

**MEDWAY HIGH SCHOOL
STUDENT-PARENT HANDBOOK
2016-2017**

[HTTP://WWW.MEDWAYSCHOOLS.ORG/MEDWAY-HIGH-SCHOOL](http://www.medwayschools.org/medway-high-school)



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ABOUT OUR SCHOOL

MISSION STATEMENT

The Medway Public Schools district, in partnership with the community, creates an academically challenging, safe and supportive learning environment that promotes the pursuit of excellence for all.

VISION STATEMENT

The Medway Public School District aspires to provide all students with a robust, equitable academic program that engages, challenges, and supports all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible, and productive citizens of a global community.

EXPECTATIONS THAT SUPPORT STUDENT LEARNING

All educators will:

- Act upon the belief that, with appropriate supports, every student can achieve at high levels.
- Share responsibility for the learning of all students by actively collaborating with colleagues.
- Personalize and differentiate instruction to engage and challenge each learner.
- Model for students the core values of respect, perseverance, integrity, responsibility, and tolerance.
- Provide safe and supportive schools.

All students will:

- Exhibit the core values of respect, perseverance, integrity, responsibility, and tolerance.
- Be active and engaged members of the school community.
- Take appropriate risks and believe that hard work and persistence are the keys to successful learning.
- Collaborate with others to solve problems and accomplish goals.

Parents will:

- Be supportive of and participate actively in PreK-12 school programs.
- Ensure that students come to school on-time, prepared, rested, and ready to learn.
- Partner with teachers to support their children's learning.
- Support their children's efforts to build skills as independent learners.

The community will:

- Provide resources to support a balanced program of academics, arts, athletics, and co-curricular programs.
- Support school and student learning partnerships with community businesses and organizations.

EXPECTED LEARNING OUTCOMES

All students will:

- Meet or exceed grade-level essential learning outcomes/content standards.
- Communicate effectively and appropriately, both orally and in writing.
- Define and solve complex social and academic problems independently and in teams.
- Use technology for communicating and learning.

Medway Public Schools Strategic Plan (2016-2019)

What We Do:

Mission: The Medway Public School district, in partnership with the community, creates an academically challenging, safe and supportive learning environment that promotes the pursuit of excellence for all.

What We Aspire to Become:

Vision: The Medway Public School District aspires to provide all students with a robust, equitable academic program that engages, challenges, and supports all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible, and productive citizens of a global community.

How We Will Get There:

Theory of Action: Supported by meaningful, appropriate, purposeful and transparent alignment of resources, the Medway Public Schools will **maximize the professional learning needs** of our educators, leaders and staff; successfully **enhance trust, collaboration, communication, and cooperative problem solving** with our staff, families and our greater community; and **boost awareness and resources** to better serve the behavioral health and academic needs of our students so that ALL students will achieve at high levels and be prepared for success in post-secondary education, career and life.

Goals

Goal #1: IMPROVED STUDENT LEARNING

Improve the learning of all students.

Goal #2: SOCIAL / EMOTIONAL WELLNESS

Foster the social, emotional, and healthy development of all students.

Goal #3: INNOVATIVE TEACHING and LEADERSHIP

Ensure evidenced-based best practices and encourage innovation in teaching and leading.

Goal #4: POSITIVE LEARNING CULTURE

Cultivate a professional culture that values respect, trust, collaboration, effective communication, and broad-based decision making on matters impacting our school community.

Goal #5: PRODUCTIVE COMMUNITY PARTNERSHIPS

Strengthen engagement, trust, communication, collaboration and critical support between the Medway Schools and key stakeholders.

Strategies and Initiatives

Strategy #1: Foster a growth mindset that can be developed among professionals, learners, and throughout the community. (Goals 1-5)

1. Challenge all learners to meet high standards, embrace challenges, and overcome obstacles.
2. Develop a comprehensive plan to address low student achievement.
3. Expanded day and community programming in support of the diverse and changing needs of our students.
4. Refine and implement a curriculum and instructional review plan.
5. Support and elevate our professionals' capacity to use data, think critically and reflectively, improve instructional practice, provide substantive feedback, and inform instruction.

Strategy #2: Ensure equity and access for all. (Goals 1, 3)

1. Enhance early childhood education.
2. Improve and expand experiential learning opportunities in all academic areas (i.e. STEM, world languages, arts).
3. Continue to develop and support effective instructional models (i.e. workshop, blended learning, inquiry based learning).

Strategy #3: Ensure all learning environments are characterized by respect, high and positive expectations, effective supports, resilience, flexibility, perseverance, inclusion and collaboration. (Goals 2, 4)

1. Develop district-wide strategies that promote and support our expectations for student learning.
2. Promote an appreciation for cultural diversity and the value of differences.
3. Enhance the support for our behavioral health and wellness models.

Strategy #4: Recruit, develop, and retain exemplary educators and leaders. (Goals 1-5)

1. Expand partnerships with local higher education institutions.
2. Foster a culture of respect, trust, ownership, and collegiality among all faculty and staff.
3. Recognize professional successes, milestones, and growth of our educators and leaders.
4. Design a high quality, differentiated, and relevant professional learning model for all staff.

Strategy #5: Meaningfully engage families and the greater community to support the work of the district. (Goals 1-5)

1. Develop a communication plan.
2. Strengthen collaborative opportunities for community members within our schools.
3. Partner with support organizations to maximize benefit to our district.

Medway High School Core Values

RESPECT

TOLERANCE

RESPONSIBILITY

INTEGRITY

PERSEVERANCE

Statement of Non-Discrimination

Medway Public Schools is committed to promoting and maintaining an educational environment and workplace that is free of harassment and discrimination based on race, color, ethnic background, religion, national origin, ancestry, age, gender, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law, or otherwise engage in racist or any other unlawful discriminatory behavior.

MEDWAY HIGH SCHOOL

Contact Information

Main Office: (508) 533-6643

Athletic Office: (508) 533-3229

Attendance Line: (508) 533-6643 x5555

High School Administration

Timothy M. McCarron, Principal

David List, Dean of Academics and Activities

Dorothy Pearl, Dean of Student Services

Robert Pearl, Director of Athletics

High School Educational Leaders

Shanley Heller, S.T.E.M. (Science, Technology, Engineering, and Math)

Aubrie Rojee, Humanities (English, Social Studies, Foreign Language)

District Administration

Dr. Armand Pires, Superintendent (508) 533-3222

Ms. Gabrielle Abrams, Assistant Superintendent (508) 533-3222

Mr. Don Aicardi, Director of Finance and Operations (508) 533-3222

Ms. Kathleen Bernklow, Director of Student Services (508) 533-3229

Mr. Ryan Sherman, Director of Wellness (508) 533-3222

School Committee

Ms. Diane Borgatti, Chair

Ms. Cynthia Sullivan, Vice Chair

Ms. Carol Bernstein

Mr. Richard Eustis

Ms. Ahn Le

Bell Schedule

Period	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
1st Period 8:04 - 8:58	A	B	C	A	B	C	G
2nd Period 9:02 - 9:59	B	C	A	B	C	G	A
3rd Period 10:03-11:13 Long Block	C	D	E	F	G	A	B
Lunch Block 11:17-12:35	D	E	F	G	A	B	C
5th Block 12:39-1:33	E	F	G	D	E	F	G
6th Block 1:37-2:31	F	G	D	E	F	D	E

