

Medway High School Student Handbook 2008-09

MEDWAY HIGH SCHOOL PRINCIPAL'S MESSAGE

This handbook contains information that is important and useful. I urge you to read it thoroughly and thoughtfully. These guidelines are written in order to create an environment conducive to learning and a school where all feel safe and secure. The expectations for behavior written in our Code of Conduct are based on the essential value of respecting the rights and dignity of each other. Our school can continue to be an outstanding community when all adults treat all students with respect, when all students treat all adults with respect and when all students treat each other with respectful and responsible behavior. When all of us work together with each individual doing his or her part, we can truly make a difference. I will always encourage you to accept the challenge to be a model of respectful behavior.

Your high school years provide you with the wonderful opportunity to discover your unique talents and gifts. One way to learn is through the variety of clubs, organizations and teams that exist at Medway High School. There are outstanding athletic teams, musical programs, literary clubs, drama and academic groups that will help you to learn more about yourself and to develop friendships that may last a lifetime.

Take a chance by getting involved and trying something new. High school is unlike any other time in your life. Study hard, challenge yourself, set high goals and enjoy yourself. We are very fortunate to have a great school with great students and teachers. Make this time some of the most important and productive years of your life.

The adults who work here will offer you help along the journey. Please ask for our assistance. We want to be a part of your success. Along with the faculty and staff, I wish you an exciting and successful year.

Sincerely,

Richard L. Pearson
Principal

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MEDWAY HIGH SCHOOL
MISSION STATEMENT

The philosophy of Medway High School, in partnership with the community, is to foster an environment that encourages the pursuit of excellence for all through learning. The school community strives to create opportunities for students to acquire and apply knowledge, develop talents and skills, think independently, and become informed, responsible and productive citizens.

EXPECTATIONS FOR STUDENT LEARNING

Upon graduation from Medway High School students will be able to:

ACADEMIC DOMAIN

1. Acquire, integrate, and apply essential knowledge in all disciplines.
2. Use appropriate reading, observing and listening skills to communicate effectively through writing, speaking and artistic expressions.
3. Generate ideas and define problems, analyze and solve complex problems, and apply acquired knowledge.
4. Apply appropriate technologies to acquire, organize, and communicate knowledge, and information.
5. Organize for learning, and work both independently and in teams.

SOCIAL AND CIVIC DOMAINS

1. Use effectively one or more of the arts to investigate and express ideas and feelings.
2. Identify the rights and responsibilities of citizenship by participating in meaningful community-service and school-service activities.
3. Identify the differences and the similarities among people in our diverse society.
4. Achieve and maintain a healthy level of physical fitness.
5. Utilize principles of training and conditioning.

HIGH SCHOOL ADMINISTRATION

Richard L. Pearson, Principal, (508) 533-6643
Frank T. Jackson, Assistant Principal (508) 533-6643
Attendance Line – (508) 533-6643 x5555

DISTRICT ADMINISTRATION

Dr. Judith A. Evans, Superintendent, (508) 533-3224

SCHOOL COMMITTEE

Diane Borgatti, Chairperson
Debora Trindade, Vice-Chairperson
Carol Bernstein
Steven Dahl
Dawn Rice-Norton
Shelley Wieler

DEPARTMENT HEADS

David Andreoni, Social Studies
Susan Cecchi, Foreign Language
Donna Colace, Science
Shanley Heller, Mathematics
Linda Matondi, English

Rotating Bell Schedule 2008 - 2009

Day Block	1	2	3	4	5	6	7
8:04 - 8:08	HR	HR	HR	HR	HR	HR	HR
1 8:11 - 8:54	A	B	C	D	E	F	A
2 8:57 - 9:40	B	C	D	E	F	A	B
3 9:43 - 11:03	C 80 Minutes	D 80 Minutes	E 80 Minutes	F 80 Minutes	A 80 Minutes	B 80 Minutes	C 9:43-10:26
4 11:06 - 12:13	D Lunch Block	E Lunch Block	F Lunch Block	A Lunch Block	B Lunch Block	C Lunch Block	D 10:29 - 11:12
5 12:16 - 12:59	E	F	A	B	C	D	E Lunch Block 11:15 - 12:22
6 1:02 - 1:45	F	A	B	C	D	E	F 12:25-1:08
7 1:48 - 2:31	G	G	G	G	G	G	G 80 Minutes 1:11 - 2:31

3 Lunches
Lunch 20 mins.
Class 44 mins.
One Split Lunch (B)

** On Day 7 the lunch block moves to the 5th block class time and the extended block moves to the final 7th block class time.

ACADEMIC INFORMATION

Academic Integrity

Students are expected to maintain the highest standards of trustworthiness, honesty, intellectual integrity, and responsibility.

1. **Cheating** includes, but is not limited to the following:
 - communicating with another student during a test, quiz, or any other form of evaluation
 - copying or allowing copying in any testing situation
 - copying or allowing copying of homework, class work, projects, or other material unless specifically allowed by the teacher
 - using unauthorized notes or devices
 - attempting to cheat
 - submitting falsified information for grading purposes
 - obtaining a copy of information about an examination and/or giving information about such examinations without the knowledge of the teacher
2. **Collaboration:** Study or homework collaboration is not considered academic dishonesty unless the teacher prohibits or limits procedures or expectations. Teachers shall guide students in understanding when collaborative efforts are not appropriate.
3. **Plagiarism** includes, but is not limited to, the following:
 - presenting, as one's own, words, works, or opinions of someone else without proper acknowledgment
 - borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement

The following are examples of plagiarism:

- failure to document with quotation marks any material copied directly from other sources
- failure to provide an appropriate bibliography
- use of another's work as one's own, particularly in the creative arts, e.g. themes, poems, musical compositions, or artwork

Often, in responding to research and written assignments, students are engaged with other's ideas: in lectures, from texts, from class discussions. Thus, it is imperative that students give credit, where credit is due. If a student uses the ideas and/or words of others without giving proper credit to the writer or speaker of those ideas and/or words, a student is plagiarizing.

In addition, easy access of electronic information and multiple web sites that offer responses to assignments present students with opportunities that may compromise their integrity and define their work as plagiarism.

How Can Students Avoid Plagiarism?

To avoid plagiarism, a student must give credit whenever a student uses:

- another person's ideas, opinion, or theory
- any facts, statistics, graphs, drawing-any pieces of information that are not common knowledge

- quotations of another person’s actual spoken or written words
- paraphrases of another person’s spoken or written words

Students should be very careful to copy direct quotes exactly when taking notes from another source. Remember, any paraphrase of another’s words and/or ideas must also be given credit. Use the MLS listing for bibliography and footnotes, available from your teachers and at the Media Center front desk, in order to document the material you integrated into your paper or presentation.

4. **Lying and Forgery** include, but are not limited to, the following:

- willfully telling an untruth or falsehood
- any form of deceit, attempted deception, or fraud
- lying to administrators, faculty members, and other staff
- falsifying any school document
- signing any signature that is not one’s own
- altering or falsifying notes and passes

5. **Illegal Use of Technology** includes, but is not limited to, the following:

- illegally using or accessing computers, software, telecommunications and related technologies; or being involved in willful acts that cause physical, financial, emotional, or other harm; or disrupting information technology in any manner
- illegally copying of videotapes or broadcast material

The administration has instructed each teacher to develop and implement a policy relating to these infractions and to communicate this policy to students in his/her classes. A violation of this section could result in disciplinary action found under Academic Integrity in the *Code of Student Conduct*.

Academic Requirements

Yearly Requirements

Every student in grades 9-12 must select a minimum of 32 credits per school year. Of the 32 credits, 30 must be in major academic subjects and 2 in physical education. A major academic subject is any course that meets seven times in one cycle. Semester courses that meet full time will earn 3 credits and yearlong courses that meet full time will earn 6 credits.

Any student who has not earned a minimum number of credits, as indicated below, is in danger of not graduating with his/her class. To advance to the next level homeroom, students must earn the following number of credits:

Grade 9	30 credits
Grade 10	60 credits
Grade 11	96 credits
For Graduation	128 credits

Graduation Requirements

All students must successfully complete a minimum of 128 credits. A minimum of 5 major academic courses and physical education, totaling 32 credits must be scheduled each year. Students in their senior year must successfully pass at least twenty-four (24) credits regardless of the number of previous credits earned in order to graduate. Courses that are taken outside of the Medway High School Program of Studies offerings will not be counted toward graduation requirements.

Minimum requirements:

English	24 credits	4 classes
Mathematics	18 credits	3 classes
Science	18 credits	3 classes
Social Studies	18 credits	3 classes
	12 credits must be in US History	
	6 credits must be in World History	
Physical Education	8 credits	4 classes

* Most four-year colleges require a minimum of 2 years of the same foreign language.

Make-up Work

Students will be provided an opportunity to complete assignments missed due to explained absences under the following conditions:

1. Time allowed to complete work is equal to the number of days absent. For extraordinary situations, teachers or administrators may grant additional time.
2. Students may complete work for time missed because of actions initiated by the authorities of the school. Therefore, pupils who are suspended are allowed to make up all work.

Progress Reports

Progress reports will be circulated to all subject teachers at the half-way point of each marking period. The notice will be given to the students. The third term progress report will, if necessary, include a statement regarding the Summer School Policy and indicating the student's status regarding Summer School.

Summer School

To enroll in a Summer School Program, a student must obtain written permission from the Principal prior to enrolling. In order to be eligible to receive credit in a Summer School Program, a student must meet the following requirements:

1. Students must have at least a "50" final average in the Medway High School course and receive at least a "70" average in the summer school course to obtain the credit necessary to pass the course.
2. All grades received from courses taken in summer school will be entered on both the student's permanent record card and the transcript but will not be used in computing cumulative grade point average.
3. Students may only take courses at an accredited summer school program with an approved curriculum.

4. A subject area test may be required at the completion of the summer school course. This test will be averaged in as 20% of the summer school grade.

Tutoring

A student, with administrative approval, may receive private tutoring equivalent to the number of hours he/she might have received in a regular session of summer school. In addition, to this private tutoring, a student must pass an exam approved by the appropriate department. The administration must give prior approval to the tutoring. The tutor must be a certified teacher in the subject area in which the student is being tutored.

The school will provide tutoring for a student who is ill for a period of at least two weeks. Parents should notify the Guidance Department when an extended illness or recuperation period occurs so that early arrangements can be made for tutors.

SCHOLASTIC ACHIEVEMENT

Grade Point Average

All courses that meet seven times in a seven-day cycle will be weighted and used in the calculation of the Grade Point Average (GPA). The GPA will be calculated at the end of six semesters for the college application process and at the end of the senior year for graduation, final transcripts, valedictorian, salutatorian, and honor essayist purposes. The weighted GPA will be reported on the student's transcript. Courses must be completed to earn credits and withdrawn courses receive no credit. Failed courses receive no credit but will be included in all calculations. Courses that are taken outside of the Medway High School Program of Studies offerings will not be calculated into the Medway High School GPA.

For transfer students, credits earned at another school will be interpreted by the administration and integrated into Medway High School's grading and credit system. A transfer student must complete 3 consecutive semesters and be enrolled on the first day of his/her senior year in order to be eligible for consideration as valedictorian, salutatorian, or honor essayist.

Honor Roll

One failing grade in any subject shall disqualify a student from the Honor Roll regardless of his/her academic average.

High Honors

- students who have attained a "90" average or better in all subjects.

Honors

- students who have attained an "85" average or better in all major subjects with no grade lower than 75.

Honorable Mention

- students who have attained an "80" average or better in all major subjects with no grade lower than a 70.

Scholastic Awards Program

The aim of this program is to recognize students who achieved "Honors" or above on the Honor Roll during the academic year.

In early June, those students who have achieved "Honors" or above for the first three terms in the academic year receive the following awards generously donated by the Medway Secondary Home and School Association:

First Year Award	A book gift certificate presented to freshmen or upperclassmen who have achieved "Honors" or above for one year.
Second Year Award	A book gift certificate presented to sophomores or upperclassmen who have achieved "Honors" or above for two years.
Third Year Award	A book gift certificate presented to juniors or seniors who have achieved "Honors" or above for three years.

