion, based upon the recommendation of the Superintendent/Principal.

EXCLUSION - Exclusion from the L-S community can be in the form of in-school or out of school suspension, or expulsion. Exclusion may also include being excluded from certain areas or events.

APPEAL PROCEDURES - If a student believes a disciplinary action is unjust, she/he may appeal beginning with the person imposing the original penalty, continuing through the Administration. In each situation, the student may have the opportunity to present facts and may be accompanied by other people to assist or offer other information. However, as noted above, students under suspension must remain out of school unless and until their appeal is successful.

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT L-S COMPUTER NETWORK- ACCEPTABLE USE POLICY

Adopted 1/15/04

The Lincoln-Sudbury Computer Network consists of a First Class e-mail and bulletin board system (Quantum), network access to file servers, and shared electronic resources, and Internet access via the network through a T1 line.

PURPOSE

It is the policy of the Lincoln-Sudbury Regional School District to provide access for employees and students to the L-S Computer Network and to other external networks for educational and administrative purposes. *Educational purposes* shall be defined as classroom activities, career and professional development activities, and high-quality self-discovery activities of an educational nature.

The purpose of the L-S Computer Network is to assist teachers in preparing students for success in life and work. This is accomplished by providing them with a network that allows them access to a wide range of information and the ability to communicate with others.

The L-S Computer Network shall be used consistently with these educational purposes to increase communication, enhance productivity, provide information to the community, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information.

AVAILABILITY

The Superintendent/Principal or his/her designee shall be responsible to implement, monitor, and evaluate the L-S Computer Network for educational and administrative purposes.

Access to the L-S Computer Network, including external networks, shall be made available to employees and students for educational and administrative purposes, in accordance with administrative regulations and procedures to be developed by the Superintendent/Principal or his/her designee.

Access to the L-S Computer Network is subject to adherence with the District's Acceptable Use Policy and the exercise of good judgment and common sense. ALL USERS shall be required to comply with all administrative regulations and procedures governing use of the system. Copies of this policy may be found in the Program of Studies and Policy Handbook for Students, the Staff Policy Manual and the Support Staff Handbook. Noncompliance with applicable regulations and procedures, or inappropriate use of the L-S Computer Network or external networks may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Lincoln-Sudbury Regional School District. Violations of law may result in criminal prosecution as well as loss of user privileges and disciplinary action by the Lincoln-Sudbury Regional School District.

In compliance with the Children's Internet Protection Act (CIPA), L-S will utilize a filter to prohibit access to Websites which contain inappropriate material (obscene, child pornography, or harmful to minors). The filtering will not impede educationally relevant sites.

ACCEPTABLE USE

The Superintendent/Principal or his/her designee shall be responsible to develop and implement administrative procedures, and student user agreements, consistent with the purposes and mission of the Lincoln-Sudbury Regional School District, as well as with law and policy governing copyright and other applicable law.

PERSONAL COMPUTERS

Staff and students may bring personal computers to L-S. In an effort to protect the L-S information network, the District reserves the right to investigate a personal computer and/or any peripheral device at any point, if there is any reason to believe these are being used inappropriately, or in such a way as to threaten the network.

MONITORING USE

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored, accessed, retrieved, downloaded, printed, copied or examined at any time by the network administrator, Superintendent/Principal or his/her designee to ensure appropriate use for educational and administrative purposes, and may be disclosed to others, including law enforcement officials.

LIABILITY

The Lincoln-Sudbury Regional School District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Lincoln-Sudbury Regional School District shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT **L-S COMPUTER NETWORK- ACCEPTABLE USE POLICY**

ADMINISTRATIVE PROCEDURES FOR IMPLEMENTATION

Policy Enforcement

- The District shall provide each user with copies of the Acceptable Use Policy and Procedures. Copies of this policy may be found in the Program of Studies and Policy Handbook for Students, the Staff Policy Manual and the Support Staff Handbook.
- Access shall be granted to employees.
- Access shall be granted to students.
- The Superintendent/Principal or his/her designee shall be responsible for disseminating and enforcing policies and procedures.

Passwords

- User names shall be recorded on access agreements, where applicable, and kept on file.
- In applications where passwords are utilized, the initial passwords provided by the network administrator should be set to expire on login.
- Passwords are confidential. All passwords shall be protected by the user and not shared nor displayed.

- Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
- System users shall not use another user's account.

Copyright

- Copyrighted software or data shall not be placed on the L-S Computer Network server without permission from the holder of the copyright and the system administrator.
- System users must comply with copyright laws and respect copyrights. Copyrighted material may be copied or redistributed only when the system user is authorized to do so in writing by the copyright holder or designee, or is authorized to do so under the copyright law "fair use" doctrine. Any system user who has a question about his/her right to use or redistribute copyrighted material should consult with the Superintendent/Principal, or his/her designee or the System Administrator.
- System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.

General Usage

- The Superintendent/Principal or his/her designee shall be authorized to monitor, access, retrieve, download, print, copy or examine all system activities including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources, and to disclose such transmissions to others, including law enforcement officials.

System Maintenance

- The network administrator or his/her designee shall be responsible for establishing appropriate retention and backup schedules.
- The network administrator or his/her designee shall be responsible for establishing appropriate disk usage limitations, if needed.
- System users should purge electronic information according to District retention guidelines.

Unacceptable Uses

The L-S Computer Network is to be used for educational and administrative purposes, in accordance with the District's L-S Computer Network - Acceptable Use Policy. The following are some examples, but not an exhaustive list, of uses which are inconsistent with that Policy:

- Using the L-S Computer Network for political or commercial purposes of any kind.
- Forgery or attempted forgery.
- Except in the case of an authorized network administrator, Superintendent/Principal or his/her designee, attempting to monitor, read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send or receive electronic mail.
- Using the L-S Computer Network for illegal purposes, the support of illegal activities, or for any activity prohibited by District policy.
- Attempting to harm or destroy equipment, materials, data or programs on the L-S Computer Network or on the network of any other agency connected to the Internet.
- Using vulgarity, ethnic or racial slurs, harassment, slander, or other inflammatory language. Language should always be appropriate to the context in which it is used.
- Pretending to be someone else when sending/receiving messages.
- Transmitting or viewing any sexually explicit or pornographic materials or material not considered to be of value in an educational setting.
- Revealing personal information (addresses, phone numbers, etc.) regarding oneself or another to an unknown party.
- Attempting to impersonate or to gain unauthorized access as a system administrator or as any other user.
- Attempting to harm or destroy data of the L-S Computer Network, another user on the network, or any other agency connected to the Internet.
- Encouraging or supporting the prohibited activities of others.
- Spamming [sending massive, inappropriate and unsolicited information] or flooding [transferring data without intent of meaningful communication].

District Response to Infractions

- Deliberate attempts to degrade or disrupt system performance are violations of District policy and may be criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.
- Vandalism is a violation of District policy and may be criminal activity under applicable state and federal laws. Vandalism shall result in the cancellation of system privileges and shall require restitution for costs associated with hardware, software, and system restoration.

- The District shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's network.

A user who violates District policy or administrative procedures or uses the L-S Computer Network inappropriately shall be subject to suspension or termination of L-S Computer Network privileges and shall be subject to appropriate District disciplinary action and/or prosecution.