Lunch Times

First Lunch

11:17-11:38 Lunch

11:40-12:35 Class

Second Lunch

11:17-11:40 Class

11:40-12:02 Lunch

12:04-12:35 Class

Third Lunch

11:18-12:13 Class

12:13-12:35 Lunch

SCHOOL REGULATIONS

Attendance

Learning is an ongoing process that requires the daily interaction of students with teachers and their peers. As stated in the Medway Public Schools, School Committee Policy #10: School Attendance, “Uninterrupted attendance in regularly scheduled classes allows students to obtain the maximum benefit from the district’s instructional program. Regular and punctual attendance contributes to the general welfare of the entire student body by reducing disruption to the learning environment. Cooperative efforts of parents/guardians and school staff to promote regular student attendance are encouraged.” When a child is not present, for either part or all of a school day, it affects the learning process. While students are able and expected to make up missed assignments, it is difficult to make up the learning experiences missed in the classroom.

Absence from School

Absence - Less than 3 full periods of attendance in one day is considered absent from school.

Absences are classified as Excused or Unexcused

Excused Absences

An absence may be considered excused if documentation is provided supporting one of the following conditions:

- Full day absence, documented and approved
- Family Bereavement - Word of Mouth (more than 3 days principal or designee notified)
- Observance of major Religious holiday (Lists of approved holidays available in main office)
- Legal (with documentation from court or lawyer),
- Medical (Documented)
 - absence due to sickness after 5 days (documentation provided by physician must reflect student was “seen” in office),
 - Hospitalization
- Absences on the day following dismissal by the school nurse
- Extraordinary family circumstances (excused at the discretion of the administrator)

Unexcused Absences

Any absence that does not fit into a category above is considered unexcused. Examples of unexcused absence include:

- Family vacations or trips
- Full day absence
- Undocumented absences: repetitive chronic absence or tardiness due to injury/illness NOT documented by doctor or medical professional
- Truancy
- Non-emergency family situation (Excused at the discretion of administrator)

All absences, including absences excused by parents will be documented on the student’s attendance record.

Family Vacations:

Absences from school due to family vacations are considered unexcused and are discouraged. Parents are urged to schedule family vacations and appointments in accordance with the school calendar which is published in advance of the school year. Parental cooperation in this matter is greatly appreciated.

The practice of Medway Public Schools is not to provide advanced work when a student is absent from school due to vacations. It is the student's responsibility to make up the missed work upon his/her return to school in accordance with school procedure.

Pupil Absence Notification

A meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and the student (when appropriate) to develop an action plan to improve the student's attendance if a student has accrued any of the following:

- Five (5) or more unexcused absences in the school year
- Five (5) days in which a student has missed two (2) or more periods (unexcused) in a school year.

MGL Chapter 76, Section 7, Section 1A and 1B

Note that when a student has been absent for five (5) or more consecutive days, parents must obtain a doctor's note and submit it to the school.

Dismissal

If for any reason a student needs to be dismissed from school, all arrangements should be made prior to the dismissal. Any student who leaves the building without permission shall be subject to consequences.

- Dismissal requires a parental note indicating reason and time for dismissal. This should include a parental signature and daytime telephone number. E-mail or texting can not be accepted as a signed parent note.
- 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 first period
- If a student needs to be dismissed and has not brought in a note, a parent must come into the office and dismiss his/her child.
- If a dismissed student is returning to school, s/he needs to check into the main office prior to returning to class.
- The nurse or Dean may dismiss a student leaving the building for illness or any other unforeseen emergency. In those cases, the parent will be required to come to the office to dismiss his/her child unless other arrangements are agreed upon with the nurse or administrator. In order to be dismissed due to illness students must come into the nurse's office for an evaluation. The nurse will call the parent/guardian. Students are not allowed to text parent/guardian from class for dismissal due to illness. Parents/Guardians are expected to come into either the main office when picking up an ill child.. A pass for said dismissal will be prepared by the office with the designated time. Students are not permitted to dismiss themselves from school.

Reporting an Absence/Credit Attendance

If a student is going to be absent, a parent or guardian must call the school (**508-533-6643**) before 7:30a.m. If an absence is not reported, the school district's automated system will contact the parent/guardian via phone and email with a notification of the child's absence. Work missed due to absence must be made up according to the "Make-up Work"

guidelines 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. “Incomplete” grades not made up within the aforementioned time period will automatically become a failing grade. Excessive or habitual absences may result in a loss of credit in classes.

Total absences in a class before loss of credit:

14 absences for a full year course.

7 absences for the semester course.

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 absence limits, a letter will be sent home (from the dean’s office) stating that the student **may** lose or has lost credit for the course. The attendance committee will meet approximately every six weeks to address and act upon attendance patterns that violate the minimum attendance policy. Students may request a meeting with the Attendance Committee (MHSAC) to appeal or discuss loss of credit.

Notification times for class attendance

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

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:

- Administrator
- 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 dean's office will assume the responsibility of disciplining habitual tardiness. Any student who is more than 20 minutes late to class will be considered absent from that class.

Students are expected to be in their first period class at **8:04 a.m.**, which is the time first period begins, or they will be considered tardy to school. Tardy students must sign in at the office. If a student arrives tardy after the end of first period a note must be provided or it will be considered a cut from scheduled classes.

The administrator will utilize progressive discipline in dealing with excessive tardiness. Parents can expect a letter home notifying them of excessive tardies; progressive discipline will include office detention, loss of privileges for upper-class students, parental meeting, Saturday School, or loss of privileges.

Only the following are considered excuses for being tardy:

- Doctor/dentist appointment with a physician's note
- Bus arriving late
- Emergencies as excused by the administration
- Appointments supported by appropriate documentation

*The administration retains the right to deem a tardy as excused or unexcused

Third Tardy

Upon entering the school late for the third time and any subsequent tardies in the Quarter,

- the student who arrives to school with an unexcused tardy will automatically receive an office detention of 30 minutes to be served at the next detention date.
- Until the obligation is met, a student is not eligible to participate in extracurricular activities, including athletics, unless arrangements are made with the student's Dean.

Tenth Tardy per Semester/20 Tardies Per Year

Upon the 10th Tardy in a semester, or 20th Tardy in the academic year:

- A letter will be sent to the parents informing them of the excessive tardies.
- The Attendance Officer may make a visit to the home to speak with the family regarding the possible report to Court for repeated issues of truancy.
- Students will lose the privilege of participating in social and extracurricular activities, including athletics, for the remainder of the school year.
- Students will be able to apply for restitution of privileges based on a conversation and agreement with their respective Dean.

***Any student who fails to serve their scheduled detention will be given an in-house or Saturday detention.**

GENERAL PROCEDURES

Cellular Phones and Electronic Devices

Medway High School students **will be permitted to use them for an academic purpose in classrooms under the guidelines and discretion established by the teacher.** It is understood that some teachers will regularly use these devices as learning tools, while others may not permit their appearance in class. Students are expected to respect the guidelines set forth in individual classrooms.