Fourth Year Award A gift certificate presented to seniors who have achieved “Honors” or above for four consecutive years.

National Honor Society

The National Honor Society is a prestigious service organization that recognizes and encourages high ranking high school students. Along with academic achievement, this organization continues to help students develop other characteristics that are essential in society. These characteristics are service, character, and leadership.

Students are considered eligible if they accumulate a 5.6 Cumulative GPA for 9th and 10th grade based upon the MHS GPA chart found in Appendix A. Along with the academic requirement, students must complete an activity sheet which will provide evidence of character, service, and leadership. These activity sheets are reviewed by a five-member Faculty Council and a majority vote by the Council renders a student eligible for induction into the National Honor Society.

Once inducted into NHS students are charged with making a difference by giving back to school and community through their service and volunteerism. They must also maintain their high academic standing, display appropriate character, and lead by example.

Members must be aware that all meetings are mandatory, they must complete a minimum of fifteen service hours per semester, and they must be good citizens of Medway High School. NHS members may face a dismissal process if they accumulate thirty or more demerits or act in a way that the administration, advisor, or Faculty Council deems inappropriate.

Scholarships and Awards

Each year awards and scholarships are presented to the members of the graduating class. Awards are stipends, medals or certificates given to individuals for very specific outstanding achievement.

Scholarships, on the other hand, are remuneration given to individuals who are pursuing some form of further education and who meet the criteria specified in the various scholarship applications.

There are more than 70 awards and more than 200 scholarships available to seniors. These awards and scholarships are provided by various school organizations and departments and also by the business, professional and organizational community of the Town of Medway.

Eligibility and Application Guidelines:

1. All members of the graduating class are eligible to apply.
2. In order to apply, each student must pick up the scholarship program informational booklet available in the guidance office at the end of March.
3. Attached to this booklet is a general application, with Part I and Part II. Both of these must be completed in a timely fashion, and signed by parents.

4. Students must attach a copy of their college acceptance and financial aid letter to this application.
5. Students must meet all of the above provisions for their application to be considered.

GENERAL INFORMATION

Cafeteria

At the completion of lunch, students are to clean-up, including picking up papers from the floor. Due to the large number of students in the cafeteria at one time, it is essential that a cooperative attitude be shown. Loud, boisterous behavior, and throwing of food or other objects, will not be tolerated. Students are reminded that it is their obligation to clean their area of the cafeteria when requested to do so by a teacher or monitor. Students who violate this regulation are subject to disciplinary action according to the *Code of Conduct*.

Care of School Property

We are very anxious to maintain this school in a condition that will continue to be a source of pride for all the people of Medway. We expect everyone to do his/her share to keep the building and grounds clean, neat, and free from damage of any sort. The same attitude is expected toward all school property (textbooks, library books, equipment, etc.) that is given for use during the year. Unfortunately, we are faced with some of the same problems that plague society in general, including theft. Students are reminded to keep their locker locked and never to leave valuables in a gym locker during gym class. Do not give out the combination of either the gym locker or book locker to anyone.

Emergency Evacuation Procedure

During emergency evacuation procedures, such as fire drills, students are to go to assigned areas following prescribed procedures. Students are not to go to their cars since it may be necessary to give further directions to groups. Students who do not follow this regulation are subject to disciplinary action.

Lost, Stolen and Damaged Materials

Students assume financial responsibility for all materials and equipment issued to them by the school. In the event such material is lost, stolen, damaged, or defaced, teachers will notify the student and the office of the material involved and the fee to be assessed. Charges for lost, damaged or defaced books will be applied accordingly.

No School Announcements /Early Dismissals/Delayed Openings

No School Announcements

No School Signals will be given in the following manner:

Fire Whistle: 6:30 a.m. - No school all day, grades K-12

No School Announcements will be carried on the following radio and television stations:

WBZ-TV - Channel 4	WBZ-Radio - 1030 AM
WCVB-TV - Channel 5	WHDH-Radio - 850 AM
WNEV-TV - Channel 7	WRKO-Radio - 680 AM
WMRC-Radio - 1490 AM	WBUR-Radio - 90.9 FM

Early Dismissals

In cases when school will be dismissed early because of worsening storm conditions or other emergencies, an announcement of the time of dismissal will be carried on the same television and radio stations as no school announcements.

Delayed Openings

There may be occasions when conditions justify delaying the opening of schools by one or two hours. In the case of a delayed opening, school schedules and bus schedules will be delayed for the amount of time announced. For example: if a bus run normally starts at 7:30 a.m., and a two hour delay is announced, the bus run will begin two hours later at 9:30 a.m. Since the high school will normally begin classes at 8:04 a.m., a two hour delay would mean school will begin at 10:04 a.m. School lunches will be served as usual on days when the school opening has been delayed. Delayed opening announcements will be carried on the same television and radio stations as no school announcements.

Recruiting Information (Armed Forces Recruiter Access to Students)

According to the provisions of the Elementary and Secondary Education Act (ESEA Section 9528), schools are now required to provide students' directory information upon request to military recruiters and/or institutions of higher learning. If parents/guardians do not want their children's name, address and telephone number to be released to third parties, they should notify the Principal in writing.

Student Voter Registration

Voter registration affidavit forms are available in the main office.

Visitors

All visitors must report to the main office, sign in, and take a Visitor Pass to wear while in the building. All visitors must return their Visitor Pass and sign out in the main office before leaving.

STUDENT SERVICES

Guidance

Guidance refers to the student personnel services essentially established in today's modern school system. Services include a learning disability tutor, speech and hearing therapist, social worker, and psychologist. Through those services the Guidance Department attempts to assist each individual in his or her school adjustment. Discussion about the future will be made cooperatively between the student and the counselor in terms of the student's ability, understanding, awareness of educational and occupational opportunities and a realistic appraisal of the requirements necessary to arrive at one's grade.

Academically, guidance counselors will assist the student and his/her parents with choosing the proper level of subjects in the light of the student's grades, past achievements and standardized test results. The counselors will also facilitate the adjustment from one school or grade to another and assist with the selection of curricular school subjects.

Guidance Services

Counseling

Counseling is an interpersonal relationship in which the counselor assists the total individual to adjust more effectively to one's self and environment.

Individual Inventory Service

This involves the collection of data about an individual that distinguishes him or her from other individuals. This information is recorded on cumulative records and in the guidance folders.

Information Service

This is the service concerned with the areas of educational, occupational job training and resources information. Educational and occupational conferences are scheduled to allow students to attend the conference of their choice.

Placement Service

The nature of this is designed mainly to assist students with their efforts to enter college and/or other post-secondary educational program and locating part-time and summer employment.

Follow – up Service

This is the logical sequence to all other services. It is designed to assist the school in determining if the services are functioning satisfactorily. Through contact with past graduates, trends and needs can be established which will assist in the addition or revision of the school's Program of Studies and pupil personnel services.

Counselors are assigned as follows:

Mrs. Teresa Campana

Those students in grades 9 – 12 whose last name begins with A through F

Ms. Jennifer Lisk

Those students in grades 9 – 12 whose last name begins with G through N

Mrs. Claire Ford

Those students in grades 9 – 12 whose last name begins with O through Z

Health Services

Medication Policy

No medications (including over-the-counter medications) are allowed in school without a written order from a physician or dentist, and a parental signature on a special form available from the school nurse. Medications should be sent to school in the prescription bottle with dosage, name of medication, and doctor's name.

Mandated Screenings

Vision and hearing testing is done annually on all freshman students. Postural screening is done on all students in grades five through nine during Physical Education classes. A female child may be asked to bring in a swimsuit or halter-top. This type of clothing facilitates better examination of the back. The school nurse will recheck all students with positive findings and will send referral notices for a follow-up medical evaluation.

The revised Massachusetts Department of Public Health Law requires that all students entering the seventh grade show proof of a second dose of MMR (measles, mumps and rubella) vaccine.

Physical exams are required by law on all students in grade nine. The school physician will be available in September for those students who are unable to have a physical completed by their private physician.

Nurse's Office

The school nurse is available to students from 7:45 a.m. to 3:00 p.m. each school day. Students must have a pass when they arrive in the nurse's office. The nurse may only administer medications prescribed by a physician. Students needing to be dismissed because of illness may only be dismissed with parent/guardian permission. Emergency contacts will only be used in emergencies, unless specified by parent/ guardian. In order to maintain health records, the nurse should be informed of any medical conditions, injuries or recent immunizations. The nurse should also be given all physicals and physician's notes excusing students from school or physical education. All students are covered by school insurance for injuries that occur during the school day or school extracurricular activities. See the nurse if you need to file a claim.

Library Media Center

The Library media Center (LMC) serves all students and faculty of Medway High School as the information center as well as the classroom of the Library Media Specialist from 7:30 a.m. to 3:00 p.m. daily.

LMC resources include: over 19,000 books; print and on-line magazines and newspapers; recorded books; online databases; VHS and DVD curriculum collection; 16 networked student computers with internet access and Microsoft office tools; a high speed printer; a scanner; and a

coin operated copy machine. Books may be borrowed for three weeks and renewed if no one is waiting for the material. Students may use the library before school, after school and during study halls. Students choosing the LMC as an alternative to an assigned study hall must report directly to the LMC at the beginning of the period and remain for the entire period. LMC study halls are quiet. Students who disrupt others will be sent back to their assigned study hall.

SCHOOL REGULATIONS

Attendance

Absence

If you are going to be absent, please have a parent or guardian call the school before 7:30a.m. Work missed due to absence must be made up according to the “Make-up Work” guidelines on page 11 unless special arrangements are made with individual teachers. Grades of “Incomplete” must be made up within one week of the end of the term in which the “Incomplete” was given. “Incompletes” not made up within the aforementioned time period will automatically become F’s.

Dismissal

- * Dismissal requires a parental note indicating reason and time for dismissal. This should include a parental signature and daytime telephone number.
- * Dismissal from school should be used for medical or legal appointments that could not be scheduled after school hours.
- * A student who has a dismissal note must bring it to the main office prior to homeroom.
- * If a student needs to be dismissed and has not brought in a note, a parent must come into the office and dismiss their child.
- * If a dismissed student is returning to school, he/she needs to check into the main office prior to returning to class.

Minimum Attendance Policy

Learning needs to be valued as an ongoing process that requires the daily interaction of students with their peers and teachers. Absence from class affects this learning process. While a student may make up the paperwork missed, the student can rarely duplicate the learning experiences lost by that day’s absence. Absence from class for any reason is academically detrimental to students. Since education is a cooperative effort and students gain knowledge from their interactive discussion with one another, their absence also hinders the class.

Total absences permitted before loss of credit:

14 absences for a full year course.

7 absences for the semester course.

No absence is excused. The terms excused and unexcused will not be used in describing absences. Rather, all absences will be explained. Teachers will record all absences and continue to check for class cuts. Students will need to document and submit notes for all absences to the main office. These notes will be kept in their file in the main office and when a student reaches the absence limit, a letter will be sent home (from the assistant principal’s office) stating that the student has lost credit for the course. Within five days of receipt of this letter, the student can request a hearing before the attendance committee to consider reinstatement of the credit. All hearings will be held during the last two weeks of the school year/semester. Forms will be filled out by the classroom teacher, submitted to the assistant principal’s office, and mailed home to the parent at the following intervals:

Notification times

Semester course:	4 absences	Warning notification
	8 absences	Loss of Credit Letter
Full year course:	7 absences	Warning notification
	15 absences	Loss of Credit Letter

All students will remain in a course until the conclusion of the school year/semester. The student will need to continue to achieve as the credit may be restored after the hearing or the student will need to earn at least 50% to attend summer school. Credit will (will not) be awarded by the attendance committee after the hearing "...in the case of some extraordinary circumstance..." for example, a lengthy illness. Absences such as college visits, family vacations, "regular" doctor's appointments, license appointments, etc. will not be considered as extraordinary circumstances. This will require that a student make a "good choice" when he/she chooses not to attend class. The following absences related to school course requirements and/or school sponsored activities will not be counted toward this policy:

- School organized and approved field trips
- Assemblies
- Other club, council, or athletic events held during the school day

For students who enroll after the start of the school year, the number of days will be prorated based on the number of days the student is enrolled at Medway High School.

