

# Maynard High School



## 2018-2019 Manual para estudiantes y familias

*Las Escuelas Públicas de Maynard están comprometidas con una experiencia académica superior para los estudiantes de Maynard que los prepara para ser ciudadanos productivos en un mundo tecnológico interconectado.*

ESCUELAS PÚBLICAS DE  
[MAYNARD www.maynardschools.org](http://www.maynardschools.org)

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**Escuelas Públicas de Maynard  
3-R Tiger Drive  
Maynard, MA 01754  
978 897-2222**

### MANUAL DEL ESTUDIANTE

**Si necesita este documento, LE ENVIAREMOS  
EL MANUAL EN SU LENGUA MATERNA**

**Maynard Escuelas Públicas  
3-R Tiger Drive  
Maynard, MA 01754  
978 897-2222**

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**Públicas Maynard  
3-R Tiger Drive  
Maynard, MA 01754**

978 897-2222

**RESPECTO-ENTENDIMIENTO-CONFIANZA**

Bienvenida del superintendente

Agosto, 2018

Estimados estudiantes, padres / tutores ,

en un esfuerzo por mantener nuestras escuelas seguras y ordenadas, hemos comenzado a revisar nuestros manuales para reflejar los elementos comunes en todas las escuelas públicas de Maynard. Cada año planeamos mejorar nuestra comunicación con nuestros constituyentes. El equipo administrativo proporciona este manual para que se le informe de sus derechos y nuestras expectativas. Recomendamos que el alumno y el padre / tutor lean este manual juntos para que cuando firme los formularios en estas dos páginas, esté completamente informado.

Atentamente,

Robert J. Gerardi, Jr. Ph.D.  
Superintendente de Escuelas  
3-R Tiger Drive  
Maynard, MA 01754

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*Página de Firma del Estudiante y Padre / Tutor*

el formulario a continuación para indicar que ha visto su Escuela Manual y revisó los contenidos. Una copia electrónica del manual está disponible en el sitio web de la escuela o se puede solicitar una copia física en la oficina principal.

He revisado y entiendo el Manual para padres y alumnos para el 2018-2019 año escolar.

Nombre del estudiante (por favor imprima): \_\_\_\_\_

Firma del estudiante: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre del padre / tutor (por favor imprima): \_\_\_\_\_

Firma del padre / tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

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## II. La sección de bienvenida

### para estudiantes y familias

Este manual ha sido preparado para explicar las políticas, procedimientos y regulaciones en la escuela secundaria Maynard. Es la intención de la facultad y el personal trabajar con estudiantes y padres en un ambiente positivo. Alentamos a los padres a participar activamente en la educación de sus alumnos. Esperamos trabajar juntos para que la experiencia de cada alumno en la Escuela Secundaria Maynard sea desafiante y gratificante. Por favor, lea y revise el contenido de este manual.

### Políticas del Distrito y Regulaciones del Comité Escolar

*Las políticas del distrito escolar se aplican a todos los estudiantes y el personal de las Escuelas Públicas de Maynard. Una lista completa de las políticas del distrito se puede encontrar en línea en <http://www.maynard.k12.ma.us/>.*

***Las Escuelas Públicas de Maynard aseguran la igualdad de oportunidades de empleo y educación para sus empleados y estudiantes y no discrimina por motivos de raza, color, sexo, identidad de género, religión, origen nacional, orientación sexual, discapacidad o falta de vivienda en cumplimiento con el Título VI, Título IX, sección 504 / ADA y GL c151b y 157c.***

### Visión del Comité Escolar

Todos los estudiantes logran su máximo potencial en un mundo interconectado

### Misión de

las Escuelas Públicas de Maynard Las Escuelas Públicas de Maynard están comprometidas con una experiencia académica superior para los estudiantes de Maynard que los prepara para ser ciudadanos productivos en un mundo tecnológico interconectado.

Lo lograremos a través de la incorporación de las habilidades y oportunidades de aprendizaje del siglo XXI en todas las disciplinas y estableciendo altos estándares académicos que alienten a los estudiantes y maestros a alcanzar su máximo potencial. Nos aseguraremos de que el personal profesional, el plan de estudios y las instalaciones funcionen al unísono para lograr el mejor ambiente de aprendizaje posible para los estudiantes.

También proporcionaremos un entorno educativo que respalda las diferencias individuales donde todas las personas son valoradas y respetadas. Los padres y miembros de la comunidad son

nuestros socios en el proceso educativo y requieren comunicación frecuente sobre el estado y las actividades de las Escuelas Públicas de Maynard. Seguiremos constantemente un camino de mejora continua en todos nuestros esfuerzos para seguir el ritmo de un mundo en constante cambio.

### Valores principales y creencias de

Maynard High School Maynard High School es una comunidad de estudiantes adultos y estudiantes que creen que los estudiantes aprenden mejor en un ambiente seguro donde hay respeto mutuo entre el profesorado, los estudiantes, los administradores y los miembros de la comunidad. Además, creemos que los estudiantes necesitan ser provisto con la oportunidad y los medios para convertirse en comunicadores eficaces y alcanzar competencia en las áreas de contenido a través de los planes de estudios y la instrucción que ofrecen oportunidades para reflexionar, refinar y desarrollar reales del mundo 21<sup>delXXI</sup>. habilidadessiglo Creemos que la colaboración con los padres y la comunidad es lo mejor para el crecimiento académico y personal de nuestros estudiantes a medida que se convierten en miembros activos de la sociedad.

### Declaración de la visión

Maynard High School proporcionará un ambiente emocional y físicamente seguro que permitirá a los estudiantes ser más completos y flexibles a través de actividades académicas, deportivas y extracurriculares.

Los estudiantes se convertirán en solucionadores de problemas creativos y ciudadanos respetuosos y productivos que abrazan la diversidad que encuentran en el mercado global en constante cambio.

### Expectativas para el aprendizaje de estudiantes

#### Competencias

- académicas Comunicarse académicamente, profesionalmente y efectivamente a través de la escritura y el habla
- Demostrar habilidades para resolver problemas, aplicar conocimiento y pensar críticamente y creativamente
- Leer para comprender con el fin de sintetizar información y desarrollar un argumento coherente.
- Acceder, utilizar y ganar dominio de las tecnologías en evolución para mejorar el aprendizaje y la comprensión de

#### las competencias sociales

- Trabajar eficazmente con los demás escuchando, comunicando y colaborando mientras se demuestra respeto, tolerancia y aceptación de las diferentes perspectivas.
- Actuar como adultos que funcionan independientemente aprendiendo a autogestionar, a

demostrar respeto por sí mismo, y para tomar decisiones positivas

Competencias cívicas

- Conviértase en ciudadanos informados y activos

Comisión Escolar  
Justin Hemm, Presidente  
Dawn Capello, Vicepresidente  
Bethlyn Houlihan, Mary Brannelly, Mayoard Maro Hogan

la Escuela Secundaria

Directora de Instrucción y Evaluación de Currículo de, Charles Caragianes, M.Ed. <a href="mailto:hellomhscia@maynard.k12.ma.us">hellomhscia@maynard.k12.ma.us</a>	.....	978-897-8891
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Director de atletismo, Kevin Caruso <a href="mailto:kcaruso@maynard.k12.ma.us">kcaruso@maynard.k12.ma.us</a>	.....	978-897-8891
Consejeros de orientación Lisa MacLean Dana MacPhee Renee Muise	.....	978-897-8891
Enfermera escolar, Mary Ferranti	.....	978-897-9374
WAVM, Mark Minasian	.....	978-897-5213
Servicio de comida de Maynard, Heather Schastany	.....	978-978-6100
Custodio principal, Anthony Savard	.....	978-897-8891

Información del Distrito

**Superintendente de la Oficina del Superintendente de** 978-897-2222



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## Calendario del Distrito de las Escuelas Públicas de Maynard

### **DE AGOSTO**

- 27 Maestros PD
- 28 Maestros PD
- 29 Estudiantes Primero Día
- 31 No hay escuela

### **DE SEPTIEMBRE**

- 3 Día del Trabajo- No hay clases
- 28 Salida temprana - Todas las escuelas

### **DE OCTUBRE**

- 8 Columbus Day - No School
- 19 Salida temprana - FS solamente
- 26 Salida temprana - Todas las escuelas

### **NOVIEMBRE**

- 6 Día profesional - No hay clases
- 12 Día de los Veteranos Observado
- 21 No hay clases
- 22-23dede DíaAcciónGracias

### **DICIEMBRE**

- 6 Salida temprana - GM solamente
- 7 Salida temprana - Todas las escuelas
- 24-ene 1 Vacaciones de invierno

### **ENERO**

- 1 Día de Año Nuevo observado

- 11 Salida temprana - Todas las escuelas
- 21 Día de Martin Luther King - No hay clases
- 25 Salida temprana - Todas las escuelas

### **DE FEBRERO**

- 8 Salida temprana - Todas las escuelas
- 18-22 de febrero Vacaciones

### **marzo**

- 8 de Salida temprana - Todas las escuelas
- 22 Salida temprana - Todas las escuelas

### **ABRIL**

- 4 Lanzamiento temprano - Solo GM
- 5 Salida temprana - Todas las escuelas
- 15-19 de abril Vacaciones
- 25,26 No hay clases  
de kínder Incoming K Screening

### **mayo**

- 3 de Salida temprana - Todas las escuelas
- 10 Salida temprana - Todas las escuelas
- 27 Memorial Day- No hay clases

### **junio**

- 7 de Graduación de MHS
- 7 Salida temprana - GM solamente
- 13 180° día de clases
- 30 posibles días de contingencia

### **Salida tempranasalida**

<b>MHS de:</b>	<b>10:55</b>
<b>FS:</b>	<b>11:15</b>
<b>GM:</b>	<b>11:45</b>

## 2018-2019 Calendario académico de MHS

**Término 1:** 29 de<sup>agosto</sup> - 2 noviembre<sup>de</sup>

**Plazo 2:** 5 de<sup>noviembre</sup> - 18 de enero<sup>th</sup>:

**exámenes parciales Año** 15<sup>de enero</sup> - 18<sup>de</sup>

**Término 3:** enero<sup>22 de</sup> - 5 de<sup>abril</sup>

**Plazo 4:** 8 de<sup>abril</sup> - 13 de<sup>junio</sup>

**Mayores Exámenes Finales:** 23 de<sup>mayo</sup> - 29<sup>o</sup>

**personas de la tercera pasada día:** 30 de<sup>mayo</sup>

**de graduación:** 7 de junio<sup>de</sup>

**underclassmen** 7 de<sup>junio</sup> - 12<sup>de</sup> (Sujeto a cambios)

**Los exámenes finales:**

**día 180:** 13 de<sup>junio</sup> (Sujeto a cambios)

### Tyler Sistemas de Información

Los padres / tutores serán provistos con una cuenta de Tyler 360 lo que les permitirá ver las calificaciones, la asistencia y la disciplina de los estudiantes. Los padres pueden comunicarse con la secretaria de la oficina principal si tienen alguna pregunta.

También se puede encontrar información sobre las Escuelas Públicas de Maynard y la escuela secundaria en la siguiente dirección web. <http://www.maynard.k12.ma.us/>

## Información sobre Días de Nieve y Aperturas Retrasadas

### **Cierre de Escuelas**

En caso de que la escuela sea cancelada o demorada debido a las inclemencias del tiempo, las Escuelas Públicas de Maynard darán aviso a los padres a través de lo siguiente:

1. Una llamada automática a cada hogar entre las 6:00 y las 6:00 : A las 30 a.m. o, en casos excepcionales, la noche anterior. Esta llamada telefónica se basa en el número de teléfono de la casa provisto en el formulario de contactos de emergencia del estudiante completado a principios de año y los números de teléfono en iParent. Los padres deben asegurarse de que la escuela de su hijo tenga la información de contacto correcta por teléfono y correo electrónico.
2. WBZ TV - Channel 4 SOLAMENTE

Radio 1030AM (WBZ)

Web: <http://wbztv.com/schoolclosings>

**Por favor no llame al Departamento de Bomberos o Policía para obtener información sobre la escuela.**

**NO LLAME AL "911".**

### **Apertura retrasada**

En el caso de una apertura retrasada, la escuela abrirá dos (2) horas después de la hora de inicio regular. La escuela será despedida a la hora habitual en los días de apertura diferida. Si hay una apertura demorada, no se servirá desayuno en esos días.

Ocasionalmente, una apertura retrasada será revisada luego a un anuncio de no escuela si las condiciones empeoran. Permanezca atento a la TV o radio para un posible aviso de cancelación después de un anuncio de apertura demorada o escuche el silbido de la ciudad.

### **Salida temprana de emergencia**

En caso de que se requiera una salida temprana de emergencia, las Escuelas Públicas de Maynard harán todo lo posible para contactar a los padres a través de una notificación masiva a través de Tyler SIS incluyendo llamadas automáticas y correo electrónico.

## Política de autobús

Sólo los estudiantes que asisten a Maynard High School pueden viajar en el escuela de autobús Maynard. Busing es coordinado por la Oficina Central. Los espacios son limitados y están en orden de llegada. Las familias deben solicitar un pase de autobús de acuerdo con la Política de Transporte establecida por el Comité de Escuelas Públicas de Maynard.

### **III. Conducta y asistencia del estudiante**

Las Leyes Generales de Massachusetts requieren que el Comité Escolar adopte políticas escritas, reglas y regulaciones no inconsistentes con la ley, que pueden relacionarse con el estudio, disciplina, conducta, seguridad y bienestar de todos los estudiantes, o cualquier clasificación de los mismos, inscritos en el escuelas públicas del distrito.