Headphones and earbuds are expected to be off and out-of-sight unless used under the guidelines established by a teacher. These shall be treated with the same scrutiny as other electronic devices.

If a device is misused in a classroom setting:

First offense: the teacher will collect the device and return to the student at the end of class;

Second offense and subsequent offenses: the teacher will collect the device and send to the office.

If a device is property of the Medway Public Schools students are held accountable under the acceptable use policy.

Corridor Passes

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

Cafeteria

Throughout the lunch period, 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. Students are reminded that it is their obligation to clean their area of the cafeteria. The use of cell phones and other electronic devices are permitted during the lunch period. For information regarding food services please contact food-services@medwayschools.org.

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 **respect our facility** and 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.

Dress Code

In accordance with Massachusetts State Law there is an expectation that students dress in keeping with reasonable standards of safety, health and cleanliness, so as not to detract from, or disrupt, the educational process.

The administration reserves the right to ask students to change any attire that disrupts the educational process or environment, promotes illegal activities or violates health or safety and cleanliness standards. Footwear must be worn at all times.

- Clothing which could create an actual disruption or disorder to the learning environment includes, but is not limited to:
- Clothing or jewelry that displays slogans, insignias, or designs that advertise alcohol, drugs, or sexual material which promote products or activities that are illegal, profane or suggestive.
- Clothing or jewelry which is disparaging to others in the school environment and contain slurs regarding race, ethnicity, religion, disabilities or sexual orientation.

- Clothing that is too short or reveals midriffs or undergarments. Hoods should not be worn in the school building at any time.

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.

Student Driving/Parking

Students must park in areas designated for students. 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.

Upon reaching the 10th per semester or 20th tardy for the year the student will lose the privilege of parking in the student parking lot for the remainder of the school year.

Transportation

Busing Eligibility

Students in grades 9-12, who live more than 2 miles from the school, shall be eligible for school bus transportation to and from school and home, 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 Dean(s). 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.

Wellness Policy Information

The Medway Public Schools recognizes that there is a link between wellness and learning. Therefore, Medway High School promotes a Wellness Policy that supports healthy eating, physical activity, and health education for lifelong nutrition, fitness and positive health habits. Medway High School supports this policy by encouraging healthy decision making, offering nutritious food options within our school day, promoting physical activity, supporting activities that promote an environmentally healthy environment, and by providing a safe environment through zero tolerance measures as relates to violence, harassment, tobacco, alcohol and drugs. To complement and support Medway High School's mission, school health and counseling services promote student physical and emotional health needs and the improvement of personal well-being.

Medway High School will support the nutrition guidelines of the policy by:

- Supporting the goal for foods and beverages sold or served at school to meet nutrition requirements of the U.S. Dietary Guidelines for Americans.
- Encouraging alternatives to food in classroom celebrations. Celebrations involving food should be limited to curriculum based activities. Parents/students are discouraged from supplying snacks and treats to be shared by the entire classroom due to food allergies and other health concerns.
- No vending machines will be on during the school day except for the purchase of water or items that meet the U.S. Dietary Guidelines for Americans.
- Rewarding student performance and positive behavior without the use food or candy.

- Promoting fundraising activities that encourage physical activity or that do not involve food. School fundraisers that involve food must meet the nutrition and portion size standards for foods and beverages sold individually. Organizations offering “snack shack” and concessions are encouraged to offer healthy options that meet dietary guidelines.
- For additional information, the Wellness Policy is posted at:
<http://www.medwayschools.org/schoolcomm/pdf/wellness.pdf>

ACADEMIC INFORMATION

Academic Requirements

Yearly Requirements

Every student in grades 9 and 10 must select a *minimum* of 39 credits per school year. Students in grades 11 and 12 must enroll in a *minimum* of 37.5 credits per school year. Of these 39 credits, 36 must be in major academic subjects and a minimum of 1.5 in physical education. A major academic subject is any course that meets six or more times in one cycle. Semester courses that meet every day for half of the school year earn 3 credits and yearlong courses that meet every day earn 6 credits

Promotion Requirements

To be a Sophomore	33 Credits
To be a Junior	66 Credits
To be a Senior	96 Credits
To Graduate	136 Credits

Graduation Requirements

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 may not be counted toward graduation requirements.

Minimum requirements:

English	24 credits	4 classes
Mathematics	24 credits	4 classes
Science	18 credits	3 classes (lab sciences)
Social Studies	18 credits	3 classes
PE/Health/Wellness	9 credits	4 classes (Grades 11 & 12 require 1.5 credit Health and Wellness Course)
World Languages, Fine and Performing Arts, Electives	43 credits	* Most four-year colleges require a minimum of 2 years of the same world language.
Pass the English Language Arts, Mathematics, and Science portions of the MCAS.		

Course Registration and Change Procedure

Our Program of Studies will be published on an annual basis. During the days and weeks that follow publication, students will be encouraged to discuss their future course selections with their teachers, who will provide a signed endorsement of the student's course selections.

In situations where a student's desired course of study and teacher recommendation do not align, the student may initiate a conversation with the teacher in which the teacher will submit the course override form to the school's counselor. This process will indicate the student's desired course, the course the teacher recommends, and the receipt of signature from parents and students indicating that they understand that they are undertaking a course different from the school's recommendation. Thus, should a student wish to change from that class, the student and parent acknowledge that said change may not be possible.

Our course and teacher schedules are developed based on information that we receive from our students, teachers, and their parents or guardians in the winter and spring about course choices. Thus, schedule changes may not be permitted unless certain conditions are met.

Generally, three questions will be asked:

1. Has all work the course the student wishes to drop been completed?
2. Has the student arranged for and completed extra help with the teacher on an individual basis?
3. Is, after answering affirmative to those questions, the student still failing the class? (Note: a grade of C is not an F).

Students and parents will also acknowledge that even if a schedule change is desired, logistics may not make the change possible after the start of the new academic year.

There shall be no change to a student's grade for moving from one class to another, particularly if there is a level change. The student's grade will transfer exactly from one class to another, regardless of level.

Requests for change such as disliking a course, underestimating the course expectations, selecting or deselecting a specific teacher, wishing to take an easier course, not realizing what the course would be like, or wanting to be in a class with friends are inappropriate reasons for a schedule change and will not be honored.

Once the school year has begun, schedule conflicts, oversubscription, and other factors may make certain courses unavailable. We cannot stress enough the importance of carefully considering and selecting courses in the spring, while having thoughtful, responsible conversations with counselors, teachers, and parents about the specifics of a given schedule.

Final Assessments

All courses will have a final assessment. In some cases, these will take the form of traditional examinations, while other teachers may use the opportunity to provide students authentic, alternative, and project-based assessments. For year-long courses, the final assessment will be worth 10% of the final year average.

Seniors who maintain a numeric grade average in year-long, major courses and senior English (semester based) may be exempted from taking a final exam. To be eligible for exemption, a senior must maintain a grade of 87.0 for the first three quarters (year long course) a grade of 87.0 for two quarters (semester based), including the mid-year exam, and then maintain a minimum fourth quarter average of 87.0 as well.