Attendance Committee

The purpose of the Medway High School Attendance Committee, hereafter referred to as MHSAC, is to review the reasons for a student's absences and determine if there are any extraordinary circumstances that would cause a waiver to be granted. The membership of the committee shall consist of the following:

- Assistant Principal
- The student's Guidance Counselor
- School Nurse
- A Faculty Member
- School Resource/Attendance Officer (if needed)

Tardiness to Class

Each teacher will address the issue of tardiness with the student through parent contact, teacher detention, and application of the minimum attendance policy. Students who are late to class will not be sent to the office for a pass. The office of the assistant principal will assume the responsibility of disciplining habitual tardiness to study halls. Any student who is more than 20 minutes late to class will be considered absent from that class.

Tardiness to School

Tardiness disturbs classes and hinders the ability of other students to learn. Tardiness will result in office detention unless the student who arrives late is either accompanied by a parent or brings in a note when he/she is admitted to school. Students must bring a note explaining the tardiness to the front office. All tardy notes should include that day's date, explanation for the tardiness, parent signature and a phone number where the parent can be contacted to verify the reason for the tardiness.

Please note: A parental note will not excuse a student's tardiness relative to the Minimum Attendance policy. In addition, oversleeping or missing a bus will not be considered as a reason to excuse a student's lateness to school.

Students who are tardy to school for the second time in the quarter will receive a detention that day. If the student is tardy before 8:20am then they will receive a 15 minute detention that day or the next scheduled day. If they come in after 8:20am they will receive an hour detention that day or the next scheduled day. Upon reaching the sixth tardy in a quarter, the student will receive one demerit and one hour of detention for that tardy and each subsequent tardy for the duration of the quarter. Excessive tardiness to school will result in referral to the assistant principal for further action.

Cellular Phones and Portable Listening Devices

Students will not be permitted to use phones or wear portable listening devices during the school day. If the device is used, it will be taken and a parent may be required to pick it up. Any need to contact a student may be done by calling the front office (508) 533-6643. Students who violate this regulation are subject to disciplinary action of "Disturbing the Normal Process" according to the *Code of Student Conduct*.

Corridor Passes

Corridor passes are necessary for any passing within the building during class time. Passes are obtained from the teacher.

Displays of Affection

Displays of affection, such as kissing or embracing, that may make others uncomfortable or embarrassed are not permitted. On the first reported offense, parents may be notified and both students and parents informed that future violations could result in disciplinary action as stated in the *Code of Conduct*.

Food and Drink in School

Teachers reserve the right to limit food and drink within their classrooms. Some classrooms, such as science labs and technology classrooms may restrict food for safety purposes. Food and drink are not permitted in any computer lab. Violations will result in disciplinary action.

Search and Seizure

Searches by school officials shall be conducted when a teacher, a school employee, or another student reports that a student was observed with contraband on school premises or when school officials receive a reliable report, even if from an anonymous source. Contraband is defined as materials prohibited by school regulations and/or are considered dangerous to the health and safety of the school. There should be no expectations of privacy of desks, lockers, and automobiles. This means that the school authorities will make decisions as to whether a student's desk, locker, or automobile will be searched. Any search conducted will be as free of embarrassment to the student as possible. The school is not required to call in the police before searching a student or his/her locker nor does the school official have to obtain a search warrant. Parents will be notified that a search has been conducted. Students are responsible for all items on their person, or in their locker, desks, books, bags, or any other containers. If a student is assigned a locker and he/she does not use it, he/she is still responsible for the contents inside. It is important that a student reports immediately to the office any items discovered in their desk, locker, or personal belongings that do not belong to them. Sharing lockers is not allowed.

Student Driving/Parking

Students must have a parking sticker in order to drive a car to school, and must park in the lot designated by the sticker. Students who park in other areas or who drive in a manner that creates a public safety hazard will lose the privilege of driving to school and will be referred to the police. A vehicle parked at school is subject to search by school officials if there is a reasonable suspicion that the vehicle contains unauthorized, dangerous or illegal substances.

SADD encourages the use of seat belts by all students for their safety and the safety of others.

Throwing Objects

Throwing of any object at any rally, assembly, or event will result in disciplinary action. The student may be banned from all future rallies, assemblies, and events. Throwing of snowballs is not permitted. Students who violate this regulation are subject to disciplinary action according to the *Code of Conduct*.

STUDENT RECORD REGULATIONS

Purpose of Student Records

Individual student records are developed and maintained for each student in the system in accordance with federal and state regulations, School Committee policy and administrative procedures. These records provide the data needed to plan and implement legitimate and recognized educational goals for each student. Student records include files, documents, and other materials which contain information directly related to a student and which are maintained in writing, on film, or on tape by the school system or persons acting for the school system. Private, personal or working notes made by a system employee are not regarded as records so long as such notes are for that person's sole use or by the use of his/her substitute.

Contents of Student Records

Cumulative Folder:

The Medway Public School District requires that essential data be maintained for each student. The following types of information which constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system are maintained in a student's cumulative folder:

1. Identifying information (name, address, date-of-birth, name of parent/guardian, address, phone number)
2. Attendance information
3. Subject performance information (academic work and level of achievement, grade level and year completed)

Additionally, an individual student's cumulative folder may include other information relevant to recognized educational goals such as but not limited to:

1. Individual reading tests
2. Report cards
3. Transcripts from other schools
4. Standardized test information
5. Speech and hearing evaluations

Limited Access Folder:

Other type of data which may be obtained only with the written consent of a parent/guardian and kept in a limited access folder may include such information as but not limited to:

1. Notations regarding individual student's specified needs
2. Counselor notations
3. Disciplinary data
4. Psychological or psychiatric reports
5. Court documents
6. Social histories

This limited access folder is maintained in the local school building and/or Special Education Office. The above descriptive listing of the types of information contained in student school

records will be available in the School Committee Policy Book in each school principal's office and will be made available to parents/guardians on request.

Collection, Maintenance, and Access to Student Records

The Superintendent of Schools is responsible for the district-wide maintenance of records. Each building principal is responsible for the records maintained in his/her school building. Information about a student and his/her family shall be collected upon the student's entry into the Medway Public Schools. All students' records shall be kept current.

Release of Information

Upon a student's enrollment in any other secondary school, all records, excluding those in the limited access folder, will be transferred to that school upon written request for records from that school. The transfer of any additional data to other institutions or schools requires the written informed consent of the parent/guardian or eligible student. A record will be kept of all such requests and transfer of records.

Personally identifiable information may also be disclosed without written consent of federal, state and local authorities listed in Section 99.31 of the regulations of the Family Education Rights and Privacy Act.

Personally identifiable information may be disclosed to appropriate persons without parental consent in an emergency, if the knowledge of such information is necessary to protect the health and/or safety of the student or other persons.

The release of any student records, other than in transfers as specified above, to any other third party requires the written consent of the parent/guardian or eligible student, except in compliance with a court order, subpoena or statute. Advance notice to parents of compliance with a court order or subpoena is required.

Certain personally identifiable student directory data, specifically limited to name and participation in officially recognized activities and sports, weight and height if members of athletic teams and honors or awards received, may be known to the public through such vehicles as school athletic handbills, school playbills, school newspapers and school yearbooks or may be released to news media. However, if a parent, guardian or eligible student requests that such data not be released, such a request shall be honored.

Destruction of Records

All student records will be reviewed periodically. Material that is no longer relevant for the provision of an appropriate educational program, will be removed from the student records and will be destroyed following an opportunity by the parent/guardian or eligible student to examine and copy such records.

The minimal personal data needed to operate the school system (including name, address, telephone number, attendance data and transcript of grades) will be retained for sixty (60) years following graduation of a student's class. All other data will be destroyed within five (5) years following graduation.

Parents/Guardians or eligible students who wish to examine records prior to their destruction may make a written request to the custodian of records prior to June 30th of each school year. This request should be addressed to Superintendent of Schools, Medway Public Schools, 45 Holliston Street, Medway, MA 02053.

Challenge of Contents of Student Records

Parents/Guardians or eligible students (students 14 years of age or in the 9th grade, whichever comes first) shall have an opportunity to challenge the accuracy of data/information in the student records in accordance with the applicable federal and state statutes and regulations.

Notice of Students Records

The Medway Public Schools shall publish this regulation annually in the student handbook and it shall serve as the notice describing School Committee Policy and the applicable statutes and regulations governing student records.

The School Committee Policy and Commonwealth of Massachusetts Department of Education Regulations governing student records are available for public inspection during regular business hours in the Office of Superintendent of Schools, the Offices of the building Principals and the Office of the Director of Student Services.

EXTRA-CURRICULAR ACTIVITIES

Eligibility

Any student may participate in any extra-curricular activity as long as he/she is passing twenty-four credits, does not have over 100 demerits or has not accrued unreasonable absences. If a student is on the academically ineligible list, which is determined at the close of each term he/she may not sign up for an activity when it starts. If a student becomes ineligible any time during the school year when the activity is already in progress, he/she will be put on probation when the next term ends, he/she is to be dismissed from the activity. The final grade will determine who is academically eligible and ineligible for fall extra-curricular activities. Advisors will have the right to remove, for a predetermined amount of time, any member or officer who has committed a confirmed offense that would harm the reputation and integrity of the club. A second offense could result in a permanent removal.

Dances and other Social Events

All usual school rules and penalties apply. The doors will be closed one hour after the start of the event, and no admittance will be allowed unless prior arrangements have been made with the administration. Students are not allowed to go to their cars during a school activity.

Extracurricular Participation After School

Extracurricular Activity Participation (title change)

- A student must be in school for at least five consecutive periods to participate in any extracurricular activities, including school dances. This can be waived only by the student receiving administrative approval in advance of the absence.
- A student who is absent from school shall not participate in any extracurricular activities.
- A student who is suspended shall not participate in any activities on that day.
- A continual violator (100 Demerits) of the *Code of Student Conduct* will be subject to suspension and/or removal from all extracurricular activities. The process for removal is determined by each organization.
- Students who reach 150 demerits during the final semester may be ineligible for participation in sports/extracurricular activities the following fall.
- Make-up schoolwork and teacher detention take priority before students are allowed to participate in extracurricular activities.
- From the first meeting of the activity until the end of the activity, 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. Once the principal confirms: **FIRST VIOLATION**- Notification of parents/guardian, loss of privilege to attend or participate in any school events or co-curricular activities for fourteen calendar days (14) including athletic events, music and drama events, dances including the prom and graduation. Loss of leadership positions (i.e. class officer, student council officer, representative to state and local agencies and captains of athletic teams.) for the remainder of the school year. **SECOND VIOLATION**- Loss of privilege to attend or participate in any school events or co-curricular activities for thirty (30) calendar days.

Field Trips During the School Day

All usual school rules and penalties apply. If a student misbehaves, parents will be called to come and take the student home immediately. The police may be involved if the nature of the offense indicates a law has been broken. For serious infractions, the student will be denied the privilege of participating in all field trips for the remainder of the school year.

Field Trips Overnight or During the Weekend

All usual school rules and penalties apply. If a student misbehaves, parents will be called to come and take the student home immediately, or arrangements will be made to send the student home immediately at the student's and/or parents' expense. The police may be involved if the nature of the offense indicates a law has been broken. For serious infractions, the student will be denied the privilege of participating in all field trips for the remainder of the school year.

Many extra-curricular activities involve overnight field trips. These trips are a special part of the particular activity and certain criteria will prevail. First of all, if a student is on the academically ineligible list for the term in which the trip will occur, or when the selection will be made, he/she will not be allowed to go. Secondly, the advisor and/or the executive board of the activity will set certain criteria for participation in this event.