La implementación de las reglas generales de conducta es responsabilidad del director y del personal profesional del edificio. Para hacer esto, el personal de cada escuela en el Distrito desarrollará reglas específicas que no sean inconsistentes con la ley ni entren en conflicto con la política del Comité Escolar. Estas reglas de construcción serán una extensión de las políticas del Distrito al ser más específicas ya que se relacionan con las escuelas individuales.

El propósito de la acción disciplinaria es restaurar el comportamiento aceptable. Cuando sea necesaria una acción disciplinaria, se administrará con imparcialidad y se relacionará con las necesidades individuales y las circunstancias individuales.

Los estudiantes que violen cualquiera de las políticas sobre conducta y control del estudiante estarán sujetos a medidas disciplinarias. El grado, la frecuencia y las circunstancias que rodean cada incidente determinarán el método utilizado para hacer cumplir estas políticas. La mayoría de las situaciones que requieren una acción disciplinaria se pueden resolver dentro de los límites del salón de clases o cuando se producen con una reprimenda razonable pero firme, y / o mediante conferencias con el maestro y / o padres o tutores.

Si surge una situación en la que no existe una política escrita aplicable, se espera que el miembro del personal ejerza un juicio razonable y profesional.

El Comité Escolar también cree que todos los estudiantes merecen todas las oportunidades para lograr el éxito académico en un entorno de aprendizaje seguro y protegido. La buena ciudadanía en las escuelas se basa en el respeto y la consideración de los derechos de los demás. Se espera que los estudiantes se comporten de una manera que los derechos y privilegios de otros no sean violados. Se les exigirá que respeten la autoridad constituida, para cumplir con las reglas de la escuela y aquellas disposiciones de la ley que se aplican a su conducta.

Cada director incluirá acciones prohibidas en el manual del estudiante u otra publicación y estará disponible para los estudiantes y padres.

Los directores y el personal no deberán usar el castigo académico de ninguna forma como consecuencia de comportamientos / acciones inapropiadas por parte de los estudiantes.

El director puede, como medida disciplinaria, eliminar a un estudiante de sus privilegios, como actividades extracurriculares y / o asistencia a eventos patrocinados por la escuela, en base a la mala conducta del alumno. Tal remoción no está sujeta al resto de esta política, ley o regulación.

**Esperamos que la conducta de nuestros estudiantes nos permita:**

1. Establecer y mantener un ambiente de aprendizaje favorable que esté libre de distracciones, y
2. Desarrollar dentro de cada alumno consideración por los demás e ideales, hábitos, habilidades e intereses que harán que el gobierno propio y buen ciudadano.

Se alienta a los estudiantes a asumir la responsabilidad de su conducta personal. Todos los ejemplos flagrantes de descortesía o desobediencia serán tratados. La administración y el personal esperan lo siguiente de todos nuestros estudiantes.

1. Respeta a ti mismo, a los demás y a toda la propiedad.
2. Asista a todas las clases y reuniones programadas.
3. No salgas de la escuela sin permiso.
4. Cumplir con las solicitudes razonables de los adultos dentro y fuera del aula. Tenga en cuenta que los maestros pueden establecer reglas para gobernar su clase que excedan las reglas establecidas.
5. Se alienta y se espera que los estudiantes compartan información que pueda ayudar a garantizar la seguridad y el bienestar de la población escolar.

**Los siguientes son pasos progresivos en el proceso de disciplina. Los maestros y la administración usarán su juicio profesional al determinar qué nivel iniciar el proceso progresivo de disciplina.**

1. Detención de maestros
2. Referencia de orientación
3. Conferencias de
4. padres y maestros Conferencias de administración de padres y maestros
5. Detención de la oficina
6. Escuela del sábado
7. Suspensión externa
8. Intervención policial Intervención
9. judicial
10. Exclusión
11. Expulsión

El grado de las consecuencias será proporcional a la gravedad y / o frecuencia de la (s) interacción (es). La administración se reserva el derecho de tomar decisiones basadas en el mejor interés de la escuela y sus estudiantes, lo que a veces puede reemplazar las pautas actuales del manual.

**acoso Política de intimidación**

Consulte [HTTP://WWW.MAYNARDSCHOOLS.ORG/SC/POLICIES/INDEX.HTM](http://www.maynardschools.org/sc/policies/index.htm) para obtener una lista

completa de las políticas.

Las Escuelas Públicas de Maynard se comprometen a mantener un ambiente escolar libre de acoso por motivos de raza, color, sexo, religión, origen nacional u orientación sexual, identidad de género, edad o discapacidad. El acoso por parte de los administradores, personal certificado y de apoyo, estudiantes, voluntarios, proveedores y otras personas en la escuela o en eventos patrocinados o relacionados con la escuela es ilegal y está estrictamente prohibido. Las Escuelas Públicas de Maynard requieren que todos los empleados, estudiantes y visitantes se conduzcan de manera apropiada con respecto a sus compañeros, estudiantes y todos los miembros de la comunidad escolar.

El acoso incluye comunicaciones como bromas, comentarios, insinuaciones, notas, correos electrónicos, visualización de imágenes o símbolos, gestos u otras conductas que ofendan o muestren falta de respeto a los demás según raza, color, religión, sexo, nacionalidad, edad, orientación sexual, o discapacidad

Por ley, lo que constituye acoso se determina desde la perspectiva de una persona razonable con la característica en la que se basa el acoso. Lo que una persona puede considerar un comportamiento aceptable puede considerarse razonablemente como un acoso por parte de otra persona. Por lo tanto, las personas deben considerar cómo sus palabras y acciones pueden ser razonablemente vistas por los otros individuos. También es importante que las personas le dejen en claro a los demás cuando un comportamiento o comunicación particular no es bienvenido, es intimidatorio, hostil u ofensivo.

Las Escuelas Públicas de Maynard también están comprometidas a prevenir todas las formas de intimidación. Si bien la intimidación puede ocurrir con un solo incidente, generalmente implica un patrón de conducta a lo largo del tiempo dirigido a una persona. La intimidación puede incluir cualquier expresión escrita o verbal, o actos o gestos físicos, dirigida a otra persona para intimidar, atemorizar, ridiculizar, humillar o causar daño a la otra persona, cuando la conducta no se relaciona con la membresía de la persona en una clase protegida (por ejemplo, raza, sexo). La intimidación puede incluir, pero no se limita a, burlas repetidas, amenazas de daño, intimidación verbal o física, acoso cibernético a través de correos electrónicos, mensajes instantáneos o sitios web; empujar, patear, golpear, escupir o tomar o dañar la propiedad personal de otra persona. El comportamiento de intimidación también puede constituir un delito.

Además, las represalias contra cualquier individuo que haya traído acoso u otro comportamiento inapropiado a la atención de la escuela o que haya cooperado en una investigación de una queja bajo esta política son ilegales y no serán toleradas por las Escuelas Públicas de Maynard. Las personas que participan en hostigamiento, intimidación o represalias pueden estar sujetas a medidas disciplinarias, que incluyen, entre otras, amonestación, suspensión, expulsión / expulsión u otras sanciones según lo determine la administración escolar y / o el Comité Escolar, sujeto a los requisitos de procedimiento aplicables. . Esta política será aplicada por el Superintendente o designado designado. La Escuela Pública de Maynard insta a todas las personas de la comunidad escolar a que presenten cualquier preocupación o queja de acoso o acoso a la atención del personal escolar apropiado para que puedan resolver el problema.

## Política de intimidación Explicación La

intimidación, como se define en MGL c.71, sección 370 es el uso repetido por uno o más estudiantes de una expresión escrita, verbal o electrónica o un acto o gesto físico o cualquier combinación de los mismos, dirigido a un objetivo que: causa daño físico o emocional al objetivo o daño a la propiedad del objetivo; coloca al objetivo con un temor razonable de dañarse a sí mismo o de dañar su propiedad; crea un ambiente hostil en la escuela para el objetivo; infringe los derechos del objetivo en la escuela; o materialmente y sustancialmente interrumpe el proceso de educación o el funcionamiento ordenado de una escuela.

Intimidación cibernética: es intimidación mediante el uso de tecnología o dispositivos electrónicos como teléfonos, teléfonos celulares, computadoras, computadoras e Internet. Incluye, pero no se limita a, correo electrónico, mensajes instantáneos, mensajes de texto y publicaciones en Internet. Ver MGL c. 71 s. 370 para la definición legal de acoso cibernético.

Ambiente hostil: es una situación en la que la intimidación hace que el ambiente escolar se impregne de intimidación, ridículo o insulto que es suficientemente severo o dominante para alterar las condiciones de la educación de un estudiante.

Represalia: es cualquier forma de intimidación, represalia u hostigamiento dirigido contra un estudiante que informa intimidación, proporciona información durante una investigación de intimidación o testigos o tiene información confiable sobre el acoso escolar.

Personal: incluye, pero no se limita a, educadores, administradores, consejeros, enfermeras escolares, trabajadores de la cafetería, conserjes, conductores de autobuses, entrenadores deportivos, asesores de actividades extracurriculares, personal de apoyo o paraprofesionales.

Objetivo: es un estudiante contra el cual se ha perpetrado el acoso escolar, el acoso cibernético o la represalia.

Informes: los informes de intimidación o represalias pueden ser realizados por el personal, estudiantes, padres o tutores u otras personas, y pueden ser orales o escritos. Los informes orales hechos por o para un miembro del personal deberán registrarse por escrito. Se requiere que un miembro del personal de la escuela o distrito informe inmediatamente al director o a la persona designada de cualquier instancia de intimidación o represalia de la que el miembro del personal tenga conocimiento o sea testigo. Los informes elaborados por estudiantes, padres o tutores u otras personas que no son miembros del personal de la escuela o el distrito pueden realizarse de forma anónima. Si un miembro de la comunidad escolar desea hacer un informe de intimidación o represalias, él / ella debe comunicarse con la Administración de la escuela. Las copias del Formulario de denuncia de intimidación y represalias están disponibles en el sitio web del distrito y en cada oficina de la escuela.

Investigación: El director o la persona designada investigará todos los informes de intimidación dentro de los cinco días escolares posteriores a la recepción del informe. En la medida de lo posible, la investigación mantendrá la confidencialidad durante el proceso de investigación. El director o la persona designada mantendrá un registro escrito de la investigación.

Si, después de la investigación, se confirma la intimidación o represalias, el director o la persona designada tomará medidas para calcular razonablemente para evitar que vuelvan a ocurrir y para garantizar que el objetivo no se restrinja en participar en la escuela o beneficiarse de las actividades escolares. El director o la persona designada: 1) determinará qué medida correctiva



se requiere, si corresponde, y 2) determinará qué acciones de respuesta y / o medidas disciplinarias son necesarias.

El director o la persona designada notificará de inmediato a los padres o tutores del objetivo y del agresor acerca de los resultados de la investigación y si se encuentra intimidación o represalia, y qué medidas se están tomando para evitar nuevos actos de intimidación o represalias.

LEGAL: MGL REFERENCIA71: 37H; 71: 37H1 / 2; 71: 37H3 / 4; 71:37L; 76:16; 76:17; 603 CMR 53.00

## Acoso sexual

Las Escuelas Públicas de Maynard requieren que todos los empleados, estudiantes y visitantes se conduzcan de manera apropiada con respecto a sus compañeros, estudiantes y todos los miembros de la comunidad escolar.

El acoso sexual incluye, pero no se limita a comentarios no solicitados, gestos o contacto físico o expresión de interés sexual, que continúa después de ser informado que el interés no es bienvenido, o favoritismo a un individuo debido a una relación sexual o exhibición o circulación de material escrito o imágenes derogatorias de cualquier género. La determinación de qué constituye el acoso sexual variará según las circunstancias particulares. En general, los avances sexuales, las solicitudes de favores sexuales y otras conductas verbales o físicas de naturaleza sexual constituyen acoso sexual cuando:

1. La aceptación, el sometimiento o el rechazo de dichos avances, solicitudes o conductas se hace explícitamente como un término o condición de empleo o educación
2. La respuesta del individuo a tal conducta se usa como base para decisiones de empleo que afectan a un empleado o como base para decisiones educativas u otras decisiones que afectan a un estudiante;
3. Dicha conducta interfiere con los deberes del trabajo del individuo, la educación o la participación en actividades extracurriculares;
4. La conducta crea un ambiente laboral o escolar intimidante, hostil u ofensivo.

Cualquier empleado o miembro de la comunidad escolar que se haya involucrado en acoso sexual estará sujeto a sanciones, incluidas, entre otras, las siguientes: advertencia, suspensión, terminación / expulsión u otras sanciones según lo determine la administración de la escuela y / o el Comité Escolar, sujeto a los requisitos de procedimiento aplicables. Cualquier intento de un empleado o un estudiante de tomar represalias contra una persona que hace un reclamo de acoso sexual o proporciona información sobre un reclamo de acoso sexual está estrictamente prohibido y puede dar lugar a cualquiera de las sanciones descritas en la oración anterior.

Novatadas

**CAPÍTULO 536**

**La Mancomunidad de Massachusetts**

## en el año mil novecientos mil y ochenta y cinco

### Una ley que prohíbe la práctica de ritos de iniciación Debe

ser promulgada por el Senado y la Cámara de Representantes en el Tribunal General reunidos, y por la autoridad de los mismos, de la siguiente manera :

Se enmienda el Capítulo 269 de las Leyes Generales mediante la adición de las siguientes tres secciones:

**Sección 17.** Quien sea un organizador principal o participante en el crimen de ritos de iniciación según lo definido en este documento será castigado con una multa de no más de mil dólares o por encarcelamiento en una casa de corrección por no más de cien días, o por ambas multa y encarcelamiento.