Seniors who are enrolled in a science course through Project Lead the Way are not exempted from any final exams/assessments.

Should a student wish to reschedule a final exam, s/he must provide documentation to an administrator outlining the reason for the rescheduling. The administrator will provide a form for the student to issue to his/her teachers detailing whether the final will be scheduled to an earlier date or deferred.

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.

For example: Student has an excused absence on Monday and returns to school on Tuesday. The student then has until the end of the day Wednesday to pass in make up work.

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.

The responsibility of collecting make up work as well as rescheduling missed tests and quizzes falls solely with the student.

Progress Check

Grade will be continually posted via the *Parent Portal*. The half-way point of each marking period is a designated progress check point.

Summer School

To enroll in a Summer School Program, a student must obtain written permission from the Principal or designee 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.

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.

GPA Chart

Grade	AP	Hon	Acc	Std/Basic
100	7.30	7.00	6.30	5.30
99	7.30	7.00	6.30	5.30
98	7.20	6.90	6.20	5.20
97	7.20	6.90	6.20	5.20
96	7.10	6.80	6.10	5.10
95	7.10	6.80	6.10	5.10
94	7.00	6.70	6.00	5.00
93	7.00	6.70	6.00	5.00
92	6.90	6.60	5.90	4.90
91	6.80	6.50	5.80	4.80
90	6.70	6.40	5.70	4.70
89	6.60	6.30	5.60	4.60
88	6.50	6.20	5.50	4.50
87	6.40	6.10	5.40	4.40
86	6.30	6.00	5.30	4.30
85	6.20	5.90	5.20	4.20
84	6.10	5.80	5.10	4.10
83	6.00	5.70	5.00	4.00
82	5.90	5.60	4.90	3.90
81	5.80	5.50	4.80	3.80
80	5.70	5.40	4.70	3.70
79	5.60	5.30	4.60	3.60
78	5.50	5.20	4.50	3.50
77	5.40	5.10	4.40	3.40
76	5.30	5.00	4.30	3.30
75	5.20	4.90	4.20	3.20
74	5.10	4.80	4.10	3.10
73	5.00	4.70	4.00	3.00
72	4.90	4.60	3.90	2.90
71	4.80	4.50	3.80	2.80
70	4.70	4.40	3.70	2.70
69	4.60	4.30	3.60	2.60
68	4.50	4.20	3.50	2.50
67	4.40	4.10	3.40	2.40

66	4.30	4.00	3.30	2.30
65	4.20	3.90	3.20	2.20
64	4.10	3.80	3.10	2.10
63	4.00	3.70	3.00	2.00
62	3.90	3.60	2.90	1.90
61	3.80	3.50	2.80	1.80
60	3.70	3.40	2.70	1.70
59 or below	0.00	0.00	0.00	0.00

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 grade of “90” or better in each subject.

Honors

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

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 will be recognized:

- First Year Award - A certificate presented to freshmen or upperclassmen who have achieved “Honors” or above for one year.
- Second Year Award - A certificate presented to sophomores or upperclassmen who have achieved “Honors” or above for two years.
- Third Year Award - A certificate presented to juniors or seniors who have achieved “Honors” or above for three years.
- Fourth Year Award - A 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. 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 act in a way that the administration, advisor, or Faculty Council deems inappropriate.

Scholarships and Awards

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 or be considered.
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

Advisory Groups

The aim of the advisory program is to personalize the educational experience for all students. Students will meet with a staff member who will serve as their advisor on a bi-weekly basis to engage in dialogue on a wide array of topics, such as our core values, school issues, or current events. Groups will be structured according to grade, with students randomly placed in sections. Students will stay with the same advisor and the same advisory group for the duration of their time at Medway High School.

Within their small group dialogue, students will develop the trust and respect necessary to build a safe community by learning and using cooperative and collaborative skills. Within this secure environment, students will recognize the diversity and commonality within their group and understand the relationships among individuals and cultures, treating others with respect and dignity. These skills will transcend the small group to the larger world of school and community. The goal of advisory will be not only to personalize the experience for all Medway High School students, but also to focus discussions on our core values. Cutting an advisory is viewed as cutting a class; therefore, the appropriate office consequences apply.

Class Dues

Class dues are collected each year by the Class Officers and advisors. The monies collected as Class Dues are used to support class activities, particularly those surrounding the senior year, such as graduation, Senior Week, and other events as planned by the class.

\$30.00 for freshmen

\$35.00 for sophomores

\$40.00 for juniors

\$45.00 for seniors

Students may pay the full \$150.00 class dues up front online or to their class advisor.

Class dues entitle students to participate in activities of the class, specifically the Senior Week activities, as well as any other events and transportation supported by any class. Class dues also entitle students to purchase tickets to the Sophomore Ring Dance, Junior Prom, and Senior Prom, all of which are events that are sponsored by the respective classes.

Seniors who have paid their dues in full are also provided their cap and gown for graduation. A portion of the class dues collected also provides for the Class Gift presented at graduation.

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.

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 or school issued technology will be applied accordingly. **Students are reminded to keep their locker locked and never leave valuables in a gym locker during gym class.**

End-of-Year Obligations

Students are **responsible** for all materials, uniforms, equipment, etc. provided them by Medway High School and return them to their teachers, coaches, and/or advisors by the conclusion of the academic year or season. Should a student not return all obligations, fulfill all charges to the cafeteria, pay for any lost materials, and/or find a suitable replacement for a lost text, s/he may be denied the privilege of participating in graduation, and his/her cap and gown will be withheld.

Any student-athlete who does not fulfill his/her athletic obligations may not be permitted to participate in subsequent seasons.

No School Announcements /Early Dismissals/Delayed Openings

No School Announcements

Announcements will be made using the *Blackboard ConnectEd* notification system that utilizes email and phone contact information on file with the high school.

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

WBZ-TV - Channel 4

WCVB-TV - Channel 5

WHDH-TV - Channel 7

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 made using the *Blackboard ConnectEd* notification system as well as the same television stations as no school announcements (when possible).

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 made using the *Blackboard ConnectEd* notification system as well as the same television stations as no school announcements (when possible).

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.

Senior Privileges

Senior Privileges allow seniors who have a study hall scheduled first or last period to arrive to school late, at approximately 9:00 a.m., or leave early, at approximately 1:40 p.m.

Guidelines for Senior Privileges:

1. Seniors must be passing all subjects at the end of each quarter. Grades are reviewed and privileges suspended or restored on the Monday following the date of report cards being issued.
2. This procedure is a privilege; it can be revoked by administration or parent at any time.
3. Only those students who have the senior privilege contract signed by an administrator may participate.
4. Students enrolled in Virtual High School classes during first or last period must attend their assigned class.
5. Those students arriving late to school in the morning must sign-in at a the main office. Students must be on time for the second period of the day.
6. Students must leave the school grounds immediately after signing out and not loiter on school grounds if leaving early.
7. Parents or guardians must sign a release form that releases the school of the responsibility of the student upon the student's dismissal to school, or prior to the student's arrival.
8. In the event that a student's privilege has been revoked, student or parent-requested dismissals that include the designated privilege period will not be granted, unless a dismissal is administratively approved. If it is determined that a student is circumventing a privilege that has been revoked by being dismissed during what would have been a privilege period, the student will face school consequences.