All students who participate in the particular extra-curricular activity must be made aware of the selection procedure, which will be used to choose the participants for this special event. If the students on this trip are to be absent for two or more days, each student who is selected to participate in this special activity must bring a sheet to all his/her teachers at least five days before the trip. The teacher will indicate what work will be missed and what they expect to be turned in before and after the trip, if approval is given.

If a student received two teacher disapprovals, he/she will not be allowed to go on the trip. This procedure will be followed for any overnight trips that occur within regular curriculum courses.

I.P.E.C. Field Trips

The trip leader and or the IPEC coordinator may prevent the participation of a student who has fifty or more demerits or who may present a safety hazard to themselves or others on the trip.

Senior Week Activities

All usual school rules and penalties apply. For serious infractions, any offense resulting in suspension, the student will be denied the privilege of participating in the remainder of senior week activities. This includes participation in the Scholarship and Awards program, Class Day and graduation ceremonies.

Any senior who violates the Medway High School alcohol and drug policies while attending any of the culminating class events (e.g. - Junior Prom/Senior Reception, senior class trips, etc.) will not be permitted to participate in senior week activities. This includes participation in the Scholarship and Awards program, Class Day and graduation ceremonies.

Sporting Events (Home and Away)

All usual school rules and penalties apply. Any student who is removed from a sporting event as a result of their behavior will be excluded from all sporting events for the next 30 days. For serious infractions the student will be denied the privilege of attending all sporting events for the remainder of the school year. The student may also be subject to arrest.

Student Advisory Committee to the School Committee

A Student Advisory Committee, consisting of five students, is elected in May each year to meet with the School Committee. These meetings are held at least once every other month and serve to maintain channels of communication between students and the School Committee. Two students are also elected in March to a Regional Advisory Board, which in turn, elects one of its members to sit with the State Board of Education.

Student Council

The Student Council has a highly active and functional role. Its purpose is not to govern the students, but to serve as a liaison between the student body and the administration. Additionally, the Council seeks to foster and strengthen school spirit and pride.

The Executive Board of the Student Council will supervise all elections. Class and Student Council elections are held in the spring prior to the year the officers are to serve. Nomination papers for both elections will be taken out on the Tuesday previous to the week of elections and filed in the main office the Friday of the same week. Students who wish to run for any elected office must be passing four major subjects before they may take out nomination papers. These nomination papers must contain the signatures of twenty-five students and a signed parental/guardian permission letter. A period is set aside for each class to allow Council candidates to make campaign presentations. Officers will be elected at the first meeting of the new Council.

Student Council Responsibilities

- To promote school spirit
- To sponsor school-wide activities, such as assemblies
- To promote student leadership
- To represent the student body before the administration

Student Council Officer Elections

- President: The President must be a member of the incoming senior class.
The President must have been a member of the Student Council for at least one year previously.
- Vice President: The Vice –President must be a member of the incoming junior or senior class.
- Secretary: The secretary may be a member of any class.
- Treasurer: The treasurer may be a member of any class.

Option I

The Student Council officers will follow the election procedure requirements for the council representative elections. The entire student body will elect them at the same time as the representative election.

Option II

Once the student body has elected the council, the council will elect their officers from within the elected council.

Student Representative Regulations

Campaign Speeches

Each candidate will be required to present his views/platform, before an assembly of his class prior to the election. School-wide elections will be held in early June.

Nomination Papers

Each candidate must take out nomination papers and obtain the signatures of 25 classmates. Nomination papers must be filed and returned one week prior to the election

Orientation

Those students who are elected to class office, Student Council, and advisory positions must attend a one-day leadership training session in the fall of the next school year. The orientation meetings will also describe the responsibilities of the student representatives.

Scholastic Requirements

Each candidate must have passed at least twenty-four credits the marking period prior to the elections and have not accumulated fifty demerits.

SCHOOL COMMITTEE POLICIES

FERPA Notice for Directory Information

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Medway Public Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child’s education records. However, Medway Public Schools may disclose appropriately designated “directory information” without written consent, unless the parent/guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Medway Public Schools to include this type of information from a child’s education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories: names, addresses and telephone listings, unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

If a parent/guardian does not want Medway Public Schools to disclose directory information from a child’s education records without prior written consent, they must notify the District in writing by October 15. The written request not to disclose directory information should be addressed to the Office of the Superintendent of Schools, 45 Holliston St., Medway, MA 02053 (No faxes please). Medway Public Schools has designated the following information as directory information:

Note: an LEA may, but does not have to, include all the information listed below.

Student’s name	Dates of attendance
Address	Grade level
Telephone listing	Participation in officially recognized activities and sports
Electronic mail address	Weight and height of members of athletic teams

Photograph	Degrees, honors, and awards received
Date and place of birth	Major field of study
The most recent education agency or institution attended	

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-110); the legislation that provides funding for the Nation's armed forces.

Acceptable Use for School Network, Internet, and Equipment Grades 9-12 Policy #21

Our goal in providing computer network technology and Internet access to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Proper and Ethical Use

Students and staff must understand and practice proper and ethical use. All students and staff must be aware of the proper procedures, ethics and security involved with using the Internet.

The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that students are aware of the responsibilities they are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Medway user violates any of these provisions, his/her access will be suspended and may continue to be denied in the future. The signature(s) on the Student Handbook Agreement form is (are) legally binding and signifies the party (parties) who signed has (have) read the terms and conditions and understand(s) their significance.

Terms and Conditions

Personal Responsibility

As a representative of this school, I will accept full responsibility for my own actions and for reporting any misuse of the network and/or equipment to an appropriate authority. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All rules of conduct of the Medway Public Schools apply when students are on the network.

Acceptable Use

The use of a student account must be in support of education and consistent with the educational objectives of the Medway Public Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. All users assume full liability; legal, financial, or otherwise for inappropriate actions.

Privileges

The use of the school network and the Internet is a privilege; inappropriate use will result in a cancellation of the privilege. The school administrators will deem what is inappropriate use and their decision is final. Also, the school administrators may choose to terminate access at any time as required. The administration, faculty, and staff of Medway Public Schools may request the network administrator to deny, revoke, or suspend specific user access.

Monitoring

The Medway Public Schools reserve the right to review any material on user-accounts and to monitor file server space in order for the district to make determinations on whether specific use of the network is inappropriate. In reviewing and monitoring user accounts and file server space to determine appropriate use, the Medway Public Schools shall respect the privacy of user-accounts.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive with messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal personal information.
- Note that electronic mail (e-mail) is not guaranteed to be private.
- Do not use the network in a way that would disrupt its use.

Warranties

The Medway Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Medway Public Schools will not be responsible for any damages suffered. This includes loss of data or service interruptions. Use of any information obtained via the Internet is at students' own risk. The Medway Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. Do not use another individual's account without written permission from that individual. Attempts to logon to the network or Internet as a system administrator may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Vandalism and Harassment

Vandalism and harassment will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment. This includes, but is not limited to, the altering of workstation operating system files, and uploading or creation of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work.

Procedures for Use

Student users must adhere to the guidelines established by the teacher. All users have the same right to use the equipment. Therefore, users shall not use the computer resources for non-academic activities when other users require the system for academic purposes.

Encounter of Controversial Material

With access to these resources also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Medway Public Schools has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover controversial information. It is the user's responsibility not to initiate access to such material. Any decision by the Medway Public Schools to restrict access to Internet material shall not be deemed to impose any duty on Medway Public Schools to regulate the content of material on the Internet.

Civil Rights Policy #50

Commitment to Multi-Cultural Understanding

Medway Public Schools are committed to:

Promoting multi-cultural understanding, appreciation and harmony to insure that no student is denied access to any educational program or other activity in Medway Public Schools for reason of race, color, ethnic background or national origin, religion, sexual orientation, disability, economic status or gender; and to complying with all applicable state and federal laws, including state and federal civil rights and anti-discrimination laws relating to the employment practices, educational programs and all other activities of Medway Public Schools.

Standards of Conduct

Students and employees of the Medway Public Schools shall not at any time do or say anything that would in any way tend to harass, degrade, demean, abuse, insult or cast aspersions on the race, color, ethnic background, national origin, religion, sexual orientation, economic status or gender of any individual or group or otherwise engage in racist or any other unlawful discriminatory behavior.

In interpreting and applying this Civil Rights Policy, Medway Public Schools does not intend to interfere with the rights of students, teachers, and other members of the Medway Public Schools community to engage in freedom of expression protected by the law.

Implementation and Enforcement

Complaint Procedures:

1. Any employee, parent/guardian or student of Medway Public Schools may file a complaint alleging violations of the Civil Rights Policy.
2. Complaint shall be filed and resolved in accordance with the following procedures:
 - a. Complaints are to be in writing and signed. They are to be submitted to the building Principal, Assistant Principal, or Superintendent of Schools as follows:

Richard Pearson, High School Principal, 508-533-3227

Frank Jackson, High School Assistant Principal, 508-533-3227

Joanne Senier-LaBarre, Middle School Principal, 508-533-3230
Mary Ellen Hasenfuss, Middle School Assistant Principal, 508-533-3230
Leigh Ann Becker, Burke/Memorial School Principal, 508-533-3266
Eileen Harvey, Burke/Memorial School Assistant Principal, 508-533-3242
Wendy Rocha, McGovern School Principal, 508-533-3243
Denise Rochlin, Assistant Superintendent of Student Services, 508-533-3229
Judith A. Evans, Superintendent of Schools, 508-533-3222

The above people are also available to discuss any concerns on individual problems they may have and to provide information about the district's policy on civil rights and the complaint process.

- a. Within five (5) school days after the receipt of the written complaint an investigation shall be conducted.
- b. Upon receipt of the investigation results, the building Principal, Assistant Principal, Superintendent or Assistant Superintendent will determine if there has been a violation of this civil rights policy.

Action With Respect to Violations

If a violation is determined to have occurred the Principal, Assistant Principal, Superintendent, or Assistant Superintendent shall, subject to all applicable provisions of law, collective bargaining agreements or student handbook take such action as he/she may deem appropriate.

First Offense Student

The following actions may be taken:

1. Minimum of three (3) office detentions, twenty (20) demerits (in the case of a middle or high school student).
2. Up to ten (10) days suspension from school, waived if the parties agree to participation in mediation.
3. Volunteer participation in mediation.
4. Referral to police/courts for prosecution under state and federal laws.
5. Referral for further action to the Superintendent of Schools.

Second Offense Student

1. Twenty-five (25) days suspension from school.
2. Referral for further action to the Superintendent of Schools and possible school expulsion.
3. Referral to police/courts for prosecution under state and federal laws.

School Personnel Disciplinary Action

If it is determined that inappropriate conduct has been committed by a school district employee, such action will be taken as appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if a student or employee believes he/she has been subjected to civil rights violations he/she may file a formal complaint with the governmental agencies set forth

below. Using the complaint process does not prohibit an individual from filing a complaint with these agencies. The agencies may have a short period for filing a claim (EEOC: 180 days, MCAD: 6 months).

Students:

U.S. Department of Education
Office for Civil Rights
John W. McCormack Building
Post Office and Court House, Room 222
Boston, MA 02109 617-223-4143

Massachusetts Commission against Discrimination	
Boston Office	Springfield Office
One Ashburton Place	424 Dwight Street
Room 601	Room 220
Boston, MA 02108	Springfield, MA 01103
617-727-3990	413-739-2145

Employees:

U.S. Department of Education
Office for Civil Rights
John W. McCormack Building
Post Office and Court House, Room 222
Boston, MA 02109
617-223-4143

United States Equal Opportunity Commission
1 Congress Street, 10th floor
Boston, MA 02114

Massachusetts Commission Against Discrimination	
Boston Office	Springfield Office:
One Ashburton Place	424 Dwight Street
Room 601	Room 220
Boston, MA 02108	Springfield, MA 01103
617-727-3990	413-739-2145

Custodial and Non-Custodial Parent Rights and Responsibilities #51

Not all public school students come from homes that include two parents. Some students are from one-parent families, and others have non-parent guardians. Also, a child may have two parents who are not living together. Custody of the student may be joint, or may be by only one of the parents.