El término "novatadas" utilizado en esta sección y en las secciones dieciocho y diecinueve significará cualquier conducta o método de iniciación en cualquier organización estudiantil, ya sea en propiedad pública o privada, que voluntaria o imprudentemente ponga en peligro la salud física y mental de cualquier estudiante u otra persona. Dicha conducta incluirá azotes, golpes, marca, calistenia forzada, exposición al clima, consumo forzoso de cualquier alimento, licor, bebida, droga u otra sustancia, o cualquier otro tratamiento brutal o actividad física forzada que pueda afectar adversamente el físico la salud o la seguridad de cualquier estudiante u otra persona al estrés mental extremo, incluida la privación prolongada de sueño o descanso o aislamiento prolongado.

**Sección 18.** Quien sabe que otra persona es víctima de novatadas según se define en la sección diecisiete y se encuentra en la escena de tal crimen deberá, en la medida que dicha persona lo haga sin peligro o peligro para sí mismo o para otros, denunciar dicho crimen a un oficial de la ley apropiado tan pronto como sea razonablemente posible. Quien no reporte tal crimen será castigado con una multa de no más de quinientos dólares.

**Sección 19.** Cada escuela secundaria y cada escuela o colegio público y privado emitirá a cada grupo u organización bajo su autoridad u operando en o junto con su campus o escuela, y a cada miembro, plebe, promesa o solicitante de membresía en tal grupo u organización, y cada individuo que recibe una copia de dichas secciones diecisiete y dieciocho.

Cada escuela secundaria y cada escuela o colegio público o privado deberá presentar, al menos anualmente, un informe con los regentes de la educación superior y, en el caso de las escuelas secundarias, el consejo de educación, certificando que dicha institución ha cumplido con las disposiciones de este sección y también certificando que dicha escuela ha adoptado una política disciplinaria con respecto a los organizadores y participantes de novatadas. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

## Athletic Code of Behavior

Involvement in athletics can be a rewarding and valuable experience for the student at Maynard High School. In order to benefit fully from this involvement, certain commitments must be made. Coaches and athletes are expected to conduct themselves at all times in a manner that is

appropriate.

The student-athlete must be a student first and must comply with all regulations of MHS and the Massachusetts Secondary School Principals Association.

1. The student-athlete must make the commitment to maintain his/her body and mind in top physical and mental condition. To be at one's best requires adequate rest, nourishing food and abstention from all things that impair peak mental and physical performance, ie tobacco, smokeless tobacco, alcohol, marijuana, drugs, etc. The use of any of the above as well as frequenting drinking establishments and breaking curfews will result in suspension from the squad, in accordance with MIAA policy.
2. The student-athlete must maintain an attitude and mode of behavior that reflects positively on him/her as well as his/her coach, teammates, school, family, community and school athletics in general. This attitude and behavior must be demonstrated by appropriate conduct at all times. Also, appropriate attire, responsibility and dedication to the team and respect for officials is expected. **The use of profanity and unsportsmanlike behavior will not be tolerated.**
3. The student-athlete must exhibit self-discipline, common sense, and respect for other individuals and property of the school and community. All squad members are responsible for equipment issued to them and will be assessed for the replacement cost if any article is lost. Stealing will not be tolerated. Stolen money and school equipment will be repaid or replaced. First offenses will result in suspension from athletics for one school year; a second offense will result in permanent exclusion from athletics.
4. Squad members must respect rules and regulations set forth by individual coaches. Disciplinary action for the violation of team rules may result in suspension or exclusion from the team as well as school disciplinary action, if warranted.
5. The Administration (ie Principal, Athletic Director), agree that violations of sportsmanship will be handled by the coach. However, repeat offenders or extreme cases of unsportsmanlike behavior will be reported to the administration for review. Student-athletes are reminded that sporting events are an extension of the school day and all rules apply. The administration reserves the right to impose penalties that exceed the coach's in situations of repeat or extreme cases.

The major objective of the Athletic Program at Maynard High School is to provide a learning situation through interscholastic competition under the most conducive conditions to help develop more well-rounded individuals. By meeting the objectives of the above rules and regulations all will realize the benefits available and intended by the athletic program at Maynard High School.

### Extra-Curricular Code of Behavior Policy

Students who violate ANY part of the Athletic Code of Behavior will be placed on athletic/activity probation. For example, students who violate the following regulations will be placed on probation.

- Students who violate the alcohol, drug, and tobacco policy – **probation is in addition to any and all MIAA sanctions.**

- Students who fail to maintain an attitude and mode of behavior that reflects positively on him/her as well as his/her coach, teammates, school, family, community, and school athletics in general.
- Students who do not exhibit self-discipline, common sense, and respect for other individuals and/or property of the school and community.
- Students who disrespect rules and regulations set forth by individual coaches.

The coach and the school administration (Principal and Athletic Director) will meet with the student regarding the incident and will make the final decision for probation.

The probation period will consist of six weeks. During the six-week probationary period, students are expected to be model citizens. Students who have any other school, athletic or community issues/problems during their probationary period will be removed from that particular team/activity/group.

Students who violate the Athletic Code of Behavior for their second offense **MAY** not be allowed to participate in team/activity/group sponsored school events for the remainder of the school year. A meeting with the coach, Principal, and Athletic Director will be held to determine the student's status.

### Chemical Health Policy (ALCOHOL/TOBACCO/DRUGS) MIAA RULE 62

*A student shall not, regardless of the quantity, use or consume, possess, buy, sell or give away any beverage containing alcohol, any tobacco product, marijuana, steroids or any controlled substance. This includes products such as "NA or near beer."*

*Administrators shall use their best judgement and gather credible information in all cases where the chemical health policy is in question.*

1. The rule is in effect from the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest). For clubs and activities this goes into effect from the first meeting date and ends the last meeting date
2. Students and parents will be required to sign a contract stating they understand the rules and policies associated with drugs and alcohol.
3. First offense: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for 25% of the season or next season of participation. Penalties carry to the following season. If the student is unable to participate due to injury, academics or otherwise, the penalty will not take effect until that student is able to participate again. For those in extracurricular activities or clubs an appropriate length of suspension will be decided by the Principal and club advisor.
4. Second offense: The student will lose eligibility for 60% of the season or next season of participation. For those in extracurricular activities or clubs an appropriate length of suspension will be decided by the Principal and club advisor. Also, for the second offense, students will only be reinstated when they complete at least three Principal approved drug and alcohol prevention sessions.

*Students found in the presence of any beverage containing alcohol, any tobacco product, marijuana, steroids or any controlled substance shall likewise be deemed in violation of the chemical health policy. This includes products such as non-alcoholic or “near beer.”*

*Exceptions to the policy of being “in the presence” shall be made in the cases of restaurants, venues and family events where adults of lawful age are consuming alcoholic beverage or adults of lawful age are using tobacco products and Maynard High School students are present but not using such products.*

### Actions Taken For Unacceptable Behavior

**Students are expected to assume responsibility for their behavior. The following is a list of unacceptable behaviors and the actions that may result. The administration reserves the right to impose more severe penalties if deemed appropriate. This list is not an exhaustive list of offenses and consequences. If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.**

<b>Offense</b>	<b>Consequence/Penalty</b>
Poor conduct/Attitude in class	First offense – Handled by the teacher at his/her discretion. Subsequent offenses may be reported to the administration for review.
Failure to report to detention	First offense – Handled by the teacher at his/her discretion. Subsequent offenses may be reported to the administration for review.
Conduct which results in removal from class	Students <u>must</u> report to the Principal's Office. She/he will use her/his discretion as to the penalty for the student.
Laser Pointers	Laser pointers are not to be brought to school without specific permission from the administration. If inappropriately used, laser pointers will be confiscated. Repeated violations may result in additional consequences.
Displays of affection Improper use of courtyard Leaving trash in cafe Horseplay/roughhousing Behavior which results in removal from assembly Disrespect toward staff Refusing to report to office when requested	May result in detention or Saturday School. Repeated violations may result in more consequences up to suspension.

<p>Cutting Class Leaving School Grounds</p>	<p>Cutting Class: Students who cut a class will be required to serve up to five days of office detention. Repeat offenders will serve Saturday School or be suspended from school. Students who cut a class are not eligible to participate in extracurricular activities on the day the cut is confirmed.</p> <p>Leaving School Grounds/Building: Students who leave the building or school grounds without authorization will be required to attend Saturday School. Repeat offenders may be suspended.</p> <p>Additionally, students who drive off of school grounds without authorization or transport other students off of school grounds without authorization will lose driving privileges for two weeks and parents will be notified. Subsequent offenses may result in loss of parking privilege for the remainder of the year.</p> <p>Seniors in violation of any part of this rule may have their senior privilege suspended/terminated.</p> <p><b>Cutting Class and Leaving School Grounds:</b> Students who cut class and leave campus will be assigned to Saturday School. Parents will be contacted. Repeat offenders may be suspended and lose the privilege of participating in school-sponsored activities (class trips, prom, dances, graduation ceremonies, sports, clubs, etc.)</p>
<p>Cheating Policy</p>	<p>The faculty and administration regard cheating as a very serious offense. The term “cheating” includes the following:</p> <ul style="list-style-type: none"> <li>• Copying answers from others on tests, quizzes or homework</li> <li>• Providing answers to others on tests, quizzes, or homework</li> <li>• Obtaining answers or other information during quizzes or tests using methods of cheating</li> <li>• Plagiarism, not attributing sources</li> </ul> <p>First offense – Handled by the teacher with notification given to the administration and the parents. Parent conference.</p> <p>Second offense – May result in a possible failure for the term and or the course in question as well as up to a two day suspension.</p> <p>Second and subsequent offenses of cheating may result in a change of class placement. For instance, students found cheating (second offense) in an advanced placement course may be dropped to an honors level. Students may also lose eligibility for awards or extracurricular activities.</p>

Forgery/Falsifying Letters/Phone Calls	Students found forging letters of any kind or falsifying phone calls in order to be dismissed or excused from school may receive consequences of up to a two day external suspension from school, including parent notification and a parent conference. Subsequent offenses may result in additional consequences including external suspension.
Being in unauthorized areas / assigned spaces (this includes the buildings at Alumni field; auditorium when not in class)	First offense – Consequences up to five days of office detention Second offense – Repeated violations may result in consequences up to suspension
Hazing Vile/Vulgar Behavior Computer Piracy Stealing* Vandalism*	Up to a five day suspension.  *Students in violation of these rules will be obligated to repay/return stolen or damaged property
Physical, Verbal, or Sexual Harassment	See district policies for in depth definitions of physical, verbal, or sexual harassment.  Students using this type of behavior toward another student(s) may be suspended for up to ten school days. All incidents of harassment will be reported to the police.
Fighting When two students engage in the act of fighting	First offense – Consequences up to a three day external suspension and parent notification Second offense – Consequences up to a five day external suspension and parent notification
Possession of a weapon or weapons	Weapons are not permitted on school grounds. Firearms, whether loaded or unloaded, are prohibited by law. These and other potentially dangerous weapons/items will be confiscated and the Maynard Police Department will be contacted.  First offense – Students may be suspended for up to ten school days. Students will be subject to an expulsion hearing.
Threats of Physical Violence	Acts/Threats of physical violence on a student or staff member may result in a suspension of up to ten days. Physical violence or an attack on a student or staff member will result in a ten day suspension. Violent acts will require participation in counseling. Request for expulsion will result when there has been an assault on an employee of the school district. All assaults, threats, and violent acts will be reported to the police.
Smoking/Chewing of Tobacco Products Possession of Tobacco Products	Massachusetts State Law prohibits smoking or the use of smokeless tobacco in any part of the building, on school grounds, on school transportation or on school-sponsored field

<p>Possession of Electronic Cigarettes</p>	<p>trips. Students found to be in possession of tobacco products or caught in the act of smoking or 'dipping' may be suspended and the tobacco will be confiscated. The act of smoking includes, but is not limited to, holding a lit cigarette in one's hand or mouth. MHS also prohibits the use or possession of any tobacco products or nicotine delivery devices (for example, e-cigarettes, hookah pens, vaping), or other tobacco products in school, on school grounds, on school buses, or in school facilities.</p> <p>First offense – Consequences of up to a one day external suspension.</p> <p>Second offense – Consequences of up to two days external suspension.</p> <p>Subsequent offenses will be handled by the administration. Violators may be subject to mandatory enrollment in an anti-smoking program.</p>
<p>Drug and Alcohol Disciplinary Code</p>	<p>Students found possessing drugs and/or alcohol, under the influence of drugs/alcohol, or selling drugs/alcohol on school property or at a school function will be treated in the following manner:</p> <ol style="list-style-type: none"> <li>1. Immediate notification of the Maynard Police Department.</li> <li>2. Notification and conference with parent(s) before the student returns to MHS. <ul style="list-style-type: none"> <li>• Up to ten day suspension. May be subject to expulsion.</li> <li>• Referred to Guidance counselor for mandatory drug/alcohol counseling within a certified/approved program.</li> <li>• Indefinite suspension from school activities with the Principal reinstating student privileges at his/her discretion.</li> <li>• Referred to the Superintendent of Schools.</li> </ul> </li> <li>3. Students found selling drugs or alcohol on school grounds or at school activities may be recommended for exclusion/expulsion from the school system.</li> <li>4. Students caught in an area where drugs or alcohol are being used may be subject to suspension for up to five days.</li> </ol>
<p>Fire Alarms Bomb Threats</p>	<p>Students found guilty of pulling the fire alarm will receive a consequence of up to a five day suspension. Students responsible for bomb scares or any other threat, real or fake, against the school, will be prosecuted in court and may be expelled from school.</p>



## Food Policy

There is no food allowed in the classrooms unless specifically allowed due to medical reasons. Certain areas in the building are also designated food friendly places.