Service Distinction Diploma

Every year, many students graduate from Medway High School having given a great deal of themselves in service to their school and local community. In addition, Medway High School offers an array of programs, both curricular and extracurricular, that supports the needs of school and community. Our school community would also like to foster an environment in which students give back to their community on a consistent basis, bridging across academic years and providing opportunities for students to collaborate, all while demonstrating our core values in the community at large.

To distinguish those consistent efforts of our students, and to reward those with initiative, we would like to recognize students' efforts with special distinction at graduation.

Parameters

A graduating senior would be eligible for a "Service Distinction" diploma at graduation if he/she accumulated a minimum of 100 hours of school/community service throughout his/her four years at Medway High School.

What counts:

- Hours spent fundraising for nonprofit organizations or charities may be applied towards a student's 100 hours.
- Hours volunteered on a student's own time to benefit an organization, school, community agency, etc. will count.

- Must be supervised by a person other than a relative of the student.
- Volunteer work is a service to at least one person other than the student or student's relative and that will benefit the "community."
- Service provided outside of school hours while an active member of a school-based group such as National Honors Society, Student Government, or SADD may be used toward satisfaction of this distinction. Service hours may be used to satisfy more than one service requirement.
- School or Religious Organization's activities that involve service projects, such as mission trips or volunteer work for the poor, count.

What does not count:

- Service must be voluntary, with no financial remuneration or compensation (besides food, t-shirts, etc. that were given out not as payment for the service work).
- Acts that are completed for the direct benefit of one's family (i.e. babysitting, household chores, etc.) do not satisfy these requirements.
- Hours performed as a result of any legal proceedings or school disciplinary consequences may not be applied toward a student's 100 hours.
- Volunteer work involving academic requirements for a class will not count (i.e. the community service class or a service learning project done for a grade).

Visitors

All visitors must report to the main office and sign in with the main office. Visitors shall be issued a Pass to wear while in the building. All visitors must return their Visitor Pass and sign out at the main office before leaving.

STUDENT SERVICES

School Counseling

The student is the primary focus of all services provided by the School Counseling Office. Through developmentally appropriate activities that include individual student planning, individual counseling, group guidance programs, responsive services, and collaboration with parents, students, administration and teachers, the guidance office works to promote and enhance the academic, personal/social, and career development of students. Counselors serve as student advocates encouraging personal responsibility, healthy decision-making and self discipline. Three guidance counselors, a school adjustment counselor and a part-time school psychologist are available for the many issues confronting students academically and socially. While enhancing student growth, the guidance staff supports the school mission.

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. Future planning decisions are made cooperatively between the student and the counselor with consideration of information about the student's ability, awareness of educational and occupational opportunities and a realistic appraisal of requirements necessary to arrive at one's goal.

Students are encouraged to seek a counselor's assistance with any or all types of questions and concerns. Student appointments with the school counselors, the psychologist, or the adjustment counselor may be initiated by the student or the professional. Parents are encouraged to call the guidance office whenever they have questions or concerns about their child's well being. Communication is particularly important whenever there is a serious illness, death, separation, divorce, stress or other family crisis.

Counselors are assigned as follows:

Counseling Caseloads:

Ms. Emily Pegoraro (ext. 5105)

A-F Class of 2019 & 2020

A-C Class of 2018

A-G Classes of 2017

Mrs. Jenn Bullard (ext. 5107)

G-M Class of 2019 & 2020

D-L Class of 2018

H-M Classes of 2017

Ms. Allison Jasmin (ext. 5127)

N-Z Class of 2019 & 2020

M-Z Class of 2018

N-Z Classes of 2017

Adjustment Counselors: Mrs. Kathy Cumming

School Psychologist: Mr. Robert Shyllberg

School Social Worker for LINKS Program: Ms. Debra Dodge

BRYT Program Clinical Coordinator/Social Worker: Ms. Jean Vazza

PSAT/NMSQT

To sit for the exam in, students will register and pay through the school counseling office. Our students will take the test on a nationally scheduled Saturday in October. The PSAT/NMSQT measures the critical reading, mathematics and writing skills students need to succeed in college and beyond. PSAT testing results should also be used as a way to identify areas for improvement, to develop a strategy to improve academic skills, and to assess readiness for more rigorous course work. Results provide students with personalized information on their test performance, access to college planning tools, preparation for the SAT and college information resources. For juniors this is a qualifying test for entry into the National Merit Scholarship Corporation competitions.

In addition this test provides practice and follow up preparation information for the SAT, a benchmark college entrance assessment required by many colleges. As familiarity with the test is one factor that influences performance on the SAT, the PSAT is a practice test for both sophomores and juniors.

The results also provide our school with valuable data to assist us in better preparing students for college and careers, as well as identify students who are likely to perform well in Advanced Placement classes. When results are available in December, Counselors will meet with students to discuss interpretation of results and information provided on student score reports.

Library Media Center/Computer Lab

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, however extended hours may be available seasonally.

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. The computer lab that is attached to the Media Center is also available for use during the school day. Students may have access to this lab during their study hall for educational purposes. When choosing the LMC or Lab 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.

Student Record Regulations

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. 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. The school principal or his/her designee is responsible for the privacy and security of all student records maintained in the school. The Superintendent of Schools or his/her designee is responsible for all student records that are not under the supervision of the school principal. The student's record consists of the transcript and the temporary record, according to 603 Code of Massachusetts Regulations, Chapter 23.00. It includes all information, regardless of form or characteristics, concerning a student that is organized on the basis of the student's name or in a way such student may be individually identified.

1. Transcript

Minimum administrative records necessary to reflect the student's educational progress and to operate the educational system. Data is limited to:

- Name (student and parent/guardian)
- Address (student and parent/guardian)
- Telephone number (student and parent/guardian)
- Date of birth
- Course titles
- Grades or equivalent
- Course credit
- Grade level completed
- Year completed

The transcript may be destroyed sixty (60) years following the student's graduation, transfer, or withdrawal from the school system.

2. Temporary Record

All information in the student record not contained in the transcript which is clearly of importance to the educational process. This information may include:

- Standardized test results (including MCAS results)
- Class rank
- Extracurricular activities
- Evaluations
- Educational plans: IEP, 504, Regular Education Accommodation, Behavior Support Plans and Safety Support Plans, Student Support Process Reports, Individual Student Success Plans
- Health records
- Attendance
- Incident reports
- School Discipline Records

Teachers' notes and similar information that is not accessible to authorized school personnel or third parties are not included in the student record. Such information may be shared with the student, parent/guardian, or a temporary substitute without making the file part of the student record. However, if such information is released to authorized school personnel, it then becomes a part of the student's record. Any information added to the temporary record shall include the name, signature and position of the person entering the information, date of entry, and shall be limited to that which is relevant to the educational needs of the student.

The temporary record of each student shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the school district. Written notice to the eligible student and his/ her parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation or withdrawal. During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated or irrelevant information contained in the temporary record.