On October 25, 2005, the Massachusetts Board of Education voted to adopt emergency amendments to the student regulations pertaining to access to student records by non-custodial

parents 603 CMR 23.07(5). The changes were designed to make the state regulations consistent with federal law concerning non-custodial parental access to student records.

I. Access to Student Records

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children (“non-custodial parents”).

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student records unless:
 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered to supervised 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.
- (b) The school shall place in the student’s record 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).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request, the school must immediately notify the custodial parent by certified mail 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 twenty-one (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 in 603 CMR 23.07(5)(a).
- (e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c. 71, § 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

II. Right to Visit Child At School or Remove Child From School Property

Both custodial and non-custodial parents have the right to visit the child briefly at school. Both also have the right to participate in parent/teacher conferences (although, at the school's discretion, there may be separate conferences for each parent).

Only the custodial parent has the right to remove the child from school property. If a non-custodial parent asks to remove the child from school, the following steps should be followed:

- (a) The principal, or his/her designee, shall explain that school staff is responsible for the child's welfare while at school. In the non-custodial parent's presence, the custodial parent should be contacted by telephone, and the request to visit explained. If the custodial parent agrees, then the school may comply with the request.
- (b) If the custodial parent does not agree, the principal shall explain to the non-custodial parent the rights of both parents (see above). Confirm that the school will allow a brief visit by the non-custodial parent. Make clear that the child will stay in the office area during the visit, will not leave school property, and will return to class after the visit. (This discussion of the conditions of the visit should take place, when possible, within the hearing of both parents).
- (c) Escort the child to the office. (Do not send the non-custodial parent to the classroom.) Explain to the child how the visit will be handled. Emphasize that the child will be returned to the classroom after the visit. Provide a place for the visit that can be observed by office staff. After the visit, escort the child back to class.

Freedom from Harassment Policy #49

Harassment of any type (including sexual harassment) will not be tolerated in Medway High School. Any person who believes he/she has been the victim of harassment by a student or employee of the school district is encouraged to report the alleged act immediately to a teacher, counselor, assistant principal, principal or other supervisor. Any individual with knowledge or belief of conduct that may constitute harassment is required to report the alleged act immediately to a teacher, counselor, assistant principal, principal or other supervisor.

The Principal (or the Superintendent's designee) is responsible for receiving oral or written reports of harassment. The Principal (or Superintendent's designee) will immediately inform the Superintendent of the complaint and immediately investigate the complaint considering all the facts and circumstances.

The school will take immediate steps to protect all parties involved in the case. A high degree of confidentiality will be maintained by the school district.

Harassment may take form in numerous ways. They may include:

1. Verbal: remarks, jokes, or comments
2. Physical: assault, offensive touching
3. Visual: offensive pictures, cards and cartoons

Harassment for any of the reasons mentioned above is unlawful and is contrary to our policy. Sexual harassment is a problem, which deserves particular attention. A specific policy on sexual harassment has been adopted by the School Committee and is in effect.

If it is determined that an individual has been harassed, the consequences to the offending party may include the following:

FOR STUDENTS

Parental conference
Police notification
Suspension from school
Exclusion from school

FOR ADULTS

Reprimand
Suspension
Dismissal

Injury to Students Policy #31

The procedure for handling injury to students shall be as follows:

1. Schools shall maintain parent/guardian information on file that:
 - a. Directs school authorities as to the preferred physician to contact upon injury to the student; and
 - b. Provides additional information necessary for an emergency.
2. Nurses, principals, or other school staff shall be authorized, if necessary, to:
 - a. Call 911 in an emergency; and
 - b. Transport injured students to emergency care facilities.
3. School personnel shall be responsible for making every possible attempt to reach parents/guardians on a continued basis during emergencies involving injury to students.
4. School personnel shall be responsible for completing written accident reports and filing the reports with the nurse and administration.

Non-Discrimination Policy #9

No person in the Medway Public Schools shall be excluded from or discriminated against in admission to a public school in Medway or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, and/or disability. Persons who have complaints or feel that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, and/or disability, may enter their complaint with the Title IX compliance officer.

The school committee's policy of non-discrimination will extend to students, staff, the general public, and individuals with whom the Medway Public Schools does business.

Non-Discrimination on the Basis of Handicap Policy #70

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services,

programs, and activities of the district or be subject to discrimination. Nor shall the district exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition

A “qualified individual with a disability” is an individual with a disability who, with or without reasonable modification rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

Reasonable Modification

The district shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications

The district shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid or service is necessary, the district shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services

“Auxiliary aids and services include (1) qualified interpreters, note-takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices; and (4) other similar services and actions.

Limits of Required Modification

The district is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the school committee after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice

The district shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the Americans with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the school committee and superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Grievance Procedure

A person with a grievance concerning handicap discrimination will submit the grievance in writing to the administrator who has immediate jurisdiction over the school unit involved. The administrator will meet with the grieving person within five (5) school days of the filing and will answer the grievance in writing within five (5) school days after the meeting, stating the reason(s) for the decision. If the decision is in favor of the aggrieved person, the administrator shall promptly take such steps as may be necessary to put the decision in effect.

If the grievance is general in nature, it shall be addressed to the Director of Student Services.

In the event that any decision of the administrator/Director of Student Services is not satisfactory to the aggrieved person, the person shall have the right to appeal to the Superintendent of Schools. Request for such appeal shall be in writing to the Superintendent of Schools within five (5) school days of the receipt of the administrator's/Director of Student Services' answer.

The Superintendent shall, within ten (10) school days thereafter, meet with the grievant and attempt to settle the grievance. The Superintendent shall make a written disposition of the grievance with the grievant within five (5) school days after the date of such meeting. If the decision is in favor of the aggrieved person, the Superintendent shall promptly take such steps as may be necessary to put the decision into effect.

In the event that any decision of the Superintendent is not satisfactory to the aggrieved person, that person shall have the right to appeal to the Chairperson of the School Committee for referral to the full committee. The chairperson shall answer the grievance in writing within ten (10) school days after the next regular school committee meeting. The decision of the school committee shall be final and binding to the extent of the jurisdictional limits and authority of the school committee.

Non-Discrimination on the Basis of Sex Policy #23

The Medway School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The school committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

Grievance Procedure

A person with a grievance concerning sex discrimination will submit the grievance in writing to the administrator who has immediate jurisdiction over the school unit involved. The administrator will meet with the grieving person within five (5) school days of the filing and will answer the grievance in writing within five (5) school days after the meeting, stating the reason(s) for the decision. If the decision is in favor of the aggrieved person, the administrator shall promptly take such steps as may be necessary to put the decision in effect.

If the grievance is general in nature, it shall be addressed to the Director of Student Services.

In the event that any decision of the administrator/Director of Student Services is not satisfactory to the aggrieved person, the person shall have the right to appeal to the Superintendent of Schools. Request for such appeal shall be in writing to the Superintendent of Schools within five (5) school days of the receipt of the administrator's/Director of Student Services' answer.

The Superintendent shall, within ten (10) school days thereafter, meet with the grievant and attempt to settle the grievance. The Superintendent shall make a written disposition of the grievance with the grievant within five (5) school days after the date of such meeting. If the decision is in favor of the aggrieved person, the Superintendent shall promptly take such steps as may be necessary to put the decision into effect.

In the event that any decision of the superintendent is not satisfactory to the aggrieved person, that person shall have the right to appeal to the Chairperson of the School Committee for referral to the full committee. The chairperson shall answer the grievance in writing within ten (10) school days after the next regular school committee meeting. The decision of the school committee shall be final and binding to the extent of the jurisdictional limits and authority of the school committee.

Sexual Harassment Policy #36

I. Introduction

It is the goal of Medway Public Schools to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees by anyone, including a fellow student, teacher, coach, supervisor, co-worker, vendor, or other third party is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve its goal of providing an environment free from sexual harassment, the conduct that is described in this policy will not be tolerated, and Medway Public Schools has provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because Medway Public Schools takes allegations of sexual harassment seriously, it will respond promptly to complaints of sexual harassment, and where it is determined that such inappropriate conduct has occurred, Medway Public Schools will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth Medway Public Schools' goals of promoting an educational environment and workplace that is free of sexual harassment, the policy is not designed or intended to limit its authority to discipline or take remedial action for conduct which it deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition of Sexual Harassment

"Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- A. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment, academic standing, athletic standing, school related opportunities, or as a basis for employment decisions; or
- B. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under the definition stated above, direct or implied requests by a teacher, supervisor, or any individual in a position of school authority or work for sexual favors in exchange for actual or promised job benefits such as favorable review, salary increases, promotions, increased benefits, or continued employment, better grades, athletic favors, recommendations or other advantages, constitutes sexual harassment.

The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an educational environment or a workplace environment that is hostile, offensive, intimidating or humiliating to male or female students or workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- e Unwelcome sexual advances, whether they involve physical touching or not;
- e Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- e Displaying sexually suggestive objects, pictures, cartoons;
- e Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; and
- e Discussion of one's sexual activities or inquiries into others' sexual experiences.

All individuals should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

III. Complaints of Sexual Harassment

If any of Medway Public Schools students or employees believes, in good faith, that he or she has been subjected to sexual harassment, as described above, the student or employee has the right to file a complaint with the School Department. This may be done in writing or orally.

If any student or employee would like to file a complaint, he or she may do so by contacting any Building Principal, Assistant Principal or the Superintendent of Schools, as follows:

Richard Pearson, High School Principal, 508-533-3227
Frank Jackson, High School Assistant Principal, 508-533-3227
Joanne Senier-LaBarre, Middle School Principal, 508-533-3230
Mary Ellen Hasenfuss, Middle School Assistant Principal, 508-533-3230
Leigh Ann Becker, Burke/Memorial School Principal, 508-533-3266
Eileen Harvey, Burke/Memorial School Assistant Principal, 508-533-3242
Wendy Rocha, McGovern School Principal, 508-533-3243
Denise Rochlin, Assistant Superintendent of Student Services and
Title IX Coordinator, 508-533-3229
Judith A. Evans, Superintendent of Schools, 508-533-3222

These people are also available to discuss any concerns a student or employee may have and to provide information to students and employees about Medway Public Schools' policy on sexual harassment and its complaint process.

IV. Sexual Harassment Investigation

When the Medway Public Schools receives a complaint of sexual harassment, it will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent consistent with a fair and full investigation and practicable under the circumstances. The investigation will include private interviews with the person filing the complaint and with witnesses or other individuals who the Medway Public Schools believes would be useful to the investigation. Medway Public Schools will also interview the person alleged to have committed sexual harassment. When Medway Public Schools has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

In cases that involve students either filing a complaint or who allegedly commits the inappropriate action, parents/guardians will be informed and included in the procedures for resolution.

If it is determined that inappropriate conduct has occurred, Medway Public Schools will act promptly to eliminate the offending conduct and where it is appropriate, Medway Public Schools will also impose disciplinary action.

V. Procedures for Resolution

A. Before initiating the formal procedure, the student or employee should, if possible, resolve any complaint regarding an alleged discriminatory practice on an informal basis.

1. The student can raise the issue to his or her teacher, assistant principal, principal or the Director of Student Services.
2. The employee can raise the issue to either his or her supervisor, or to the Superintendent of Schools.

The appropriate school administrators or department shall attempt, within his/her or its authority, to work with the individual to resolve the complaint fairly and expeditiously within ten (10) school or working days of receiving the complaint.

Whichever option is chosen, attempts will be made to resolve the matter to the satisfaction of the student or employee who has made the complaint. If the student or employee is not satisfied with the resolution, or if the student or employee does not choose informal resolution, then the student or employee can begin the formal complaint process.

B. Both students and employees may direct the complaint to the administrator or supervisor who has immediate jurisdiction over the school involved. Students and employees are expected to direct the complaint no later than twenty (20) calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. The student or employee shall submit the complaint in writing and will state the name of the individual and the location of the school/department where the alleged harassment practice occurred, the basis for the complaint and the corrective action the student or employee is seeking.

If the complaint involves an administrator or supervisor, it shall be addressed to the Director of Student Services.