## Hall Pass Policy

Students have the right to use the school bathrooms when necessary. Students are to use the bathroom nearest to the classroom from which they came. Teachers may request that students make up class time missed AFTER school.

Students are required to have a pass when out of class whether they are going to the Media Center, Guidance, Computer Lab, etc. Violation of this may result in pass restriction or detention. Students on pass restriction must be supervised to be out of the classroom.

Emergency requests to Guidance must have a time out and time in signed on the request during study.

## Disciplinary Consequences and Due Process

### **Detention**

A teacher may assign a classroom detention which will be held from 2:10 to 3:00 pm. Students may be assigned detention for breaking a variety of school rules or attendance regulations. Failure to report to detention will result in further, more serious disciplinary action which may include a parent notification and office referral.

### **Saturday School**

Students may be assigned Saturday School for violations of the code of conduct including but not limited to: skipping detention, cutting class, smoking, violation of the cell phone policy, disrespect to staff, and leaving the building. The rules of Saturday School Detention are listed below:

- Transportation to and from Maynard High School will be the responsibility of the student and his/her parents or guardians.
- Students will report to the supervising teacher prior to 8:00 am with sufficient materials to remain occupied in academic work until they are dismissed at 12:00 pm
- Students who arrive tardy to Saturday School will not be allowed to enter and will be assigned to a future date.
- Students will not be allowed to converse, engage in disruptive behavior, or use electronic devices from 8:00 am-12:00 pm
- Students will not request permission to leave the assigned room at any time. Breaks to use the bathroom and to get more school work will be arranged by the supervising teacher.

- Failure to report to Saturday School, disruptive behavior while attending Saturday School, or refusal to accept the authority of the supervising teacher may result in the assignment of additional Saturday School time or out-of-school suspension.

### **In-School Suspension**

An in-school suspension is defined as removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or fewer, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process and appeal purposes.

### **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: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; 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.

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

### **Short-Term Suspension**

A short-term suspension is defined as the removal of a student from the school premises and regular classroom activities for ten (10) or fewer consecutive school days. A Principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

## **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 oral and written notice, and provide the student an opportunity for a hearing and the parent 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 the student and parent(s) 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 present, the Principal must be able to document reasonable efforts to include the parent.

## **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, 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 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.

## **Long-Term Suspension**

A long-term suspension is defined as the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A Principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Except for students who are charged with offenses under MGL c. 71, §37H or §37H<sup>1/2</sup> *ie*, with possession of drugs or weapons on school grounds, assault on a staff member, or are charged with or convicted of a felony or felony delinquency, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. Offenses under §§37H or 37H<sup>1/2</sup> are not subject to §37H<sup>3/4</sup> as to the duration of your child's removal from school and may result in an expulsion for longer than ninety (90) days. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

**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 expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; 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 requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

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 by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

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

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

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. 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 the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under GL C 71, §§37H or 37H½ for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in GL c. 71, §§37H or 37H½.

## **Weapons Law/Policy**

In response to the statewide issue of weapons in schools, Massachusetts law has been strengthened as follows:

*“...Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife...may be subject to expulsion from the school or school district by the Principal...”*

(Chapter 71, Section 36 of the Acts of 1993. The section also provides expulsion for possession of a controlled substance—alcohol or drugs—or for an assault of school personnel. The law provides for due process and requires the school to furnish out-of-school services to special needs students.)

It is the policy of the Maynard Public Schools strictly to enforce this law. The following further explains the language.

In plain language, **NO STUDENTS SHOULD EVER BRING A WEAPON TO SCHOOL OR TO A SCHOOL-RELATED ACTIVITY.** The only way to guarantee all children a safe school environment is to enforce this law absolutely.

**POSSESSION** of a weapon includes both the student who brought the weapon and any student who handled it. Possession also includes an object on a school bus, in a student's locker, book bag, or car on the parking lot on school property where a Maynard school event is taking place, even outside of Maynard. Possession includes a student who “only brought it (a knife or other weapon) to show his friend a birthday gift he received.”

**EXPULSION** from school could be for the remainder of a school year, for twelve months, or forever.

**DANGEROUS WEAPONS** are not limited in the law only to guns or knives. A dangerous weapon also could be handmade and includes a wide range of objects: any type of knife (pocket knife, kitchen knife, hunting knife, or any other cutting object); pipe or club; acid; explosive; gun, including a pellet gun or BB gun; live ammunition or other dangerous objects, including laser pointers.

The law also recognizes that many objects commonly found in schools (such as a geometry compass, a baseball bat, or a student's boot) could be used as a weapon. If an object is used to threaten, intimidate, or assault a person in any way, the object would be considered a weapon.

The Maynard Public Schools realize that it is impossible to publish an all-inclusive list of weapons and it is our intent to inform parents and students that we will consider each situation carefully to determine if an object was used as a weapon.

Consequences for breaking the weapons law in grade 9-12: If a student possesses a weapon with no additional complicating factors, he/she may be suspended from the school for up to five school days and may be subject to expulsion. If there is an additional factor (examples: brandishing weapon, verbal or written threat, assaultive behavior, fighting prior possession of a weapon, prior threat, fight or assault, etc.) he/she may be suspended for up to ten school days and may be subject to expulsion. Every incident involving a weapon will be reported to the Maynard Police Department.

### **Academic Progress**

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

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

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 expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents 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 and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, 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 expelled 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.

LEGAL REF: MGL 71:37H; 71:37H ½; 71:37H3/4; 76:17; 603 CMR 53.00

### **School Wide Education Plan**

If you (a student 18 or older) or your child is to be suspended for more than ten (10) consecutive days, you/your child may be eligible to continue to receive educational services under a school-wide education plan, a document developed by the building Principal, in accordance with GL c. 76 §21. The plan includes a list of education and services available to students who are expelled or suspended from school for any reason, or under any law including MGL c. 71 §§37H or 37H½, for more than ten (10) consecutive days. These plans are intended to allow eligible students to continue to access academic opportunities while suspended or excluded for any reason.

### **Summary of Notice of Hearing Rights and Procedures**

Except in cases of in-school suspensions or emergency removals, you or your child are entitled to oral and written notice of the charges prior to a decision to impose on a student a long-term suspension or expulsion. Specific hearing and notice rights are based on the potential consequences attending to the alleged rules violations.

### **Principal's Authority to Suspend and/or Expel**

Under the terms of the Education Reform Act and MGL, Section 37 H, the Principal of a school containing grades nine through twelve has the authority to immediately suspend and/or expel a student under the following conditions:

- Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun or a knife; or possession of a controlled substance as defined in MGL 94 C
- Assault of a Principal, teacher, teacher's aide or education staff member on school premises or at a school-sponsored or school-related event, including athletic events
- A student who is charged with a violation of the above two paragraphs shall be notified in writing of the opportunity for a hearing.

*Note: A student who has been charged with and/or convicted of a felony (or felony delinquency) may also be subject to suspension and/or expulsion by the Principal under the authority of MGL 71, Section 37 H.*

## School Hours and After School Supervision

It is the responsibility of parents/guardians to see that their students are picked up from school at a reasonable time after school or from extracurricular events. Staff members are not responsible for the supervision of students during non-school hours. Students found being disruptive during non-school hours will be subject to the above discipline expectations and consequences.

## Search and Seizure/Breathalyzer

School officials maintain the right to seize items in a student's possession and to search property (lockers, desks, vehicles in parking lot, etc.) assigned to a student under the following guidelines:

1. There is reasonable cause to believe that the items in possession are illegal or in violation of school rules, or constitute a hazard to the health and safety of the student and others.
2. On occasion, in cooperation with the Maynard Police Department, drug sniffing dogs are brought to the school as a deterrent to illicit possession of drugs within the classroom, common areas, as well as lockers.

Examples of items subject to this regulation include, but are not limited to, drugs, weapons (real or facsimile), stolen property, and/or alcohol.

The school reserves the right to utilize a breathalyzer during the school day and at all school-sponsored events. Students refusing to take the breathalyzer will be presumed to be under the influence of alcohol.

## Physical Restraint

Many faculty and staff have been trained in physical restraint. Staff members may physically restrain a student who is in danger of hurting himself/herself or others. School administrators will be immediately notified of any form of physical restraint. All physical restraints will be documented.

## Stolen Articles/Lost or Damaged School Property

Lost or stolen items should be reported to the Principal as soon as possible. Items that are found should be taken to the main office. Any student who loses or damages any school property shall be required to reimburse the school department for such loss/damage. The debt must be paid as soon as possible. Any student owing money will be required to pay before they re-enter the next school year or prior to graduation.

## Special Needs Students – Discipline & Behavior Code

Students with special needs as defined by the Individuals with Disabilities Education Act of 2004 and Chapter 71B of the Massachusetts General Laws (Children with Special Needs), shall be

subject to all provisions in this handbook with the following stipulations:

1. The Principal (or designee) will keep a record of student suspensions. If a student with special needs is suspended for ten (10) consecutive school days, and sometimes ten (10) cumulative school days, then the school must convene a manifestation determination meeting. At this meeting, relevant members of the student's team shall review all relevant information in the student's file, the IEP (or 504 plan if applicable), teacher observations, and other relevant information by the parents to determine:

- a. if the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; and
- b. if the conduct in question was the direct result of the school district's failure to implement the IEP.

If either (a) or (b) is applicable, the conduct shall be determined to be a manifestation of the student's disability. If so the team shall conduct a functional behavior assessment (FBA) and implement a behavior intervention plan (BIP) if no FBA had been done prior to the conduct. If a BIP had been developed prior to the conduct, review and modify the existing BIP if necessary to address the behavior, and unless an Interim Alternative Educational Setting is in place, return the student to his/her previous placement, unless the school and parents agree to a change in placement as part of the modification of the behavior plan.

2. A student may be assigned to an Interim Alternative Education Setting (IAES) for forty-five (45) school days if the student is found to:
  - be in possession of a weapon in school or at a school function;
  - possess or use illegal drugs, including alcohol, in school or at a school function; or
  - sell or solicit controlled substances in school or at a school function.

A student may also be placed in an IANES by agreement of the parent(s) and school personnel.

3. The school may seek an order for the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) school days over parental objection if:
  - school personnel have demonstrated by substantial evidence that maintaining the current placement is substantially likely to result in injury to the student or others;
  - current placement is inappropriate;
  - school personnel have made reasonable efforts to minimize the risk of harm in the current placement.

The BSEA has policies and procedures in place to expedite disputes regarding discipline.

## Expectations for School Sponsored Events

1. School-sponsored activities include sporting events, banquets, class trips, club field trips, fundraisers, course activities, and any in town/out of town activities.

2. Dress appropriately for the occasion.
3. Respond in a positive manner to reasonable request of chaperones.
4. Drugs and/or alcoholic beverages are never permitted at any school-sponsored activity whether on or off the campus. Smoking is not permitted by students on any property where a school-sponsored activity is held.
5. School-sponsored activities held off campus require that students be provided transportation both to and from the activity site, except junior prom and class night (in the event these are held off campus).
6. Any damages incurred will be paid for by the student(s) responsible. If responsibility cannot be established, the class, club, association, or group sponsoring the activity will be charged.
7. Students unable or unwilling to conduct themselves according to the above should either not participate or be prepared to accept the consequences.
8. In case of unlawful use of controlled substances (narcotics, alcohol, marijuana) the school will cooperate fully with proper authorities.
9. Students who attend home or away sporting events must act appropriately towards opposing fans, opposing players, and officials. Any negative comments directed towards anyone will not be tolerated. If a student engages in prohibited behavior, they will be subject to removal from the premises and school enforced consequences, such as, but not limited to detention and Saturday school. Repeat offenders will be banned from attending sporting events for a period of time designated by the Principal and Athletic Director.

*Note A: School-sponsored activities are an extension of the school day and all school rules will apply.*

*Note B: School grounds also include Alumni field and all structures within it.*

**The Principal has the authority to amend this handbook at any time, with the approval of the School Committee.**

## Dress Code

**Student behavior and the total school environment are strongly influenced by the dress of students. Students are expected to dress in a manner that supports a positive atmosphere for learning. Clothing that distracts, disrupts, or that constitutes a health or safety hazard violates the dress code. Habitual offenders may receive consequences up to suspension.**

The following items ARE NOT to be worn at Maynard High School:

- Any clothing that advertises tobacco or alcohol, displays profanity, racial slurs, disruptive images or words, drugs, gang related symbols, or sexual innuendos.
- No bare midriffs at all. All tops must meet the bottom.
- No exposed undergarments. Students must dress in a manner in which their undergarments are not revealing. Low-rise jeans should not be worn if undergarments can

be seen.

- No sheer fabrics that can be seen through.
- No tube tops or halter tops.
- No tank tops or cut-off tops
- Hats are not to be worn in the auditorium. Students may be required to remove hats within the classroom, based on teacher discretion and classroom rules.
- No excessively short skirts or shorts. The hem of the shorts or skirt must be below the fingertips of the student when arms are straight.