The Medway Public Schools hereby gives notice on an annual basis that temporary records are so reviewed and destroyed at the end of each school year as deemed appropriate. Parents/guardians wanting an opportunity to receive the information or a copy prior to its destruction should contact the principal by June 1st of the school year.

Release of Information

Upon a student's enrollment in any other elementary or secondary school, all records, excluding those in the limited access folder, will be transferred to that school upon written request for records from the 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 to those 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.

Certain personally identifiable student directory data, specifically limited to name and participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors or awards received, may be made 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 request shall be honored.

Challenge of Contents of Student Records

Parents/guardians or eligible students (students 14 years of age or in the ninth 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.

EXTRA-CURRICULAR ACTIVITIES

Eligibility

Any student may participate in any extracurricular activity as long as s/he is passing four major academic courses and has not accrued excessive absences or tardies. If a student is on the academically ineligible list, which is determined at the close of each term, s/he 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, s/he will be put on probation; when the next term ends, s/he is to be dismissed from the activity if the student has not restored all eligibility. The final grades for a course will determine who is academically eligible and ineligible for fall extracurricular 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.

No student may be denied the opportunity to participate in extracurricular activities or intramural or interscholastic sports on the basis of race, sex, gender identity, color, religion, national origin, sexual orientation, disability, or homelessness.

Student privileges or the opportunity to be eligible for leadership positions may be redeemed upon conference, contract, and agreement with school administration.

Dances and other Social Events

During events all school rules 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. Students who wish to bring a non-Medway High School student as a guest to a dance must receive prior permission by submitting a guest permission slip (located on the Medway High School website). All guests must be between the ages of 14-20 years old, in a grade no lower than 9th and in good standing with their academic institution (if applicable).

Breathalyzer Testing Procedure

Breathalyzers are available at any and all school events. Ideally, two will be in use, operated by a school administrator or his/her designee, with one for back-up/confirmation.

Students may be tested randomly throughout event, and student who show any signs of having consumed alcohol will be tested. These tests will be done in such a manner as to not embarrass the student, or draw attention to the testing.

If a breathalyzer test is offered, the details will be documented and placed in the student's file (see below).

If a positive result:

1. Parent called and student released to their custody
 - a. If parent unable to be contacted, the student may be released into the custody of a person listed on the emergency response card.
 - b. If administration or their designee (chaperone) is unable to contact a person listed on the emergency response card, Medway Police will be contacted, and the student placed into their custody for safety purpose.
2. Meeting scheduled for next school day as per discipline protocol.

If test is negative, student is allowed to enter event.

If a student refuses to be tested:

1. Parent called and student released to their custody.
2. Meeting scheduled for next school day as per discipline protocol.

Guest Contracts

Any Medway High School student who wishes to have a guest attend a Medway High School dance, prom, or other social event must submit a completed “Guest Contract” at the time of purchasing tickets to said event. For an event where tickets are sold at the door and not in advance of the event, the guest contract must be submitted at least three school days prior to the date of the event.

Extracurricular Activity Participation

- A student must be in school for at least four 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 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 with excessive disciplinary referrals may not be considered eligible for extracurricular activities or events.
- Make-up schoolwork and teacher detention take priority before students are allowed to participate in extracurricular activities.

Field Trips Day, Overnight or During the Weekend

If an incident requires a disciplinary response, 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.

Many extra-curricular activities involve overnight field trips. If a student is on the academically ineligible list for the term in which the trip will occur, he/she may not be allowed to go. Administration reserves the right to deny participation for any and all school sponsored events.

The student is expected to communicate with their teachers and arrange for their own make up work. 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.

Senior Week Activities

Any offense resulting in suspension, will preclude the student from participating in the remainder of senior week activities. This may include 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 may include participation in the Scholarship and Awards program, Class Day and graduation ceremonies.

The conclusion of the seniors’ school year will not be more than 12 school days prior to the regular scheduled closing date of the school year. That date is typically set by the Medway School Committee in accordance with MGL c.69 s.1G.

Sporting Events (Home and Away)

Any student who is removed from a sporting event as a result of their behavior will be excluded from attending 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.

Student Government

The Executive Board of the Student Government will supervise all elections. Class and Student Government elections are held in the spring prior to the year the officers are to serve, with ninth grade elections taking place in October. 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.

Student Government office elections shall be school-wide; class officers shall be voted on only by the members of a given class.

All Class Officers are ex-officio members of the Student Council.

Student Government Officer Elections

President:	The President must be a member of the incoming senior class. The President must have been a member of the Student Government 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.

[The By-laws and Constitution of the Medway High School Student Government can be found here.](#)

Health Services

The school nurse supports student success by providing health care through assessment, intervention, and follow-up for all children within the school setting. The school nurse addresses the physical, mental, emotional, and social health needs of students and supports their achievement in the learning process. The school nurse not only provides for the safety and care of students but also addresses the need for integrating health solutions into the education setting.

The following are brief guidelines for your reference. More information is available under the Health Services section of the school website. www.medwayschools.org.

1. Student Illness

To minimize the spread of infectious disease and to provide for a safe environment, students should be kept home from school for:

- Fever greater than 100.4 within the last 24 hours (fever should be under 100 for 24 hours without the use of fever reducing medications before returning to school)
- Vomiting/diarrhea within the last 24 hours
- A communicable disease
- An upper respiratory illness with significant coughing and/or nasal discharge
- Pain that requires the use of narcotic medications

2. Communication

A full time nurse is on duty during the entire school day. The school nurse will notify a parent/guardian when she determines the need for student dismissal due to illness/injury. These dismissals are not considered ‘excused absences’. Parents/guardians should arrange for their child to be picked up within the half hour for the benefit of their child and other students coming into the health office.

The school nurse can be reached by telephone or email if you have any questions about guidelines for school attendance or if you are in need of any health related information. The school nurse should be notified by the parent/guardian of any:

- Serious injury, illness, or hospitalization
- Planned surgery
- Communicable diseases
- New diagnosis or change in your child's health status
- Fracture, sprain, stitches, cast, or crutches
- New medication and/or dosing change.
- Need to be excused from Physical Education.

Student Health and Emergency Information forms must be completed at the beginning of each school year. Communication with the school nurse is confidential.

3. **Universal Precautions**

Universal precautions are the recommendations developed by the Centers for Disease Control and Prevention to control the spread of infectious diseases. Universal precautions treat all human blood and bodily fluids as infectious. Strict adherence to universal precautions is practiced by all MPS nurses in all clinical situations.