After filing the formal written complaint, the appropriate administrator, supervisor, or director will conduct the necessary investigation promptly after receiving the complaint. In the course of the investigation, the appropriate administrator, supervisor, or director shall contact those individuals that have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and/or the principal or appropriate authority involved.

Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the students or employees that are involved in the complaint are not immediately available. The appropriate administrator, supervisor, or director, however, will make sure that the complaint is handled as quickly as is feasible and will strive to complete the investigation within thirty (30) school or working days. When more than thirty (30) school or working days is required for the investigation, the administrator, supervisor, or director shall inform the student or employee who filed the complaint that the investigation is still on-going.

After completing the formal investigation of the complaint, the administrator, supervisor, or director shall request a meeting with the person against whom the complaint was filed to discuss the findings and, at the same time, to give the person against whom the complaint was filed an opportunity to respond to the findings, and to seek to resolve the complaint. When feasible and appropriate, the administrator, supervisor, or director will make every attempt to resolve the issue within the time parameters of this initial meeting; however, more than one meeting may be necessary. The administrator, supervisor, or director will strive to complete both the investigation and the resolution of the complaint within thirty (30) school or working days. When more than thirty (30) school or working days is required for the investigation and resolution process, the administrator, supervisor, or director shall inform the student or employee who filed the complaint and the individual against whom the complaint was filed that additional time is needed for the resolution process.

If the administrator, supervisor, or director finds that there is reasonable cause for believing that a harassing practice has occurred, he/she will refer the matter to the Superintendent of Schools for the Medway Public Schools for appropriate action, up to and including expulsion for students or termination for employees.

If no satisfactory resolution can be reached through either the informal or formal resolution procedures detailed above, the student or employee has the right to take the complaint to an appropriate state or federal agency. Moreover, it should be noted that Medway Public Schools' complaint process does not prohibit any student or employee from filing a complaint with these agencies. For students, complaints may be taken to:

The Office for Civil Rights
John W. McCormack Building
Post Office and Court House
Boston, MA 02109-4557

The Bureau of Equal Education Opportunity
Massachusetts Department of Education
350 Main Street
Malden, MA 02148-5023

or other appropriate state or federal agency.

For employees or applicants for employment, complaints may be taken to:

The Massachusetts Commission Against Discrimination
One Ashburton Place
Boston, MA

Equal Employment Opportunity Commission
One Congress St., 10th Floor
Boston, MA

or other appropriate state or federal agency.

VI. Disciplinary Action

If it is determined that inappropriate conduct has been committed by a Medway Public Schools student or employee, the Medway Public Schools will take action that is appropriate under the circumstances. Action may range from counseling to termination of employment or discipline, up to and including expulsion.

VII. State and Federal Remedies

In addition to the above, if a student or employee believes he or she has been subjected to sexual harassment, he or she may file a formal complaint with either or both of the governmental agencies set forth below. Using Medway Public Schools' complaint process does not prohibit a student or employee from filing a complaint with these agencies. Each of the agencies has a short period for filing a claim (EEOC: 180 days; MCAD: 300 months).

The United States Equal Opportunity Commission
("EEOC")

JFK Building, Room 475
Boston, MA 02114
Phone: 617-565-3200

1801 L Street, N.W.
Washington, D.C. 20507
Phone: 202-663-4900

The Massachusetts Commission Against Discrimination
("MCAD")

Boston Office:
One Ashburton Place
Room 601
Boston, MA 02108
Phone: 617-727-3990

Springfield Office:
424 Dwight Street
Room 220
Springfield, MA 01103
Phone: 413-739-2145

Student Discipline Policy #26

The Medway School Committee recognizes the importance of high standards and appropriate conduct in our schools. Such standards allow the school to fulfill their mission of effectively educating the youth of Medway. The community takes pride in our schools and the successes of our students.

The philosophy of the Medway Public Schools articulates our desire to optimize the human financial resources of our community, focusing these resources on the individual needs of the learner. Furthermore, this philosophy expresses our desire to encourage the town's young people to commit their minds to inquiry, their hearts to compassion, and their lives to the service and betterment of mankind.

The Medway School Committee endorses the concept that effective discipline involves the participation of the staff, parents, and students in a process that is constructive, fair, and designed to protect the rights and responsibilities of all involved.

Suspension is intended to underscore the seriousness of an infraction (a single act or series of acts) and to focus attention for all concerned parties (the student's parents, teachers, and other students) on the child and the problem. It is not the purpose of a suspension to adversely affect the student's academic record or long-term participation in school life. In context, students will be allowed to make-up schoolwork missed during a suspension and the student shall receive

credit for work completed. It should be noted that the teachers are not responsible for re-teaching the material missed during the suspension.

Each principal in the Medway Public Schools shall establish a discipline code for their school that is consistent with this policy. Such discipline codes will be published in the school's student handbook after the approval of the Medway Public School Committee.

Use of Security Technologies Policy #64

It is the position of the Medway School Committee that all reasonable steps should be identified and undertaken to ensure the safety and fiscal welfare of the educational environment. The school committee recognizes that the use of video surveillance equipment can discourage security infractions and, therefore, promote the security and safety of the students.

The school committee approves the use of video cameras to support security initiatives in areas such as hallways, stairwells, parking lots, front offices where students, employees, and parents come and go, gymnasiums, cafeterias, supply rooms, and other appropriate locations. Video cameras may not be used in an area where there is a "reasonable expectation of privacy," such as bathrooms, gym locker/changing areas, and private offices (unless consent by the office owner is given). With regard to security surveillance, the school committee does not approve the use of audio recording.

In most cases, the scenes from video cameras will not be monitored in real time. Electronic recordings may be reviewed by school administrators after an incident has occurred to assist them with an after-the-fact investigation. One possible exception is when a certain incident is expected at school during a finite time period. In these instances, administrators may actively monitor their video cameras' outputs during this period so that they may immediately assess an incident in progress.

The school committee recognizes that only school district administrators have the authority and are solely responsible for establishing the consequences for incidents that occur on their campuses. In situations where unlawful events are recorded, electronic recordings will be viewed by the proper authorities and the consequences determined by those authorities.

Warning signs to inform the public and the school occupants that a facility employs video surveillance equipment for security purposes and that this equipment may or may not be monitored at any time should be posted in several prominent locations around the school.

DISCIPLINE CODE DEFINITIONS

Discipline is a process that strengthens, molds, and corrects students through a program of teaching supervisory control. It is a system of essential standards, and when necessary, a means of just and constructive punishment.

1. **Assault** is an intentional, unlawful offer of corporal injury to another by force, or force unlawfully directed toward another person, coupled with apparent present ability to execute attempt.
2. A **Dangerous Weapon** is any object that may be used to cause physical harm, including but not limited to a gun or a knife. The term “dangerous weapon” depends on the circumstances. A baseball, a pair of scissors, or even a shod foot if used in an assault on another person could be considered a dangerous weapon. The Principal and other educational professionals shall view the circumstances of each case and make a reasonable determination whether a particular object in a student’s possession constitutes a dangerous weapon in the school setting.
3. **Exclusion** is removal from school grounds and school activities for a designated period of time exceeding ten school days in duration but less than permanent.
4. **Expulsion** is permanent removal from school grounds and school activities.
5. **Harassment** is any conduct, which endangers the physical or mental health of any student or other person. Harassment may take form in numerous ways. It may include verbal harassment, which consists of remarks, jokes, comments, or physical harassment, which consists of assault, offensive touching; visual harassment, which consists of offensive pictures, cards, or cartoons.
6. **Hazing** is any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.
7. **Jurisdiction** includes, in addition to the school day, riding on the school buses, school dances, athletic events, field trips, and any other activities sponsored by the school, even if these activities do not take place on the school grounds during the regular or normal school hours.
8. **Office Detention** is an assigned 60-minute period after school time to be served on Monday, Wednesday, or Thursday. Students will be given 24 hours notice to make arrangements to serve the detention. After school jobs and student co-curricular activities are not considered valid reasons for not attending detention.
9. **Possession** is the act of having under one’s influence and/or control. This means items that are in one’s locker, gym bag or on one’s person.
10. **Saturday School** is an assigned period of four hours on Saturday morning. Students must report to the designated room by 8 am. Students arriving late will be assigned an office detention. Students arriving more than 30 minutes late will not be allowed to enter. It will be considered a Saturday school cut. Students failing to report to Saturday School without prior permission from the administration will automatically receive a one-day out-of-school suspension.
11. **Suspension** is removal from school grounds and school activities for a designated period of time not to exceed 10 school days in duration.

DICIPLINARY LEVELS

Level I

If a student accumulates 50 demerits, he/she may be suspended for a minimum of one day and up to a maximum of five days. A parental conference with the Assistant Principal will be required prior to the student returning to school. All detention penalties will be doubled for the students who have accumulated 50 or more demerits. For example, the penalty for failure to report to class is 15 demerits plus one detention. A student who has accumulated 50 demerits will receive 15 demerits and 2 detentions.

** If a student reaches 100 demerits during the course of the school year, he/she will become ineligible for all extracurricular activities including but not limited to: sports teams, clubs, dances, social events, Junior Prom/Senior Reception etc.

Level II

If a student accumulates 100 or more demerits, he/she may be suspended for a minimum of two days and a maximum of five. A parental conference with the Assistant Principal will be required prior to the student returning to school. All detention penalties will be tripled for students who have accumulated 100 or more demerits. For example, the penalty for smoking is 10 demerits plus 1 detention. A student who has accumulated 100 demerits will receive 10 demerits and 3 detentions.

If a student accumulates 100 demerits, he/she will not take part in any senior week activities. (Those activities that traditionally take place during the week following Senior Release). This does not include Class Night, Senior Scholarship and Awards Banquet and/or graduation ceremonies.

When a student receives 100 demerits, the Principal may recommend that a Student Referral Conference be held to indicate whether a Team evaluation is advisable.

Level III

If a student accumulates 150 or more demerits, he/she may be suspended for up to 10 days. Students will be allowed to make-up schoolwork missed during a suspension. It should be noted that the teachers are not responsible for re-teaching the material missed during the suspension.

When a senior student accumulates 150 or more demerits, he/she will not participate in Class Night, Senior Scholarship/Awards Banquet, Senior Week Activities and may also be prohibited from attending Graduation Ceremonies.

Level IV

If a student accumulates 200 or more demerits he/she may be suspended for up to 10 days.

Procedures for Pupils with Individualized Educational Plans

The Commonwealth of Massachusetts, Department of Education, and Division of Special Education requires that the following procedures be implemented for students who have Individualized Educational Plans (I.E.P.).

1. Team determines if the student can/cannot meet regular discipline code and writes into the I.E.P.
2. Special Education Administrator provides administrator responsible for discipline, with the name of the student who has an I.E.P. and information as to whether the student can/cannot be expected to meet the regular school discipline code.
3. If the student commits a suspendable offense, the administration may review the I.E.P. and confer with the administrator responsible for discipline regarding the disciplinary action.
4. Both administrators complete necessary record keeping procedures.
5. If suspension will result in exclusion for less than ten cumulative days in a given year and if the I.E.P. indicates that the student can meet the regular discipline code, the Special Education Administrator advises the administrator who is responsible for discipline that the suspension is appropriate.
6. If suspension will result in exclusion for more than ten days and if the I.E.P. indicates that the student can meet the regular school discipline code, the student is suspended. However, a team meeting is convened to review the I.E.P. and determine alternative special education service delivery during the period of exclusion. Services should be provided after the tenth day.

After following the procedures listed above the parent may request a hearing pursuant to 402.0, the student shall continue in the last agreed on educational placement pending the hearing unless another placement is agreed upon by both parties, or a court order permits the school committee to change the student's placement based on a showing that the student's continued presence in school presents a substantial likelihood of injury to the student or others. If the I.E.P. indicates a modified discipline code for the student, the student will be disciplined in accordance to the provisions of the I.E.P.