Students who do not cooperate or who are habitual offenders will face consequences that may result in detention or suspension. Students in violation of any part of the dress code will be required to 1) change into something else, 2) change into something provided by the school, 3) have a parent bring a change of clothes to the school, 4) go home to change.

## Cafe Policy

The following rules are to be observed at all times:

1. The students will keep tables and surrounding areas clean.
2. Stealing of food/drink from the cafeteria may result in suspension and possible removal of cafeteria privileges, as will unruly conduct or failure to observe the above rules and regulations.

## School Bus & Field Trip Behavior

All rules of the school apply when students are on school buses or on school-sponsored field trips. Students on a field trip must stay with the group and return with the group and behave appropriately. Failure to do so may result in exclusion from riding the school bus and/or exclusion from future field trips and could possibly include additional school discipline.

## Field Trip Eligibility

Maynard High school reserves the right to establish participation criteria for any school-sponsored field trip. Based upon academic standing, satisfactory attendance record and good conduct, all teachers must sign approval for students prior to any field trip. Students are required to make up any class work missed due to a field trip.

## Cell Phone Policy

Students may use their cell phones at lunch in the cafeteria. Cell phones may not be used at any other time during the school day, except for educational purposes as defined by individual teachers and staff. On the first offense, a staff member will confiscate the cell phone and turn it into the Main Office. Parent/Guardian will be notified and the student may claim the phone after school. On the second offense, a Parent/Guardian must claim the phone. On the third and subsequent offenses, the student may be assigned detention, Saturday School or suspension at the

discretion of the Principal and the Parent/Guardian must claim the phone.

### Make-up Policy: Absent, Tardy, Dismissed, Field Trip

1. Students who cut a class will not be allowed to make up work for credit.
2. Makeup work due to absences (including suspension) is allowed for full credit.
3. It is the responsibility of the student to make arrangements with the teacher for completing makeup work.
4. Teachers are not obligated to provide assignments in advance to students who miss class time due to vacations.
5. Work missed due to a field trip is due the day after the trip, or a date set by the teacher.
6. Work missed due to tardiness to a class must be made up on the day he/she is late, or make arrangements with the teacher. Failure to complete work that day will result in a zero.
7. Any student who is dismissed and misses any scheduled class work must make up the work by the end of the day he/she return to class.

### Dropout Prevention

If a student has been absent for ten unexcused consecutive days without any communication with the school, the Principal must send a notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

If there is no response, or the student still wishes to dropout after the intervention meeting, then the student may be removed from the school roster. At any time after this happens, the student is welcome to re-enroll without question.

LEGAL REFS.: MGL 76:1; 76:1B; 76:16; 76:18; 76:20

## Student Absences

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible. See next page regarding the differences between unexcused and excused absences.

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

## Student Absence Notification Program

Each Principal will notify a student's parent/guardian within three (3) days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) 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.

## Attendance Regulations

- 1. All students are allowed seven absences each semester without requiring a physician's note.**

2. Excessive unexcused absences:

**Regular attendance in school is a critical factor in academic success. Therefore, students are expected to be present at school daily. Students who have more than seven unexcused absences in a semester will receive “administrative F” or “55” for that semester. The earned quarter grades will still appear as earned on the transcript and report cards, *however the grade for the semester will be a “55.”* Students will have ten school days after the close of the semester to appeal an “administrative F.” However, please note that in accordance with item 3 in the Attendance Regulation section, *all doctor's notes/faxes/emails/calls are required within 48 hours of a student returning to school in order to excuse the absence.***

3. Excused absences:

- Death in the family
- Doctor verified visit
- Religious holidays
- Court/Legal matters
- College Visits. Juniors are allowed two excused visits beginning their second semester of their junior year. Seniors are allowed three excused visits beginning in September of their senior year. All visits must be set up and confirmed by Guidance. Forty-eight hours notice is required in order for approval.
- Extenuating Circumstances (at discretion of administration)

*All doctors' notes/faxes/emails/calls are required within 48 hours of absence.*

4. Unexcused absences:

- Illness not requiring a doctor's attention/visit
- Vacations during school time

5. Tardy to school:

- First block will begin at 7:45 am Students arriving to school after 7:45 must sign in at the main office.

6. Tardy consequences:

First block begins at 7:45. A student who arrives to school after 7:45 is tardy. Three unexcused tardies are equivalent to one unexcused absence. Excused tardies fall under the same guidelines as excused absence. **Any combination of unexcused tardies and unexcused absences that exceeds the limit for unexcused absences for a semester will result in the student receiving an administrative F or “55” for all of his/her courses for that semester.**

7. Tardy to class:

If a student arrives to school on time, but is tardy to class later in the day the following consequences will be imposed:

- Up to three tardies will be handled by the teacher
- Beyond three tardies, handled by administration
- Three tardies to a particular class are equal to one unexcused absence in *this class*.
- **Any combination of unexcused absences and unexcused tardies for a particular class**



**that exceeds the limit for unexcused absences for a semester will result in the student receiving an administrative “F” or “55” for this particular course.**

## Dismissals

1. Dismissal notes must be submitted to the Main Office first thing in the morning. Notes must have parent signature, a telephone number, and a reason for dismissal.
2. All non-medical dismissals must be approved by the Main Office. Dismissals due to illness are processed through the Nurse's Office.
3. Students are to sign out in the Main Office when they leave and sign in upon return. Failure to do so could result in disciplinary action.
4. Students requesting to be dismissed due to illness must have the nurse make contact with a parent/guardian before the student can be dismissed. The nurse or Main Office may also make an attempt to verify dismissal notes that have been turned in.
5. Telephone requests for dismissals other than medical purposes are strongly discouraged.
6. We strongly discourage students from driving themselves home if they are being dismissed from school due to illness.

## Truancy

Truancy is absence from school without school permission or parental/guardian knowledge.

1. Parents/guardians will be notified immediately, and a conference must be held before the student can return to school.
2. The school resource officer and/or the District Juvenile District Court may be notified.

## Electronic Device Information

### Server Space

Students are permitted 1 GB of storage space on the school's server. Students may request additional space through the technology department. When storage reaches capacity, students will be unable to save until old materials are deleted and space is freed up.

## Computer Acceptable Use School Committee Policy

The Maynard Public School District's computer network environment is a valuable resource that allows us all to learn, work, explore, and play. It can be used to open doorways to other people, places, ideas, and experiences that would otherwise be unavailable to us. It can also expose unwary users to the following risks:

1. Risks to personal safety posed by unquestioning trust of others online.
2. Risks of viewing harmful material, either accidentally or intentionally.

3. Risks to personal privacy and the confidentiality of personal information.
4. Risks of potential criminal, civil, and/or disciplinary liabilities.

As a community it is our responsibility to mitigate these risks through the education and guidance of our users. As users it is our responsibility to treat this valuable resource with respect by using it appropriately and by taking proper care of it.

Software and services running within the computer network environment provide tools and opportunities for communicating and interacting with others. Like traditional forms of communication and interaction, behavior within the environment affects others and has consequences. Most of the time there is a clear parallel between online behavior and face to face behavior—what's acceptable in person is acceptable online, and what's not acceptable in person is not acceptable online. But online communication is limited and doesn't provide the same level of continuous feedback we get from personal interactions so we must be careful not to let the lack of physical presence and feedback from those we're interacting with lead to misinterpretations or inappropriate behavior. When in doubt, let common sense prevail and ask yourself "would I still be doing this if the person were standing right next to me?"

Besides communication, the environment allows us to manipulate various forms of digital media in ways that continue to evolve. Text, music, video, speech, graphics, animations, software, and more can all be duplicated, transported, modified, and accessed with ease. This ease does not change the users' responsibilities to the authors and creators of these songs, movies, photographs, texts, etc. They are still subject to the same rules regarding plagiarism, copyright infringement, and theft that apply outside the environment.

We can also interact directly with the environment itself or use it to interact with other networks and environments world-wide, potentially transforming the environments through those interactions. As with all shared infrastructure, users should refrain from destroying, damaging, or disrupting the environment just as we refrain from destroying, damaging, or disrupting public roads, electricity supplies, and water supplies.

It takes an ongoing investment in computer and network equipment, software and data services, and technical and teaching personnel to maintain the utility and value of the environment. It is our collective responsibility to ensure that we do our best to protect our investment and maintain this resource by keeping it and its components in good working order and not engaging in behaviors that disrupt, damage, or degrade the environment or the activities and services that it supports.

## Ipod/Chromebook Expectations

**All school rules for technology apply for the iPad/Chromebooks as it is the property of Maynard High School (see the Acceptable Use Policy for details).**

### **Expectations:**

- The iPads/Chromebooks will be used as a learning tool.
- Students will not abuse or misuse any iPad/Chromebooks.
- The students will adhere to the iPad/Chromebook License rules at all times.

**Students are responsible for:**

- Keeping the iPad/Chromebook safe and well protected.
- Cleaning the screen with an appropriate cloth.
- Charging the iPad/Chromebook each evening.
- Organizing the iPad/Chromebook as per school guidelines.
- Bringing the iPad/Chromebook to school each day, fully charged, and appropriately protected.

**Guidelines:**

- Never record anyone (audio or video) without your teacher's permission.
- Do not put your iPad/Chromebook in a bag with liquids.
- Games/Apps that are downloaded onto the iPad/Chromebook must be educationally based.
- Do not go to any inappropriate websites.
- Do not stream YouTube, Pandora, or other high bandwidth sites on the school network unless instructed by your teacher.
- Do not audio or video record anyone without their knowledge (Federal Law).

**Understandings:**

- The iPads/Chromebooks are being loaned to students and they are an academic tool.
- Students agree that the iPads/Chromebooks are for school use and they are not their own personal entertainment system.
- Any damage to the iPad/Chromebooks will be the responsibility of the student's family.
- The school has the right to revoke iPad/Chromebook privileges should a student mistreat or misuse the device.
- On the first offense, a staff member will confiscate the iPad/Chromebook and turn it into the Main Office. A Parent/Guardian will be notified and the student may claim the iPad/Chromebook after school. On the second offense, a Parent/Guardian must claim the iPad/Chromebook. On the third and subsequent offenses, the student may be assigned detention, Saturday School, or suspension at the discretion of the Principal and the Parent /Guardian must claim the phone iPad and Chromebook.
- The school can track the location of the iPad/Chromebook.

**Apps on iPads/Chromebooks:**

- The school can track software that has been installed.
- The iPad Team will update the iPad with any paid apps for school use.
- You may purchase your own iPad apps through your own Apple ID account.
- You may not download Chromebook apps. Those will be installed by the district.
- If you require an app for your class that is free, you are responsible for downloading that app and making sure it remains up to date.
- Any game apps that are played during class must be education-based and part of the lesson or the teacher reserves the right to take away the iPad, possibly leaving the student without the device to complete or work on the lesson.
- The student is ultimately responsible for the apps he/she installs on the iPad. If the school requires a student to have a paid app, the school will be responsible for those specific applications.

## IV. Academics and Student Services

### Guidance

The following services are available to all students and parents as needed:

1. Educational, college and career planning, and counseling
2. Scheduling and orientation of new students
3. Review of student's educational progress
4. Modification of student's schedules
5. Information sharing and consultation with parents
6. Career and Information Center
7. Referrals to community resources
8. Student/teacher/parent conferences
9. Short term personal counseling
10. Referral to community mental health services

The guidance curriculum is aligned with the Massachusetts Health Framework. Since good health is linked with better school performance, schools have a vested interest in discouraging behaviors that have a negative impact on health. The Guidance Department is the central agency for addressing these concerns.

Guidance helps to build a bridge of communication between families and schools to facilitate healthy decision making by students.

Building resilience is the theme that serves as the primary focus of the guidance curriculum. The guidance curriculum addresses these issues both formally and informally: growth and development; nutrition; physical education; sexuality; emotionally healthy relationships; safety and injury prevention; tobacco, alcohol and substance use/abuse prevention; consumer health and resource management; disease prevention; group and community health.

Additional Guidance services includes school adjustment counseling, School-to-Career, Virtual High School, Future Teachers Program, Work Study, School Safety Task Force, non-standard testing.

### Contract for Safety

If a student demonstrates behavior or makes oral/written statements which raise a concern about the physical/emotional/mental safety of the child or of others, the school administration may initiate or have the parents/guardians initiate an assessment of the student to determine well-being/safety of the student or others. Students who are out of school for mental or physical health needs may be required to show medical documentation that they are cleared by a clinician to return to school. Students who have been hospitalized due to mental illness need to have a

reentry meeting with their parent, guidance counselor, and school administrator. The parent and representatives from the school will sign a contract for safety.

## Nurse's Office

The school nurse is on duty during regular school hours to assist students with their medical needs. Students must obtain a written pass from their classroom or study teacher before visiting the nurse's room. The nurse's room will not be used as an excuse to miss class.

The nurse will dismiss students for medical purposes only.

Students may not be given any medication (prescription or over-the counter) without written direction from their doctor and written permission of their parent/guardian.

Accidents and injuries that occur during the school day must be reported to the school nurse. An accident report will be filled out.

All immunizations must be updated according to state laws.

## Concussion Policy/Protocol

Maynard High School follows the policies set forth by the [Massachusetts Interscholastic Athletic Association](#) (MIAA) and state regulations regarding concussions protocols.

## Comprehensive Health Education Plan

The Maynard School District has implemented a K-12 Health Education Program with multi-faceted topics occurring throughout the school years. Topics will range from health behaviors at the elementary level, nutrition in middle school, and human sexuality components occurring from grade five and beyond. The School Committee has approved our curriculum to ensure the present and future health of our children. Maynard High School requires all its students to take a wellness class, incorporating physical education and health-related issues.