4. **Medication Policy**

The Medway Public Schools Medication Policy complies with the state guidelines which are available for review at the Massachusetts Department of Public Health website. The following are some important highlights of our policy:

- All medications, prescription or over-the-counter, require a physician's order and a completed parental permission form. Medication will not be administered until documentation is complete and received by the school nurse. A new medication order from the physician is required for all dose changes. All required forms are available in the health office or on the Health Services section of the school website
- All medication must be delivered to the school nurse in a correctly labeled pharmacy or manufacturer's medication container by a parent/guardian or responsible adult. Students are not permitted to bring medication into school. Medication will not be accepted in containers such as plastic bags. Medication must be picked up at the end of each school year. Medication not picked up by the close of the school year will be destroyed.
- For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request a licensed prescriber's order.
- Self-medication can be allowed under certain circumstances, after consultation with the school nurse, development of a plan, and permission from physician, parent/guardian, and school nurse. Unless authorized by the school nurse, all medications to be self-administered must be kept in the nurse's office.
- If a medication needs to be given during a school sponsored event such as a field trip, the school nurse must be contacted in advance, in order to allow time to make special arrangements, prior to the outing.
- All medication orders expire at the end of each school year.
- All medications must be picked up by a parent/guardian, before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

5. **Health Requirements**

The Medway Public Schools in accordance with the regulations of the Massachusetts Department of Public Health requires the following information before a student enters school:

- Required immunizations: an immunization record must be submitted to and reviewed by the school nurse prior to school entry
- Exemptions: If there is a medical reason why immunizations are not done, a certificate must be obtained from your physician and forwarded to the school nurse. For a religious exemption, parent/guardian must fill out a Religious Exemption from Immunization form or write a note to the school nurse.

- *Parents/guardians should be aware that students who are not immunized due to an exemption or those who are under-immunized will be excluded from school in the event of a disease outbreak.*
- Physical examination: A physical exam is required for all new students dated within 12 months prior to the entrance to school or 30 days after school entry, and every 3-4 years after school entrance. Per these regulations documentation of a current physical examination is required for students entering preschool, kindergarten, grades, 4,7,10. If a student is participating in athletics, an annual physical exam is required. However, parents/guardians are encouraged to send a copy of the student's physical to the nurse annually.
- A student transferring from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

6. Health Screenings

The Medway Public School nurses follow the Mass Department of Public Health Regulations 105 CMR 200.000, for vision, hearing, scoliosis and growth screenings. The nurse will perform these screenings during the regular school day. When a student fails any of these screenings, the parent/guardian will be notified and asked to follow up with a medical evaluation.

- *Hearing and vision screens* schedules are available on the following links:
<http://www.mass.gov/eohhs/docs/dph/com-health/school/vision-letter.pdf>
<http://www.mass.gov/eohhs/docs/dph/regs/105cmr200.pdf>
- *Heights and weights* are required in grade 1, 4, 7 and 10. Results are anonymously submitted to the state. Results are not sent home, but are available upon written request from parent/guardian.
- *Postural screening* will take place in grades 5-9. The screenings will be conducted during a health class with every effort made to protect privacy. The purpose of this screen is for detection of early signs of spinal problems in children grades 5-9. It is not a diagnostic service but a program to identify young people who should have further medical evaluation. If your child has unusual findings, you will be notified and asked to take your child to his/her physician for evaluation. The majority of students exhibit no findings. If nothing unusual is found, you will not be notified. Female students are asked to bring a two-piece bathing suit top, sports bra, or halter top, and shorts to school on the day of the screening. This type of clothing permits more accurate observation of the back.
- Notification of all screenings will be provided.
- Parents have the option to provide in writing a request that a screening or measurement not be taken
- Additional information can be found at the following link:
<http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/primarycare-healthaccess/school-health/school-health-screening.html>

7. Life Threatening Allergy Management

The Medway Public Schools recognizes the increasing prevalence of food allergies and the life threatening nature of these allergies for many students. Our Life-Threatening Allergy Management Plan is available on our website. The implementation of this protocol aims to minimize the risk of exposure, to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational program. The management of students with food allergies requires the awareness, support, and response of the entire school community.

- If a student has a life-threatening allergy, he/she must have access to emergency medication, epinephrine auto injector (EpiPen, Auvi-Q) at all times.
- Students must have a physician's order for the required medication and parents/guardians must bring in the required medication promptly with the original pharmacy label.
- Students with potentially life threatening allergies should carry their epinephrine auto injector in the front pocket of their backpack for quick access when away from the school supply.

- An Allergy Action Plan (AAP) will be developed for each student with a medically diagnosed life-threatening allergy.
- Our school programs are not declared as allergen-free and foods with known allergies are not banned from our schools.
- Communication, planning, and education with staff, parents/guardians, and students will aim to minimize the risk of exposure to allergens that pose a threat to students.

8. Children with Special Health Care Needs

When a student has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other medical or mental health condition requiring special health services in the school and/or requires the assistance of medical technology, it is vitally important that the parent/guardian meet with the school nurse to develop an Individualized Healthcare Plan prior to the start of school or as soon as possible.

9. Students with Medical Equipment Needs

A medical order is mandatory if a student requires the use of crutches, wheelchair or any other medically necessary equipment. If a student comes to school without a note for this equipment, the student will be sent home for reasons of liability and the potential for further injury. It is imperative that the nurse be aware when students with crutches, etc. are in the building so that, in the event of an emergency, an evacuation plan can be developed.

10. Concussions

The MPS seeks to prevent concussions and provide a safe return to activity, both academic and athletic, after a head injury. The management of students who have sustained a concussion requires education, supervision, and close collaboration between students, parents/guardians, school nurses and, when applicable, the athletic trainer, athletic director, administrator, guidance counselors, and medical professionals.

- The nurses, counselors, teachers and athletic trainer (if applicable) will collaborate to ensure prompt identification of student concussion and/or head injury symptoms in order to initiate an appropriate management plan.
- *Parents/Guardians must contact the school nurse prior to returning to school following a head injury.*
- The nurse will initiate the *Post Head Injury Return to Academic and Athletics Protocol* for parents, staff, and the student to follow to receive accommodations as recommended by their physician.
- Student athletes (grade 9-12) will report to the Athletic Trainer once able to complete a full school day without symptoms.
- Student athletes (grade 6-8) must obtain medical clearance from his/her physician before returning to play.
- Students with concussions, not involved with Medway Athletics, are recommended to have medical clearance from their primary care provider when directed by the school nurse before resuming physical activity.
- For protocol details please see the health services section of Medway Public Schools website www.medwayschools.org or the following links for more information:
http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf
<http://www.cdc.gov/concussion/index.html>

11. Dismissals from the Nurse:

In order to be dismissed due to illness students must come into the nurse's office for an evaluation. The nurse will call the parent/guardian.

Students are not allowed to text parent/guardian from class for dismissal due to illness.

Parents/Guardians are expected to come into either the main office or the nurse's office when picking up an ill child.

Student Code of Conduct

The Medway High School mission statement emphasizes respect and responsibility. Students are expected to respect school rules and demonstrate responsible behavior at all times. When a student fails to respect school rules and/or fails to act in a responsible manner, he/she will be given a disciplinary consequence in order to be held accountable for his/her actions.

A student's failure to accept his/her school-wide responsibilities could result in one or more of the following consequences:

- Teacher Detention: (within 24 hours or at teacher's discretion)
- Office Detention: (Monday, Wednesday or Thursday from 2:35 pm - 3:00 PM)
- Social Probation
- Community Service
- Suspensions:
 - In-School Suspension (Thursday from 2:35 - 5:00 PM)
 - Saturday School Suspension (8:30- 11:45 AM)
 - Out-of-School Suspension
- Expulsion

Failure to comply with disciplinary consequences imposed or continued violation of school policy may result in additional consequences.

In every case of student misconduct for which a suspension may be imposed, a principal and/or his or her designee shall exercise discretion in deciding the consequences for the offense; consider ways to reengage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried.