Provisions Regarding a Manifestation Review

When a student with disabilities receives a suspension of longer than 10 consecutive days or a series of suspensions that are shorter than ten days but constitute a change in placement, the team convenes to develop or review a Functional Behavior Assessment (FBA) of the student's behavior to modify a plan or develop an assessment plan, to identify an appropriate alternative educational setting, and to determine the relationship between the disability and the behavior. This is called a Manifestation Decision and the following questions need to be answered by the team:

1. Is the I.E.P. appropriate?
2. Is the placement appropriate?
3. If there was a behavior plan, was it implemented?
4. Does the student understand the impact and consequences of the behavior?
5. Can the student control the behavior?

If the team determines that the behavior is not a manifestation of the disability, the district may suspend or expel the student consistent with policies applied to any student. The district must

also offer an appropriate educational program to the student that may be in another setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting for up to 45 days if the behavior involves weapons or illegal drugs while at school or a school function, or if the district has evidence that the student is “substantially likely” to injure himself or others and a hearing officer orders the alternative placement, and curriculum to receive services on the I.E.P.

If the team determines that the behavior is a manifestation of the disability, the district takes steps to correct the I.E.P., the placement, or the behavior plan and does not suspend the student again during the school year.

The district provides written notice to the parents of all rights of appeal and to an expedited hearing. If the parent chooses an appeal, the student remains in the placement on the last accepted I.E.P., State Regulations M.G.L. Ch. 76, Sections 16-18 and Ch. 71, Section 37 H

CODE OF STUDENT CONDUCT

Purpose: The *Code of Student Conduct* helps guarantee that every student is given the opportunity to learn in a positive and supportive environment and students and staff are able to work together in harmonious ways. It establishes every individual's responsibility to respect the rights of others. Finally, it identifies the consequences for misconduct, insuring that students know in advance of their actions what obligations will be due.

Scope: The *Code of Student Conduct* applies to every student enrolled in Medway High School, whether full or part time. It is always in effect when students are in attendance at school and at school sponsored events, whether on or off campus, or on a school bus. In some instances the *Code of Student Conduct* applies to student behavior away from the school and outside of school sponsored events (For example: MIAA discipline procedures and Chapter 71, Section 37H 1/2).

Special needs students will be expected to conform to all rules and regulations outlined in this *Code of Student Conduct* unless otherwise stated in the student's Individual Education Plan. When the total number of out of school suspension days approaches ten the student's team will convene to discuss possible modifications to the educational plan.

Consequences are identified in each section of the *Code of Student Conduct*. **However, the administrator may make exceptions to these, either in favor of a lesser or a more severe consequence, depending upon the circumstances of a specific incident.**

Due Process

With regard to due process for students, The *Code of Student Conduct* is administered within the guidelines set forth by Massachusetts General Laws, Massachusetts court cases, and the U.S. Supreme Court. The Supreme Court has held that the Due Process Clause of the Fourteenth Amendment requires that a student facing temporary (up to ten days) suspension from a public school be given oral or written notice of the charge(s) against him or her, explanation of the basis for the accusation(s), and an opportunity to present his or her version of the facts. In addition, the Court has held that unless the student's continued presence at school endangers persons or property or "threatens disruption of the academic process," the hearing must precede rather than follow the suspension. Before a student is suspended for ten days or less, he or she is first given an informal hearing by a school administrator. A parent or guardian is then contacted by phone and/or letter and provided with the details of the action that has been taken and the reasons for it.

Students who have been suspended for ten days or less will be allowed to make up work missed, and in some cases will be allowed to obtain assignments from teachers prior to their day(s) of suspension. During the time of suspension, a student may not participate in any extracurricular activities both practice and competitions/performances, including athletics. Further, students are to stay off school grounds and away from all school activities during the period of suspension. Failure to abide by this requirement may result in an arrest for trespassing.

The Court pointed out that due process for suspensions of ten school days or less does not require that hearings in connection with suspension be trial-like in nature. Therefore, school officials are not required to give the student the opportunity to secure counsel, to confront and

cross examine witnesses or to call his or her own witnesses. When suspension for more than ten days or expulsion from school are being considered, these rights are afforded to a student and explained in writing in advance of the hearing.

Students who receive out of school suspensions will return to school only when accompanied by a parent who will meet either with the assistant principal or principal before they are readmitted.

For a student who has been found repeatedly in violation of the *Code of Student Conduct*, the principal or assistant principal may, after a conference with the student and notification to the parent or guardian, establish a specific set of consequences for future violations to replace those identified in the *Code of Student Conduct*. Such consequences may include out of school suspension, suspensions of more than ten school days and referral to the superintendent and school committee for expulsion.

Appeals Process

Any student who disagrees with the decision of a staff member may appeal to the next administrative level. All appeals must be made within three school days of the event. The decision of the administrator at his level is final. The exception to this three day-appeal process is for expulsions as listed under Massachusetts General Laws, Chapter 71, Section 37H.

RESPECT FOR PERSON AND THINGS

“No person shall be excluded from or discriminated against in ... obtaining the advantages, privileges and courses of study (in a) public school on account of race, color, sex, religion, national origin, or sexual orientation.” (Chapter 76, Section 5)

Every student, teacher, staff member, and visitor has the right to come to school without fear of intimidation or coercion of any kind. Under no circumstances can any student be allowed to remain in school if they pose a threat to the safety of another.

Abusive language and behavior will not be tolerated. Classroom teachers will continue to handle routine classroom discipline. Situations requiring the assistance of the Assistant Principal will be handled as follows.

Alcohol Possession, Alcohol Use, or Being under the effect following use of Alcohol or Drugs

There is no tolerance for alcohol possession, alcohol use, or being under the effect following use of alcohol or drugs. Any quantity constitutes a violation of this *Code of Student Conduct*. Any student in possession of alcohol, using alcohol, or under the effect of alcohol or drugs is in violation of the *Code of Student Conduct*.

Discipline responses:

- 1st Offense - Five days out of school suspension. Student sent home with parent or guardian if possible and 10 demerits.
- 2nd+ Offense - Student sent home with parent or guardian if possible. Ten days out-of-school suspension and 20 demerits.

The administration reserves the right to reduce the 1st offense penalty if a student can confirm participation in an approved alcohol education/counseling program.

Note: Any student who violates this section of the *Code of Conduct* will not be permitted to attend school dances, including the Junior Prom/Senior Reception for the remainder of the current school year.

Arson

Discipline response:

All - Ten day out of school suspension/20 demerits and referral to the police. At the discretion of the principal, a hearing may be held to consider a suspension of more than ten days.

Bomb Threats and False Fire Alarms

Discipline response:

All - Ten day out of school suspension/20 demerits and referral to the police. At the discretion of the principal, a hearing may be held to consider a suspension of more than ten days.

Destruction of School Property

The destruction of school property can lead to a suspension of up to 3 days and 20 Demerits.

Disturbing the Normal Process of the Daily Activity of the School

Behavior which disrupts the educational process may include but not limited to:

Inappropriate classroom behavior, inappropriate physical contact, making excessive noise, misuse of equipment, etc

Based upon the nature of the disturbance, the range of discipline responses will be (a) office detention, (b) Saturday suspension, and/or (c) out of school suspension and 10 demerits.

Drugs, Dangerous Weapons and Staff Assaults

(Massachusetts General Laws Chapter 71, Section 37H)

(a) Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teachers' aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Felony, Students Charged with

(Massachusetts General Laws Chapter 71, Section 37H-1/2)

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

Felony, Students Convicted of

(Massachusetts General Laws Chapter 71, Section 37H-1/2)

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five

calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

Fighting/Assault

Pushing, punching, wrestling, or other types of physical force cannot be tolerated. The determination as to whether such behavior constitutes a fight rests with the staff member who observes the behavior, not with the student participants.

Discipline response: Out of school suspension of up to five days and 20 demerits.

At the discretion of the principal, a hearing may be scheduled to consider a suspension of more than five days or expulsion. Referral to the police as appropriate.

Hazing

(Massachusetts General Laws Chapter 536 and Chapter 269, Sections 17-19)

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

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

Section 19. Each secondary school shall issue to every group or organization under its authority of operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school shall file, at least annually, a report with the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a Disciplinary Policy with regard to the organizers and

participants of hazing. 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.

Each Offense:

- Referral to police for possible prosecution.
- 10 days out of school suspension and 20 demerits.
- A hearing before the principal to consider an out of school suspension of more than 10 days.

Language (abusive or threatening)

Language that is abusive or threatening is even more serious than language that is rude or profane.

Discipline Response: Out of school suspension of up to ten days 20 demerits.

At the discretion of the principal, a hearing may be scheduled to consider a suspension of more than ten days or expulsion. Referral to the police as appropriate.

Language (rude, profane, or obscene)

Language, which is rude, profane, or obscene, whether directed at students or staff members or used in the presence of others, cannot be tolerated.

Discipline Response:

- Vulgarity undirected: 1 Office Detention and 10 Demerits.
- Vulgarity directed toward staff: 3-day Suspension and 20 Demerits.

Leaving School Grounds

Once students are present in school or on school grounds, they may not leave without permission. This issue presents a serious safety issue at school. If students need to leave school for any length of time due to an emergency, they must first ask the permission of an administrator. A student leaving school in a car may lose his/her driving privileges for twenty school days. A second violation may result in losing driving/parking privileges for the remainder of the school year.

Discipline Response: 2 day suspension and 20 demerits.

Respect for Authority/Insubordination

Insubordination is noncompliance with a request from any member of the staff. Students at Medway High School must yield to the authority of staff members and comply with direct requests for modifications of behavior. When a student feels a request or direction is unreasonable or unjustified, he or she is still expected to comply at the time of the direction and may later appeal first to the teacher, then to an administrator.

Discipline response: At the discretion of the teacher or administrator where appropriate.

Throwing Food/Other Items in the Cafeteria

Every student has the right to eat lunch in a non-threatening environment. Therefore, throwing of food or other items in the cafeteria is prohibited. Based upon the nature of the disturbance, the range of discipline responses could be an office detention to an out-of-school suspension and 10 demerits.

Tobacco Possession

Possession of tobacco products and/or possession of paraphernalia (lighters, matches, etc.) will result in the following discipline responses:

Discipline response: Saturday Suspension and 10 Demerits.

Tobacco Use

Smoking and the use of any other tobacco products are prohibited in all areas of public school buildings, facilities, properties, and grounds.

Discipline Response:

- 1st Offense - 5 Day Suspension and 20 Demerits
- 2nd Offense - 5 Day Suspension and 20 Demerits

The administration reserves the right to reduce the 1st offense penalty if a student can confirm participation in an approved smoking cessation/counseling program.

A student found with a lighted cigarette will be considered to be smoking. If smoke is detected coming from a group of students (for example, in a closed bathroom stall), all persons in the group will be considered to have been smoking. In each of these instances, the consequences outlined above will apply.

Vandalism and Theft

The intentional marring, damaging or destroying of school property or the property of students and staff constitutes vandalism. Taking the property of another without prior permission constitutes theft.

All Discipline responses:

1. Out of school suspension of 1 to 3 days and 10 demerits. The student may be scheduled for a hearing before the principal to consider an out of school suspension of more than 10 days.
2. Prosecution may be sought.
3. Restitution will be required.
4. Community service may be assigned.
5. A senior student will not be allowed to participate in senior week activities (Class Day, Senior Scholarship/Awards Night, etc...) and may be denied participation in graduation exercises.

RESPONSIBILITY TO BE A GOOD STUDENT

Medway High School exists primarily to provide students with formal classroom training. Each student enrolled must conduct himself/herself in a way that promotes the achievement of this goal. Students are expected (a) to arrive at school and at classes promptly, (b) to be in attendance every day except for illness or family emergencies, (c) to be prepared for classroom work, (d) to contribute in positive ways to the activities of each class, and (e) to accept responsibility for any inappropriate actions while working to be sure they are not repeated.