## Media Center

The mission of the Maynard High School Media Center is to provide students and faculty with the materials and resources necessary to support the curriculum, and to instruct students to be skilled, effective and ethical users of information.

Containing 7,500+ books, 14 computers, 30 wireless iPad keyboards, 4 projectors with Apple TV and more than 30 online databases, the Maynard High School Media Center is a safe environment that exists to support the curriculum, and provide students with the skills and resources necessary to become lifelong learners.

Food and drink other than water are not permitted in the media center.

Students found being disruptive in the media center will be asked to leave and a parent/guardian will be notified.

For more information, please visit the Media Center's website:  
<https://sites.google.com/a/maynard.k12.ma.us/mhs-library/home>

## Lockers

Locker assignments will be kept by the administration. Students must use only the locker assigned to them and should be locked when not in actual use. Students are responsible for all belongings (including books) missing from unlocked lockers. Please report anything missing immediately to the Principal.

Students are responsible for their personal property at all times, including property in locked lockers or athletic lockers. Valuables should be given to a coach or the Principal for safekeeping. The school is not responsible for students' personal property, musical instruments, or athletic equipment stored anywhere in the school, gym, or lockers with or without locks.

Lockers should be kept neat at all times. Overdue library books or food (except for daily lunches) may not be stored in the locker. *Alcoholic beverages, stolen property, knives, razor blades, guns, and drugs of any kind (prescribed medicine should be deposited with the school nurse) are illegal and will be reported to the police.* No oversized items are to be brought to school if they do not fit in student lockers (ie skateboards, roller blades, radios, etc). *Lockers are loaned to students. The school retains the right to inspect the lockers periodically for compliance with these regulations.*

## Work Permits

The state requires every person between the ages of 14-17 to have a work permit in order to hold a job. Forms are available in the Main Office. The state requires that you furnish a birth certificate or driver's license as proof of age; however, if you currently attend Maynard High School, your proof of age is on file. Students ages 14-17 should obtain an Employment Permit Application to be signed by the employer, their parent/guardian and physician (for 14 and 15 year-olds only). Upon receipt of application form, the permit will be completed and returned to the student to be submitted to their new employer.

## Age of Majority

Any student reaching the age of eighteen (18) may apply for the age of majority status. Parents/Guardians must sign a form of consent. Before consent is granted, a telephone conversation or parent conference with an administrator will take place. Age of Majority, in effect, allows the student to be recognized by the school as an adult so that he/she may be accorded the privileges of an adult, such as the signing of attendance records to include dismissal notes, requesting records, and/or other similar type activities. However, the student must have any dismissals, tardies, and absences approved by the administration. A student with Age of Majority must call himself/herself in sick and write an excused absence note in accordance with the Student/Parent Handbook procedures.

## Senior Privilege

Seniors may leave the building/campus during lunch time only. To be eligible for Senior Privilege, students must be enrolled in enough credits and proper courses to be able to graduate that year, ie be a senior. In addition, seniors must pass at least four major courses per quarter to maintain their eligibility for Senior Privilege. Students who do not pass at least four major courses will lose their Senior Privilege for the following term. Senior Privilege may be suspended or eliminated when students violate the code of conduct.

Students who do not return to school on time for class will have their Senior Privilege suspended for one week. Subsequent offenses may result in a longer suspension or the elimination of privileges.

Senior Privilege will only be allowed beginning 2<sup>nd</sup> quarter senior year and beyond based on the requirements described above. Senior Privilege Forms are available at the Main Office. Privileges will not be granted until the student and parent/guardian have signed the form and Principal has signed acknowledgement of receipt. During the school day, the back patio will be designated a senior only patio.

**STUDENTS MUST SIGN OUT AT THE MAIN OFFICE WHEN LEAVING THE BUILDING AND SIGN IN UPON RETURN.**

## Student Parking

Maynard High School provides the privilege of parking a private registered vehicle in the MHS parking lot to a registered student, subject to the following regulations. However, the administration reserves the right to tow unauthorized vehicles and/or revoke student parking/driving privileges without warning for any student not following these rules, or for other violations of school policy.

1. The speed of vehicles may not exceed 15 mph.
2. Students will park in the designated student lot only on a first-come, first-served basis. Repeated failure to do so will result in loss of privilege/disciplinary action.
3. Students will display the Maynard High School parking tag from the center mirror of the windshield of the registered vehicle. Automobiles without parking tag may have their vehicle towed or ticketed (by local police) at owner's expense.
4. Students will park on school property at his/her own risk and assume all liability connected with the vehicle.
5. Maynard High School assumes no responsibility for stolen or missing items, or damage to a vehicle.
6. Automobiles parked on school property may be searched by the administration at any time, per the guidelines stated in this handbook (see Search and Seizure).
7. Students who violate driving/parking policy may forfeit his/her parking privilege for a designated amount of time determined by the administration.
8. Students must register for a parking tag during the third week of school. There will be a

fee of \$30 for a full year of parking and is prorated to \$15 for a half year (beginning second semester).

9. All students and passengers of motor vehicles are required to properly fasten seat belts while on school property. Any operator of a vehicle in which the driver or any other passenger is not wearing a safety belt or otherwise properly restrained in an infant or child seat will receive the following penalties:
  - First offense: Written warning and parent notification
  - Second offense: Loss of parking privilege for two weeks and parent notification.
  - Third offense: Loss of parking privilege for the remainder of the school year and parent conference.

## Homeless Students

The Maynard Public Schools follows the McKinney-Vento Homeless Education Act ensuring educational rights and protections for children and youth experiencing homelessness. Homeless children and youth are defined as “individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.” This definition shall include: 1) children and youth who share the housing of other persons due to loss of housing, economic hardship, live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or wait for foster care placement; 2) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; 3) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; 4) migratory children who qualify as homeless because they are living in circumstances described above; and 5) unaccompanied youth not in the physical custody of a parent or guardian.

The district will work with homeless students and their families to provide stability in school attendance and ensure students are able to participate in our free meal programs.

For more information contact the Maynard Public Schools Homeless Liaison, Director of Student Services or Green Meadow Principal.

(See also, Maynard Public Schools “School Committee Policy #525” in “Selected Policies and Procedures.”)

## General Student Complaints and Grievances

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and



understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Students—and their parents and/or guardians—who believe that a student has received unfair treatment may bring forward their grievance. Appeals of individual disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent and on to the School Committee if a policy needs to be approved or changed.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.

### Section 504: Procedural Safeguards

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling conditions.
- Have the school district advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a free, appropriate, public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations, and/or receive auxiliary aids/devices, or related services as to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- Examine all relevant records to decisions regarding your child's identification, evaluation, educational program and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate or misleading. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to appeal.
- File a local grievance if you believe you or your child has been discriminated against

under Section 504 (see Non-Discrimination Grievance Procedures).

- Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement in the event that the grievance procedure had led to a decision with which you disagree. You and the student may take part in the hearing and have an attorney represent you.

All programs, activities and employment practices of the Maynard Public School District are offered without regard to age, disability, national origin, color, race, religion, gender, sexual orientation, or housing status.

## Pregnant Students

The Maynard Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Maynard Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete their education and graduate high school is provided.

## Nondiscrimination Grievance Procedures

The Maynard Public School District is committed to ensuring that all of its programs and facilities are accessible to all students, employees, and members of the public. We do not discriminate on the basis of age, disability, national origin, color, race, religion, gender, sexual orientation, or housing status with regard to our education programs, activities, or employment practices.

Any alleged discriminatory practices within the scope of Title IV, Title IX, Section 504, or any other civil rights laws should be addressed through the following grievance procedures.

1. If you believe you or your child has been discriminated against, you should file a complaint with the Director of Student Services. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance. The Director of Student Services will investigate and document the complaint and mail a written reply to the complainant within ten (10) school days of meeting with the complainant.
2. If the complaint is not satisfactorily resolved through Step 1, the complainant may file a

written appeal to the Superintendent. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the Superintendent's Office within ten (10) school days of receiving the Director of Student Services' response. The Superintendent shall review all written materials and schedule a meeting to hear the appeal at the earliest possible date after receipt of the appeal. Within ten (10) school days of that meeting, the Superintendent will issue a written response to the appeal.

3. In the event that the complaint is not resolved through Step 2, the complainant may file a request for a hearing before an impartial hearing officer. Such a request must be filed no later than ten (10) school days after the date of the Superintendent's decision in Step 2. The impartial hearing officer shall not be an employee of the District and will be an attorney or educator knowledgeable about civil rights laws. The hearing officer will provide the complainant and the District with the opportunity to present oral and/or written information on the grievance. The complainant and the District may be represented by counsel of their choosing and at their own expense. The hearing officer will render a decision as expeditiously as possible after the conclusion of the hearing.

Director of Student Services, 3-R Tiger Drive, Maynard, MA- 978-897-2138

Superintendent, 3-R Tiger Drive, Maynard, MA - 978-897-2222

Office of Civil Rights, US Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491 – 617-223-9662

## Academic Requirements

Minimum number of academic courses per semester

Freshmen 7

Sophomores 7

Juniors 7

Seniors 7 (regardless of number of credits accumulated)

5<sup>th</sup> Year Students (As recommended by the guidance staff and approved by the Principal)

*Academic credit for full year courses is based on the final average for the year for that course. Students who earn a “60” or better as the final average for the year in a full year course will receive the credits for a full-year course. Academic credit for half year courses is based on the final average for the semester for that course. Students who earn a “60” or better for a final semester average will receive the credits for a half-year course.*

## Specific Course Requirements (minimum)

English Pass four years. Includes one year each of  
Grades 9, 10, 11, 12

Mathematics	Pass three years
Science	Pass three years
Social Studies	Pass three years of Social Studies, including one year of US History
Physical Education	2 Credits
Health	1 Credit

**Senior Requirement for Class of 2016 and beyond:** Senior Project – Full year

**Promotion Requirements**

- 100 credits from academic majors
- 2 credits from physical education
- 8 credits from other areas (music or other areas)
- 110 total credits

**Credits Needed**

Freshmen	½ Year	13.75	Year	27.5
Sophomore	½ Year	41.25	Year	55.0
Junior	½ Year	68.75	Year	82.5
Senior	½ Year	96.25	Year	110.0

**IN ORDER TO GRADUATE WITH THEIR CLASS, SENIORS MUST EARN 110 CREDITS BY THE END OF THEIR SENIOR YEAR, 20 OF THOSE CREDITS MUST BE EARNED DURING THEIR SENIOR YEAR.**

Grading system

90-100 = A	60-69 = D
80-89 = B	Below 60 = F
70-79 = C	Pass = P Withdraw = W Fail = F

**EXAMS MUST BE PASSED FOR GRADUATION**

**Graduation Eligibility Policy 631.1**

The eligibility of students to receive diplomas with their graduating class will be determined by the marks earned and the number of credits accumulated no later than the end of the fourth term for seniors.

Students ineligible to receive diplomas because they have not met graduation requirements by

this date will not be permitted to participate in commencement exercises. Exceptions may be made upon recommendation of the Principal and the consent of the Superintendent for Special Education Students receiving Certificates of Attendance and for Foreign Exchange Students receiving Certificates of Attendance.

Students who, because of academic deficiencies, may not graduate with their class will be notified by certified mail. At that time, those students and their parents or guardians will receive a schedule of classes for the coming year. Adjustment to the student's schedule will be made only at the beginning of each semester and acknowledged in writing. Specific graduation requirements to be met by the student and a timetable for possible graduation will be included in the letter of notification to students and parents or guardians.

### MCAS Requirement

The Massachusetts Department of Education mandates that students pass the MCAS Tests for mathematics, English, and science. Students will have multiple opportunities to pass each MCAS test. Students who do not pass the test prior to the graduation date of their class will receive a certificate of attendance instead of a diploma.

### Retention of Students

Grades 9-12: Promotion of students is determined by the number of course credits accumulated by a student at the end of a given school year.

Students need to have a minimum grade of 50 in order to be eligible to make up credit in summer school.

### Honor Roll

A list of all students who make the honor roll is published at the end of each academic term.

1. To attain high honors, a student must attain an average of 90% with no mark lower than 85.
2. To attain honors, a student must attain an average of 85% with no mark lower than 80.
3. To attain honorable mention, a student must attain an average of 80% with no mark below 75.

Student Recognition for achievement will be honored through letters, certificates, presentation and/or receptions.

### Advanced Placement

Students who elect Advanced Placement courses recognize that AP is college level work and requires a substantial commitment. These classes are not designed to be honors courses; they are challenging in their own right. AP provides talented and diligent students the opportunity to go beyond high school work in selected classes that reflect their interests and strengths. All students who take AP are required to sign a contract, complete summer work, and take the exam in May. There will be no allowance for late or incomplete work or attendance problems. The following

are expectations that all AP students are expected to meet.

1. Students must sign and agree to the terms of a course contract. Summer work must be completed and submitted by the due date or student will be withdrawn from the course. There will be no exceptions.
2. Students must have a minimum of an 85 average in prerequisite courses and the recommendation of the teacher to be enrolled in AP. Students without this requirement must file a Request to Elect AP form with the Principal to be considered for the class.
3. Juniors may take one AP course if duly qualified. Any junior who intends to enroll in two AP classes must file a Request to Elect AP form with the Principal.
  - a. Seniors may take two AP courses if duly qualified. Any senior who intends to enroll in three AP classes must file a Request to Elect AP form with the Principal.
4. Students who are enrolled in AP classes may only take two field trips per year, excluding college visits. Attendance in class is critical.
5. There will be no unexcused tardies to AP class. The door will be closed and tardy students will miss the class.
6. There will be no allowances for late work. Class will be taught to the highest standard and students who fall behind will have to catch up on their own time.
7. Expect to participate fully in all class activities, including all oral and written assignments. There will be additional study sessions prior to the exams and students will be expected to attend them.

## GPA & Class Rank

Both systems utilize a weighted GPA based on a 5.0 scale.

Course levels are indicated on the transcript.

Level 2 – Modified Course

Level 3 – College Preparatory

Level 4 – Honors/Accelerated

Level 5 – Advance Placement/Dual Enrollment

Rank is a calculated average based on weighted GPA.

## Homework Policy

It is sound educational practice to develop good study habits by encouraging students to take upon themselves school assigned responsibilities at home at an early age. It is equally important to make each school-assigned home responsibility an effective part of the student's learning program. Homework should: A) Contribute to a love of learning, therefore be productive, not busy work; B) Be an outgrowth of and preparation for class activities; C) Be used to build study habits and time management; D) Be a vehicle to develop or reinforce skills; E) Be a child's responsibility; and F) Contribute to home/school communication and child/parent communication. Work done at home will be evaluated promptly by the teacher and returned to the student. When homework is assigned, deadlines are expected to be met. However, latitude for

an extension of time must remain with the teacher in consideration of extenuating circumstances. The teacher should instruct and explain so that the student understands how to do the homework. Parents often wonder whether they should help their children with homework. Students should be encouraged to begin an assignment and to complete as much of it alone as possible. However, many assignments which seem clear in the classroom reveal hidden difficulties once the student is on his/her own. Herein lies much of the value of homework. Anything a parent can do to explain, discuss, or remove confusion, is heartily encouraged. The parent should be especially careful to follow the procedure being used in the classroom. When in doubt, a parent should feel free to consult the teacher involved; the teacher will gladly provide an explanation.

### **Time Guidelines for Homework**

**Grades 9-12:** Homework is based upon the course level and is assigned accordingly. Generally, homework will average 2 - 2½ hours per course per week and/or a sum of 2 - 2½ hours per day for all courses. Homework is to be completed as assigned for full credit. Partial credit for homework may be granted at the discretion of the teacher for work handed in late.

## Semester and Final Exams

All students are required to take mid-year exams in all major subjects. Any student with a 90 or better for the course may be excused from final exams at the discretion of the teacher.

## Report Cards & Progress Checks

Ongoing academic progress and quarterly report cards are posted online through Tyler SIS.

## Extra Help Sessions

1. Teachers after school. See teachers' schedules.
2. Peer tutoring. See Guidance.
3. Homework Club. 2:05-3:00 pm, Monday through Thursday. Parents and students sign a contract for the days the student will attend. This is monitored by a staff member.

## Course Change Procedure

**Course changes must be made within the first six days of the course.**

The established procedures are designed to allow and facilitate communication between all the interested parties. For that reason, it is important that students, parents, and staff follow the established procedures. For any proposed course change, the first step is that the student discuss the course change with parents. Parental approval is necessary for all course changes. Next, the student must discuss the proposed change with the counselor and current teacher (if dropping a

class). It is the responsibility of the student to speak to the teacher of the new class to make sure this is appropriate. Assuming that the proposed change meets with parental approval, falls within the course change guidelines, and is in the student's best interest, the student must complete the following process.

To change a course at the beginning of the semester:

1. Obtain an add/drop slip from a guidance counselor.
2. List the course(s) that the student intends to add or delete.
3. Obtain approval from every teacher affected by the change.
4. Get signed parent permission (unless discussed previously via telephone or through a parental note).
5. Return completed form to Guidance.
6. Until the procedure is complete, the student must continue to attend the course in which he or she is currently enrolled.
7. Students will not be officially dropped from a class unless all books and other course materials are returned to the teacher of the course being dropped.

*Please note the number of minimum courses must be determined by the administration.*

## VHS: Add/Drop Policy

Maynard High School purchases twenty-five student spots from Virtual High School. It is a privilege for the school to get these spots and for students to have the opportunity to enroll in VHS courses. For this reason, once a student is enrolled in a VHS course, the student is obligated to continue with the course throughout the semester. Students are not permitted to drop a VHS course. Any student refusing to complete a VHS course will fail the course. Like other Maynard High School courses, VHS courses will appear on the student's final transcript and will count toward the student's GPA. **If a student has an issue with a grade submitted by a VHS teacher, all inquiries must go through Maynard High School. Students are not permitted to contact VHS directly. If students take an AP VHS course, there is a \$75 fee in addition to the cost of the exam. All AP VHS students must take the AP exam. If students take an AP course that has a lab, additional fees may be required.** Students enrolled in VHS courses must adhere to MHS and VHS policies at all times. Students enrolling in VHS will be required to sign a contract signifying their recognition of this policy.

## Incomplete Grades & Make-up Policy

It is important for students to be present in class to have access to the numerous learning experiences that take place in the classroom. When students miss a class, it is expected that students will complete the assignments they missed due to absence.

Incomplete grades may be issued for two purposes:

1. At the close of each marking period, teachers may designate course grades as "incomplete" if assignments have not been completed due to absences. It is the responsibility of the student to make arrangements with the teacher to complete work.



Grades will not be designated as incomplete for more than two weeks after the close of the marking period. If, after two weeks, work has not been made up, teachers will change the incomplete grade factoring in a zero for the missing work.

2. At the end of a course (semester or year) a teacher may issue a grade of incomplete if materials have not been returned. This will include textbooks and other related materials distributed to students. The student will not receive credit for the course until the obligation has been met by payment or returning materials. If, after the next report card the obligation has not been met, the incomplete will turn into an "F."

## Withdrawal/Transfer

When a student wishes to withdraw from school, he/she must obtain and complete a withdrawal form from the guidance counselor. All textbooks, library books, and other school materials must be turned in before officially withdrawing or transferring. Students are responsible for books and materials not returned and thus will be required to pay for the books or materials. No grades or report cards will be issued unless the student in question is free from any and all financial obligations to the school. Transfer students are required to have a minimum of one semester of education at Maynard High School in order to receive a Maynard High School diploma.

## Courses taken outside MHS

A maximum of ten (10) transfer credits from an accredited summer or night school program is accepted for a diploma from Maynard High School. These ten credits are for courses failed at Maynard High School or courses not offered at Maynard High School. Students may not take courses outside of Maynard High School while they are currently being offered here. Dual enrollment courses with colleges and virtual high school courses are not included in the ten point transfer credit limits. Such courses will be permitted for academic credit upon the approval of the Principal. All courses must be approved by the Principal.

Summer school, night school, and dual enrollment courses are not leveled and are not included in quality points. Virtual High School courses are level three provided a numerical grade is received rather than a Pass/Fail grade.

A student may graduate from Maynard High School after earning 110 credits in an approved program of study.

Any student may embark on an accelerated program that would allow him/her to earn 110 credits in fewer than four years if the following criteria have been met:

1. Recommendation from guidance counselor and approval from the Principal.
2. Written parental permission.

## V. Extra Curricular Activities and Athletics

### Dues and Fees

Class dues will be \$30 for each year. Attendance at the Junior Prom requires that dues through the junior year are paid. Senior dues must be paid to receive cap and gown and records. Unpaid fees will be cumulative.

All students participating in school activities must pay the activity fee at the beginning of the school year. This fee covers any activity the student may wish to join for the entire year. For additional information regarding activity fees including specific fee amount, please see the district policies on the district website.

### Available Activities

Students are encouraged to participate in the co-curricular and/or extracurricular activities of the school. The decision to offer an extracurricular activity belongs to the Administrator and School Committee based upon student interest and requests by the student government. The following activities are available to all students who are academically eligible:

A Cappella Singers	Green Committee
Concert Chorus	SAGA
Concert Band	International Club
Jazz Band	Math League
Madrigals	Mock Trial
Musicals/Plays	National Honor Society
Wind Ensemble	Peer Leaders
Anime Club	Student Council
Best Buddies	Student Government
Class Activities	WAVM
Cooking Club	Yearbook
Amnesty International	Young Author's Club

#### **A Cappella Singers**

The A Cappella Singers are modeled after the university a cappella groups (think "Sing Off"). They sing only pop literature, only a cappella (without accompaniment), with beat boxing. This is a student run, audition-only group which meets once a week in the evenings. You must be in Chorus to **audition** and be eligible to join this group.

#### **Concert Chorus**

Chorus meets twice a week after school from 2:00-3:00 and is an academic class. About 1/3 of the school is in Chorus! Like the Band, they perform concerts, go to competitions, trips, and audition for state honor groups. They perform a variety of literature from

classical to pop.

### **Concert Band**

Band is an academic class that meets every day during school. The Band puts on concerts, pops night, competes in state, regional and national competitions, goes on trips, and students can audition for Districts and All-State if a member of this group. They perform a variety of literature from classical to pop.

### **Jazz Band**

Jazz Band is an audition-only group that meets once a week in the evening. They play many types of jazz/swing/funk music as well as some arrangements of rock songs. Jazz Band plays at several venues throughout the year as well as school concerts.

### **Madrigals**

The Madrigal Group is the honors, audition-only chorus that meets once a week in the evening. It is a small group of elite singers who sing both a cappella and with accompaniment. They perform at the State House and at concerts. Most of the music is classical in nature, but in the spring they also sing a few pieces that are from musicals or current literature. You must be in Chorus to be in the Madrigal Group.

### **Musicals/Plays**

The MHS Musical or Play is open to any student at MHS. It's an amazing opportunity to be involved in a big production with many other MHS students. You'll have a blast and work hard. Singers, actors, dancers, tech and stage crews are all formed (and actors/singers/dancers auditioned) in the fall. The production takes place in March and is something students say was one of the highlights of their experience at MHS.

### **Wind Ensemble**

Wind Ensemble is an audition-only honors band. They meet once a week after school. This is an excellent group to be in if you are serious about being a high level musician and you want the extra challenge that this offers. They play in concerts and at the State House.

### **Anime Club**

For students passionate about the Japanese art forms of Manga (comic books) and Anime (cartoons), the Anime Club is the group to join. Every other week, the Anime Club turns the Media Center into a movie theater and watches Anime on the silver screen. Additionally, the Anime Club puts on an art show each year at the Maynard Public Library.

### **Best Buddies**

Best Buddies is an open club where special needs and regular education students are paired to foster positive social relationships for all members. It is part of the International Best Buddies organization and Maynard's chapter is linked to the Massachusetts program. Students meet weekly as well as participate in out of school events that encourage nurturing peer relationships in and out of school.

### **Class Activities**

Preparation for dances, musicals, plays, Prom Committee, etc.

### **Cooking Club**

The cooking club is a fun club for all grades to join and to cook, bake, and hang out with friends. Students meet every Tuesday until 3pm. Some examples of what students have made are cake pops, cookies, chicken dinner, and lots of other delicious foods.

### **Amnesty International**

The Amnesty International club at MHS is a chapter of the larger organization Amnesty International. Amnesty works to protect and enforce human rights all over the globe. They, as a club, strive to spread activism and awareness locally. They meet once a week in room C207.

### **Green Committee**

The Green Committee is an environmental club that works to promote greener acts both in the school setting and in the community. By maintaining the school's recycling system, helping out in town-wide cleanups, and working with its sponsor, ACE (Alliance for Climate Education), it hopes to spread the message that a greener future is a better future.

### **SAGA**

The Sexuality And Gender Acceptance Club works to promote acceptance of LGBTQ+ students. It participates in activities and strives to ensure our school is a safe place for all students through its awareness events.

### **International Club**

The purpose of the club is to bring students together who are interested in learning more about the cultures of various countries. Some activities include trips to ethnic restaurants, films, potluck dinners, etc.

### **Math League**

Members of the Mathematics League take a set of six tests that occur once per month. Our school competes with other schools in our county of Massachusetts. Each test has six questions and our school reports the top five scores per month. Certificates are awarded to the top five students in our school at the end of the academic year.

### **Mock Trial**

Mock Trial is a team that competes against other schools in conducting actual trials of fictitious cases. Students act as lawyers and witnesses and argue as the prosecution or defense in an actual courtroom trial.

### **National Honor Society**

The Maynard High School Chapter of the National Honor Society recognizes members of the junior and senior classes who have demonstrated the qualities of scholarship, leadership, character, and service to both the school and the community.

Each year new members are inducted into this group. The faculty committee has determined that the qualifying average for all Juniors and Seniors is 90. All potential

inductees must have attended Maynard High School for at least one year. Qualified students are invited, by letter, to fill out a portfolio which will include documented community service and leadership and the names of three adult references from the school and community who will verify the service, leadership, and character qualities he or she possesses. All teachers are given the opportunity to comment on character, leadership and service of each applicant. A faculty committee, appointed by the Principal, makes the final selection for membership. Those candidates not selected for admittance will have the opportunity to appeal the committee's decision to the Principal.

Students who have been inducted into a chapter of the National Honor Society in another school may transfer their membership to this chapter upon presentation of their membership card and certificate to the advisor of the National Honor Society.

A candlelight induction ceremony and reception for new members is held each fall. After induction, The National Honor Society members are expected to help with at least 2 school events per semester and any fundraisers the chapter agrees on sponsoring. They are also expected to be ready to tutor all high school/middle school students who request this service.