Academic Integrity

Violation of the Academic Integrity section found on page 9 will result in the following disciplinary action:

1. The teacher will hold a conference with the student regarding the infraction.
2. The student who plagiarized (*committed the violation*) will receive a zero for the test, paper, or assignment in which the plagiarism (*violation*) occurred.
3. The student will not have the opportunity to make up the test, paper, or assignment.
4. The teacher will notify the parents and document the incident with a referral to the main office. The referral form will be kept in the students discipline file.
5. On the second and future offenses, students will receive the above responses as well as referral to the administration and disciplinary action of Office Detention or Out-of School suspension. Students will also render themselves ineligible for character-based activities such as, but not limited to, National Honor Society

Being in an unauthorized area

All students are assigned to a class period, directed study hall, or other area during the school day. If a student is found in another area other than their assignment, this constitutes being in an unauthorized area. This violation also relates to passage in an unnecessary hallway, use of gymnasium area restrooms when not assigned to the gymnasium, and other areas not related to a student's assigned class.

Discipline response: Office detention and 10 Demerits.

Class Cutting

A class cut is any unauthorized non-attendance during an assigned period, including lunch and directed study periods.

Discipline response:

- 1st - Office detention and 10 Demerits.
- 2nd - 2 Office detention and 10 Demerits.
- 3rd - Loss of credit. Dropped from course.

NOTE: No credit may be earned for work missed as a result of class cutting.

Class Disruption

A school can meet its educational goals only when each student respects the rights of every other student to learn in an orderly environment. No student has the right to behave in a way that hinders the learning process. Every student and staff member has the right to be treated with dignity and respect.

Generally, the first response to disruptive behavior is from the classroom teacher. The teacher may move the student's seat, contact the parent/guardian, conference with the student, or keep the student after school both as a disciplinary consequence and as an opportunity to discuss the student's behavior. If these initial teacher efforts fail to produce a behavior change, the teacher may remove the student from the class.

The teacher may arrange for a parent/teacher/student/administrator conference, at which time a contract may be written regarding classroom behavior. This contract will identify what is expected of the student, what the teacher and/or other school personnel will do to help the student meet these expectations, and what the consequences for inappropriate behavior will be. Such consequences may include after school detention with the teacher, removal from the class for an instructional period, removal from the class pending a parent/teacher/student conference, removal from the class with parent to remove the student from school or permanent removal from the class.

Corridor Passes

Corridor passes are necessary for any passing within the building during class time. Passes are obtained from the teacher.

Discipline response: Office detention and 10 Demerits.

Dismissal from School

Dismissal from school should be used for medical or legal appointments that could not be scheduled after school hours. Student dismissal on a daily or consistent basis will not be permitted unless documented for an extreme medical condition. Students are required to sign out of the office.

Dress

While Medway High School endeavors to respect individual rights of expression, inappropriate clothing that interferes with the learning process or violates accepted standards of school dress is not acceptable. Each student is expected to take pride in their appearance and to dress responsibly in order to uphold the standards of a school environment. Clothing that will be considered inappropriate can include, but is not limited to, the following:

- * clothing which reveals any undergarments such as underwear or bras
- * clothing which reveals midriff or cleavage
- * skirts shorter than mid-thigh
- * clothing with offensive or disrespectful comments/designs/logos
- * clothing with tobacco/alcohol/substance-related designs or logos

Any student who violates these guidelines will be asked to change immediately.

Office Detention

Office detention will be assigned by an administrator for misconduct of a more serious nature and for repeated misconduct of a minor nature. Some examples are: habitual tardiness to class, misbehavior on busses or in the cafeteria, corridors, library, or directed study activities. Office detention is held between 2:40-3:40 PM Monday-Wednesday-Thursday. Office detention must be served on the day it is assigned or the next available day. If however, a student has a previously assigned detention on the day of a tardy, they will be expected to serve it the following day. Work and other appointments are not excuses to miss an office detention.

If a student is absent or dismissed on the day of a scheduled Office Detention, the student will be automatically placed on the Office Detention list for the following day. Since detention will be automatically assigned, it is the responsibility of the student to track their scheduled detentions.

Discipline Response:

Failure to stay for office detention: Missed detention reassigned and second office detention assigned and 10 Demerits.

Failure to stay for either of those: Suspension and 10 more Demerits.

Teacher Assigned Detention

All teachers will handle their own detention for minor incidents occurring within the teacher's jurisdiction. If a student does not report for a teacher detention, the teacher will confer with the student and determine whether the student's explanation is acceptable.

Discipline response:

Failure to report to a teacher's detention: 1 Office detention and 10 demerits.

Truancy

Truancy is defined as unexcused non-attendance for a full day of school.

Discipline response:

Saturday School

Each instance - Parent conference with administrator prior to student's return to school.

ATHLETICS

Medway High School is a member of the Massachusetts Interscholastic Athletics Association (MIAA). As a member we follow the rules and regulations of this organization. All rules in this *Medway High School Student Handbook* as well as *The Medway High School Guide to Student Athletics* also apply to all students.

Student Responsibilities

To participate in sports at Medway High School, each student must complete the student Athletic Participation for Interscholastic Athletics form. This is a three-copy form available to all students and can be picked up from the athletic director or school nurse. There are four distinct parts to this form: Part I – Students Profile; Part 2 – Parent Consent; Part 3 – Medical; Part 4 – Office Certification. All parts must be completed and signed with the appropriate signatures.

Other Guidelines

- The Assistant Principal will develop an academic eligibility list of students. These lists will be forwarded to the Athletic Director's Office at the end of each term.
- Physicals are valid for 13 months. If the physical is valid for the first day of practice it will cover the whole season. Copies of the physical examinations will be forwarded to the school nurse for filing.
- Students who have not completed all requirements listed under Student Responsibilities will not be allowed to practice or play.
- Students who, because of financial constraints are unable to pay the fee or who request a payment plan must be approved for participation through the Free/Reduced Lunch Program application process.

Interscholastic Eligibility Rules

The violation of any eligibility rules may result in forfeiture of a game won or the elimination of player for participation for one year. Students that have participated in athletics outside Medway High School or at another high school should notify the Athletic Director and/or Assistant Principal for clarification. The rules apply to all teams, all grades. The MIAA rules and regulations will be consulted on all questions of eligibility.

Conditions of Ineligibility

The following circumstances constitute ineligibility:

1. If the student was not a member of some secondary school for the two months, exclusive of summer vacation months preceding the contest
2. If the student transferred from one high school to another. (Unless he/she qualifies for one of the fourteen exceptions provided by the rules and receive MIAA approval. Athletic Director and Assistant Principal should be contacted.)
3. If the student transferred to the present school after the start of the practice.
4. If the student passes less than twenty-four credits during the marking period preceding any activity. The Assistant Principal will publish an academically ineligible list at the end of every quarter and the end of the school year.

5. To be eligible for the fall marking period, students are required to have passed, from the previous academic year, the equivalent of four traditional year long courses.
6. If, since the student entered grade 9, twelve consecutive sports seasons have passed, whether or not the student has participated.
7. If the student's 19th birthday came before September 1, of the present school year.
8. If the student has graduated from any secondary school.
9. If the student is in a trade school, vocational division or alternative school that is not under the jurisdiction and supervision of the high school principal.
10. If the student was "persuaded" or influenced to transfer to the present high school by a Coach, Athletic Director, Principal or any other person connected with the school.
11. If the student is put out of a game for fighting or flagrant un-sportsmanlike conduct, he/she is not eligible to play in the next scheduled game. This includes, but is not limited to, the use of threatening, abusive or obscene language. If it is the second time during the same season, the student is disqualified from any further participation in that sport for one full year.
12. If the student has one paired organ that is diseased or missing, he/she is not eligible for contact sports until approved by the MIAA Sports Medical Committee.

Discipline Rules

To be eligible for any team, school, or league award (letter, jacket, trophy, etc.) all athletes must be active members in good standing of their respective teams at the conclusion of the season.

In order to participate in a practice or game, a student must be present in school that day for five consecutive periods or have prior permission from an administrator. In order to participate in a weekend game, a student must be present during school on Friday.

Prior to any suspension from athletics, the athlete's parents and Athletic Director will be notified of any impending action. Each coach may issue, in writing, to the Athletic Director, any additional rules for his/her team. Each athlete will be notified of these rules prior to the season.

MIAA Chemical Health/Alcohol/Drugs/Tobacco Policy

From the first allowable day of fall practice for the first sport to begin, through the end of the academic year or final athletic competition of the year, whichever is later: 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. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed by his/her doctor for the student's own use.

Minimum Penalties

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

an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season.

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

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

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

Abuse of Equipment and/or Facilities

Equipment

All Athletic equipment not returned within five days of the close of the seasons will be billed at full replacement cost. Athletes who have failed to meet their financial obligations will not be allowed to participate in any sport.

Stealing and/or Receiving Stolen School Property

First Offense: Two-week suspension from the team.

Second Offense: Suspension from the team for the remainder of that season.

TRANSPORTATION POLICY

General Policy

The purpose of school transportation is to transport the students who live a specified distance from their assigned school, to school and home in a safe, efficient, and economical manner.

Unless a student is eligible for transportation provided by the Medway Public Schools, the transportation of such student becomes the responsibility of the parent/guardian. It is the parent/guardian's responsibility to see that the student gets to their assigned bus stop.

Transportation Committee

The Transportation Committee shall report to the Superintendent and will consist of the Business Manager (as chairman), School Safety Officer, Bus Company Coordinator, and no more than two School Committee Members. Under the direction of the Superintendent, the Transportation Committee shall be responsible for determining the bus routes, bus stops and all other matters relative to the transportation program.

Busing Eligibility

Students in grades 9-12, who live more than 1½ miles from the school, shall be eligible for school bus transportation to and from school, from a bus stop designated by the Transportation Committee.

School Bus Safety

Cases of misconduct by any student while on a school bus will be reported to the Assistant Principal. Depending on the severity of the misconduct and/or repetition of offenses, a student may lose transportation privileges.

More detailed information and procedures can be found in School Committee Policy #24.

Appendix A
MHS GPA Chart

	AP	Hon	Acc	Std	Col/Gen
100	7.30	7.00	6.30	5.30	4.30
99	7.30	7.00	6.30	5.30	4.30
98	7.20	6.90	6.20	5.20	4.20
97	7.20	6.90	6.20	5.20	4.20
96	7.10	6.80	6.10	5.10	4.10
95	7.10	6.80	6.10	5.10	4.10
94	7.00	6.70	6.00	5.00	4.00
93	7.00	6.70	6.00	5.00	4.00
92	6.90	6.60	5.90	4.90	3.90
91	6.80	6.50	5.80	4.80	3.80
90	6.70	6.40	5.70	4.70	3.70
89	6.60	6.30	5.60	4.60	3.60
88	6.50	6.20	5.50	4.50	3.50
87	6.40	6.10	5.40	4.40	3.40
86	6.30	6.00	5.30	4.30	3.30
85	6.20	5.90	5.20	4.20	3.20
84	6.10	5.80	5.10	4.10	3.10
83	6.00	5.70	5.00	4.00	3.00
82	5.90	5.60	4.90	3.90	2.90
81	5.80	5.50	4.80	3.80	2.80
80	5.70	5.40	4.70	3.70	2.70
79	5.60	5.30	4.60	3.60	2.60
78	5.50	5.20	4.50	3.50	2.50
77	5.40	5.10	4.40	3.40	2.40
76	5.30	5.00	4.30	3.30	2.30
75	5.20	4.90	4.20	3.20	2.20
74	5.10	4.80	4.10	3.10	2.10
73	5.00	4.70	4.00	3.00	2.00
72	4.90	4.60	3.90	2.90	1.90
71	4.80	4.50	3.80	2.80	1.80
70	4.70	4.40	3.70	2.70	1.70
69	4.60	4.30	3.60	2.60	1.60
68	4.50	4.20	3.50	2.50	1.50
67	4.40	4.10	3.40	2.40	1.40
66	4.30	4.00	3.30	2.30	1.30
65	4.20	3.90	3.20	2.20	1.20
64	4.10	3.80	3.10	2.10	1.10
63	4.00	3.70	3.00	2.00	1.00
62	3.90	3.60	2.90	1.90	0.90
61	3.80	3.50	2.80	1.80	0.80
60	3.70	3.40	2.70	1.70	0.70
59	0.00	0.00	0.00	0.00	0.00