Dismissal of Members: Members who fall below the standard shall be promptly warned in writing by the chapter advisor and given one academic term to correct the deficiency. In the case of flagrant violation of school rules or civic laws, a member does not necessarily have to be warned, ie suspension from school, absences resulting in loss of credit, not attending chapter meetings, failure to participate in the National Honor Society. Members who resign or are dismissed are never again eligible for membership or its benefits.

### **Peer Leaders**

Peer Leaders is a student run organization that focuses on community service and peer building activities. They host events such as Toys for Tots Drive and Personal Awareness Month.

### **Student Council**

Classes elect a president, vice president, secretary, treasurer and two representatives. This is the governing body of the class through which its social functions are carried out.

### **Student Government**

The Maynard High School Student Government is a student organization that promotes student rights and responsibilities. It is made up of a student body president, vice president, secretary, and treasurer who are elected school-wide. In addition, each class is represented by a president and two representatives. The students of Maynard High School, through their representatives on Student Government, have a means through which they can address school-wide issues in a democratic manner.

## **WAVM**

The WAVM Radio and Television Program at Maynard High School is open to all students. It offers a wide variety of activities including broadcasting, technical work, and working behind the scenes. WAVM offers an excellent opportunity for those students who merely want to dabble in the communications arts, but it also offers a tremendous head start to those who seriously want to pursue communications as a career.

The WAVM Studio is equipped with a full color, state of the art, television production facility. Opportunities exist to learn camera work, studio production, lighting, and editing. In addition, a complete 150 watt stereo radio station with a range of twenty-two miles is available for student use. Daily radio shows are broadcast on WAVM from 2:00-9:00 pm

## **Yearbook**

The yearbook staff has the opportunity to learn about publishing a book. Since the yearbook is not just for the graduating class, but the entire school, students from all four grades may serve on staff. Students learn copywriting, layout and design, photography, telemarketing, and advertising. Students share in the joy of capturing the events of a school year between the pages of a book.

## **Young Authors' Club**

Young Authors Club is a student led and student driven group that meets once a week during the school year. They offer a safe environment to share works and offer constructive criticism and encouragement. They practice all types of writing and welcome everyone.

## **Dances/Prom**

- High School dance hours are from 7:00 pm to 10:00 pm Any exceptions to these times must be approved by the Principal. This does not include the prom, which may have longer hours.
- No one will be admitted into the dance after 8:30 pm Anyone who leaves the dance will not be permitted to re-enter.
- The administration has the right to restrict school dances to Maynard High School students only.
- Guests of the prom, or of school dances, who are not Maynard High School students must be approved in advance by the Principal.
- All school dances/proms are considered an extension of the school day; therefore, all rules/policies apply to such events. Students must attend the entire day of school in order to attend the dance.

## **Attendance for Participation in Extracurricular Activities**

- Students who wish to participate in extracurricular activities (practice sessions, rehearsals, games, etc.) must attend all their classes on the day of the event.

- Students with excused tardies may participate in activities with approval from the Principal.
- Students without an excused tardy will not be allowed to participate in their respective event for that day/night if they arrive to school after 8:00 am
- Students who are not in school the day before a weekend or vacation event without an excused absence will not be allowed to participate in the next scheduled event/game.

## Transportation for Extracurricular/School Events

Students may only travel to/from school events with school-provided transportation or their parent/guardian. Students may travel from games or events with parents of other students with the proper paperwork on file. See the front office for the paperwork. Dances and prom are the exception to this policy.

## Eligibility & Participation in Extracurricular Activities

Eligibility is based on term grades and being on track to earn the equivalent of at least ten credits per semester. Any student who is not eligible is ineligible for participation during the following marking period. Fourth term grades and end of year credit determines eligibility for the first term of the following year. An ineligible student may not participate in a sport or activity. This includes practice. To be eligible:

- Students may only fail one class to remain eligible for extracurricular activities/clubs (Failing is below a 60).
  - A student who fails one class, but passes the rest will become provisionally eligible (see below).
  - Earn ten credits in major subjects per semester, ie at the end of the second term and fourth term, students must not only pass four major subjects, but also earn credit.

### **Provisional Eligibility**

Students *who fail one course are considered provisionally eligible*. A provisionally eligible student may participate if he/she follows a tutoring plan for each course failed. The plan will be designed by the teacher, with the student, and approved by the administration. The student's progress will be tracked on a bi-weekly basis. Any student failing to fulfill the conditions of the plan will lose eligibility until receiving a satisfactory report at the next bi-weekly review. Students who do not get a satisfactory report may appeal to the administration.

## Interscholastic Athletics

All students must meet the Maynard High School eligibility requirements in order to participate in any athletic program. All student-athletes must have proof of a recent physical examination. Student-athletes should review the Maynard High School Athletic Policy and Student Athletic

Handbook. The following sports are open to members of the student body. Sports offerings may be subject to change.

<b>Fall</b>	Football	Varsity Junior Varsity
	Golf	Varsity
	Soccer (Boys/Girls)	Varsity Junior Varsity
	Field Hockey	Varsity Junior Varsity
	Cross County	Varsity Junior Varsity
<b>Winter</b>	Basketball (Boys/Girls)	Varsity Junior Varsity
	Ice Hockey	Varsity Junior Varsity (collaborative with Assabet)
	Gymnastics	Varsity Junior Varsity Collaborative with Hudson
<b>Spring</b>	Baseball	Varsity Junior Varsity
	Softball	Varsity Junior Varsity
	Outdoor Track	Varsity
	Lacrosse (Boys)	Varsity Junior Varsity (collaborative with Bromfield)



## VI. Safety and Security

### Fire Drill Procedure

1. Everyone must leave the building.
2. Move rapidly and quietly in your designated direction, but do not run.
3. Quickly move away from all exits in order that they may remain clear for use by the fire department.
4. Remain with your class while outside the building.
5. All student and staff will return to the building at the same time. This will require approval from the fire department.
6. Assume all fire drills are real.

### ALICE

Maynard High School will be further implementing ALICE protocols in regards to emergency situations. Plain language and communication will be used to instruct the students and staff in the event of an emergency.

### Visitors to Maynard High School

Student visitors are not permitted in the school during regular school hours. Exceptions will be made to students indicating that they would be interested in coming to MHS on School Choice. Any student wishing to bring a visitor to school must first request permission from the Principal at least 24 hours in advance.

A request to bring a visitor should be in writing, stating the purpose of the visit, the date of the visit, and should be signed by the parent of both student sponsor and visitor. A sign-off by the visitor's present school will also be required. In addition, phone numbers of all parties should be included in the request. All visitors must sign in at the Main Office and obtain a visitor's pass.

### Video Surveillance and Electronic Monitoring

The Maynard Public Schools authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect school property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

**Deployment:** The Superintendent or his designees are responsible for approving where and

when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (eg, school hallways, entryways, the Main Office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (eg, restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times.

**Preservation of Equipment:** Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera or who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

**Public Notice of Video Policy:** Visible and legible signs shall be placed at the main entrances to buildings and in district vehicles, including school buses, to notify students, staff, and visitors that video or digital cameras may be in use in school buildings and on buses. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students and others will be held responsible for any violations of school rules or laws recorded by the cameras. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff of the use of video surveillance/electronic monitoring systems in their schools.

**Use, Retention, and Access to Video:** Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Maynard Public Schools policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Maynard Public Schools will not use video to obtain information for the purpose of routine staff appraisal/evaluation or monitoring. Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building Principal, provided that viewing the recording

does not violate State and/or Federal law (ie, the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building Principal, provided that viewing the recording does not violate State and/or Federal law (ie, the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

The Maynard Public Schools shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless an investigation is being conducted, recordings may be destroyed after thirty (30) days. If, however, action is taken by the Maynard Public Schools/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials or other individuals record a specific event (eg, a play, music performance, athletic contest, graduation, video teleconferencing, Town Meeting or Maynard Public Schools meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping surveillance/electronic monitoring equipment for educational, instructional and/or research purposes is permitted and is not addressed by this policy. The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Maynard Public Schools.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Maynard Public Schools will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

## VII. FERPA

The Maynard Public Schools will conduct itself in accordance with the requirements of the federal Family Educational Rights and Privacy Act (“FERPA”)(20 USC § 1232g), Massachusetts student record law (MGL, c. 71, §§ 34A, 34B, 34D, 34E, 34H), and the accompanying regulations to those laws. These each school building within the District maintain copies of Massachusetts *et seq.* 20 USC § 1232g.

Student records, which are described below, contain information which may be of importance to you in the future. Because of this, you have the opportunity to examine and receive copies of any or all records prior to their destruction.

In accordance with the Department of Elementary and Secondary Education regulations, different parts of the record will be destroyed at two points in the future. The majority of the information will be destroyed within five years.

Specifically, the information to be destroyed within five years from now includes:

- results of standardized tests, including college boards, personality and intelligence tests

- record of school-sponsored extracurricular activities
- evaluations and reports by teachers, counselors and others
- attendance data
- all other information not listed below

The following information may be destroyed after sixty years:

- identifying information regarding student and parent or guardians
- course titles and grades received
- grade level completed and year completed

You have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction. If you have any questions regarding your child's student record, please contact the Guidance Office at 978-897-0406.

Parents are obligated to notify the school of any changes in custody orders. If a student is the subject of any temporary/permanent custody orders, decree or agreement, either signed by the judge of the probate court in the case of an order or decree, or signed by both parents in the case of an agreement should be on file in the Principal's Office. This documentation is necessary to provide a guardian with access to student's records, the right to have a student dismissed, the right to have access to a student's teachers, and similar issues.

## Military Recruiters Statement

### **Education Institutions Access to Student Records**

The No Child Left Behind Act of 2001 requires that all schools receiving federal funds must provide the names, addresses, and telephone numbers of secondary students to military recruiters and institutions of higher education.

The Act also requires that military recruiters be given the same access to students given to recruiters for post secondary education institutions and employers. Parents who wish to withhold such information from recruiters and institutions must do so in writing.

# Appendix

## Family Educational Rights & Protection Act

### Student Records

#### A. General Provisions

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student; it consists of the temporary record and the transcript. For purposes of these procedures, custodial parent refers to a divorced or separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their child's student record, or may have to follow certain procedures in order to access the student record. See Section C below.

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may, in writing, deny his custodial parent(s)/non-custodial parent(s) access to his/her student record, with the exception of transcripts, report cards and/or progress reports.

Each eligible student and custodial parent/guardian, except as limited herein for certain parents, has the right to see the student record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The District may charge a reasonable fee to cover the costs of reproduction of the records.

The student's record is available to authorized school personnel who work directly with the student, or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term "authorized school personnel" includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, nurses, administrative office staff, and clerical personnel. Authorized school personnel include those employed by the District or under contract with the District as an independent contractor. Authorized school personnel do not need permission to see student records.

No information in the student's record is available to any third party outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party is listed as an exception by the Student Records regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records, or upon transfer to another school district.

However, eligible students and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, technical schools, and colleges.

An eligible student and parent/guardian have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect.

Parent(s), guardian(s), or students may also request a complete copy of the Massachusetts student record regulations, 603 CMR 23.00 *et seq.*, from the District, or access these regulations on the website of the Department of Elementary and Secondary Education (<http://www.doe.mass.edu/lawsregs/stateregs.html>).

## B. Directory Information Notice

The Maynard Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 *et seq.*

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors, and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 *et seq.*

Parents/Guardians are notified, by inclusion of this document in the Student Handbook, that Maynard Public Schools will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Principal on or before the

15<sup>th</sup> day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

C. Rights Of Certain Divorced or Separated Parents

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the District so that District personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his/her child's record unless

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student, and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

The District shall place in the student's record any documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

Non-Custodial Parent Access: In the case of a non-custodial parent who is eligible to access the student record, ie, does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the student record to the school Principal. Upon receipt of the request, the Principal and/or his/her designee shall immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth under 1-4 above.

When the student record is released to the non-custodial parent, the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records will be marked to indicate that they shall not be used to enroll the student in another school.

D. Amending a Student Record

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the Principal with a written request that the information be added to the student record.
2. A parent has the right to request in writing deletion or correction of any information contained in the student's record, except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:
  - a. If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the Principal or his/her designee to make the objections known.
  - b. The Principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the Principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.
  - c. If the Principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the Principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
  - d. If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

E. Notice On Transfer To Other Schools

Pursuant to 603 CMR 23.07(g), Parents/Guardians are notified, by inclusion of this document in the student Handbook, that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

F. Destruction of Records



1. The temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates, or withdraws from Maynard Public Schools. Parents/Guardians are notified, by inclusion of this document in the Student Handbook, of this destruction. When the student transfers, graduates, or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than that contained in the Student Handbook, will be provided to the student or his parent/guardian of such destruction.
2. In addition, each year, the Principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the Parent/Guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them, rather than be destroyed. No additional notice, other than that contained in the school Handbook, will be provided to the student or his parent/guardian of such destruction.

G. Display/Publication of Student Work

Parents/Guardians are notified, by inclusion of this document in the Student Handbook, that there will be occasions when student work is seen and is on display within the school; for example, at open houses, exhibits, fairs, on bulletin boards, etc. Unless a parent/guardian informs the District in writing no later than September 15<sup>th</sup> of each school year, the District will assume that this publication/display of the student work is acceptable to the parent/guardian.

Complaint Procedure

In addition to the appeal procedure, above, a parent/guardian/eligible student may file a complaint with the Family Policy Compliance Office (FPCO) of the federal Department of Education. The FPCO has the authority to interpret and decide issues involving student records under FERPA. FPCO's address is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue  
Washington DC 20202-5920

**The school administration has the authority to amend this handbook at any time, with the approval of the School Committee.**