Please note that it is impossible to describe all actions that are contrary to proper behavior at the high school. In those cases, the administration reserves the right to impose consequences that are not expressly stated in this code of conduct.

Per order of the Memorandum of Understanding, administrators will notify the Medway Police Department of all disciplinary cases deemed appropriate.

Scope of Jurisdiction

The Student Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school busses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

- 1) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
- 2) Misconduct by a student that, regardless of where it occurs, is directed at any district personnel, or property of district personnel.

Search and Seizure

A student search by a public school official will be found reasonable under the U.S. Supreme Court standard if there are reasonable grounds for suspecting that the student has violated or is violating either State or Federal law or rules of the school. The search itself will be conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. "Reasonable grounds" for student search may include, for example, a school official's personal observation that the student possesses contraband material on school premises, or the official's receipt of a report to the effect from a teacher, another school employee, student, or some

other reliable source. Thus, school authorities may make decisions as to whether a student's desk, locker, bag, or automobile will be searched. Contraband can be defined as any material prohibited by school regulations and/or considered dangerous to the health and safety of the school.

Search of student lockers, backpacks, pocketbooks, desks, and/or cars on premises: Certain items (including, but not limited to weapons, illegal drugs, alcoholic beverages, tobacco products, stolen property, and so on) may not be stored in lockers, backpacks, pocketbooks or cars. It is understood that a student is responsible for all items on his/her person, locker, desks, books, bags, automobile, or any other container.

The school retains the right to periodically inspect lockers, backpacks, pocketbooks, and students' cars (on the premises) for compliance with these rules. The school may also utilize canine searches for the purpose of ensuring an environment free of drugs, narcotics, and other illegal paraphernalia.

All school and state laws included above have the purpose of ensuring that school remains a safe haven and students are provided the optimum conditions to learn.

Definitions

For the purpose of the Medway High School discipline code, the school adopts the definitions approved under 603 CMR 53.00, which stipulates the purposes and definitions of specific types of offenses and consequences.

1. **Disciplinary offense** means any alleged or determined disciplinary infraction by a student, *except for*: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.M.G.L. c71, §§37H or 37H ½.
2. **Disciplinary offense under .M.G.L. c71, §§37H or 37H ½** means one or more of the following alleged or determined disciplinary infractions:) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c71, §§37H or 37H ½.
3. **Expulsion** means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under M.G.L. c71, §§37H or 37H ½.
4. **In-School Suspension** means the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due-process, appeal, and reporting purposes.
5. **Long-term suspension** means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) days cumulatively for multiple offenses during a single school year. The principal may allow a student to serve a long-term suspension in-school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count

as removal in calculating school days. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

6. **Short-term suspension** means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal may allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.
7. **Suspension** means short-term and long-term suspension, unless otherwise stated.
8. **Office Detention** is an assigned 30 or 60 minute period after school time to be served on Monday, Wednesday, or Thursday. Students will serve the detention on the next detention date. After school jobs and student co-curricular activities are not considered valid reasons for not attending detention. In-School Suspension is served from 2:35-5:00 on Thursdays.
9. **Community Service** is a donated service or activity that in some cases may be given as a consequence. Time and placement of service will vary based on infraction.
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. In some cases Saturday School will be given in lieu of Out of School Suspension.
11. **Social Suspension** means the removal solely from participation in extracurricular activities or school-sponsored events, which may or may not include the removal from participation in interscholastic athletics.

In every case of student misconduct for which a suspension may be imposed, a principal shall exercise discretion in deciding the consequences for the offense; consider ways to reengage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried.

Notice of Suspension and Hearing Under §37H ¾

1. Suspension will only be imposed a consequence for a disciplinary offense after the student and parent/guardian has been provided oral and written notice, and the student has been provided an opportunity for a hearing on the charge and the parent the opportunity to participate in such hearing.
2. For any disciplinary offense that could result in a suspension, student shall be provided oral and written notice to the student in plain language:
 - a. The disciplinary offense;
 - b. The basis for the charge;
 - c. The potential consequences, including the potential length of the student's suspension;
 - d. The opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - e. The date, time, and location of the hearing;
 - f. The right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;
 - g. If the student may be placed on long-term suspension following the hearing with the principal:
 - i. The rights set forth in 603 CMR 53.08 (3)(b) and
 - ii. The right to appeal the principal's decision with the superintendent.
3. The principal shall make reasonable effort to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing with a parent present, the principal must be able to document reasonable efforts to include the parent.

4. Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the parent and principal.

Emergency Removal From School Under §37H ¾

1. The principal shall not be prevented from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal, during which time the school shall:
 - a. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need of said removal, and the other matters set forth above;
 - b. Provide written notice to the student and parent, as noted above;
 - c. Provide the student with an opportunity for a hearing with the principal and the parent/guardian the opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent.
 - d. Render a decision orally on the same day as the hearing, and in writing no later than the following school day.
2. A student will not be removed from school on an emergency basis until adequate provisions have been made for the student's safety and transportation.

Hearing with the Principal

In the case of Potential Short-Term Suspensions:

1. The purpose of the hearing with the principal is to hear and consider information regarding the alleged disciplinary offense for which the student may be suspended, provide the student with an opportunity to explain the circumstances surrounding the alleged incident, determine if the student committed the offense, and, if so, the consequences for the infraction.
2. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense and, if so, what remedy or consequence will be imposed.
3. The principal shall notify both the student and parent/guardian of the determination and the reasons for it, and, if the student is issued a short-term suspension as a consequence, the duration of the suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing.

In the case of Potential Long-Term Suspension

1. The purpose of the hearing with the principal is to hear and consider information regarding the alleged disciplinary offense for which the student may be suspended, provide the student with an opportunity to explain the circumstances surrounding the alleged incident, determine if the student committed the offense, and, if so, the consequences for the infraction.
2. In addition to the rights outlined for the short-term suspension hearing, the student shall have the following rights:
 - a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;

- b. The right to be represented by counsel or a lay person in the student's choice, at the student's/parent's expense;
 - c. The right to produce witnesses on his/her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
 - d. The right to cross-examine witnesses presented by the school district;
 - e. The right to request that the hearing be recorded by the principal, and a copy of the audio recording be provided to the student or parent upon request. If said request is made, the principal shall inform all participants before the hearing that an audio record will be made a copy provided to the parent and student upon request.
3. The principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
 4. Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:
 - a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
 - b. Set out the key facts and conclusions reached by the principal;
 - c. Identify the length and effective date of the suspension, as well as a date of return to school;
 - d. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
 - e. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
 - i. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - ii. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

Hearing with the Superintendent in the case of Long-Term Suspension

1. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
2. The student or parent shall file a notice of appeal with the superintendent within five calendar days of the effective date of the long-term suspension. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
3. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
4. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.
5. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an

audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

6. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as outlined above.
7. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
8. The decision of the superintendent shall be the final decision of the school with regard to the suspension.

In-School Suspension under Section § 37H^{3/4}

1. The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.
2. The principal may impose an in-school suspension for any disciplinary offense under this provision, provided that the principal follows the processes set forth below and the student has the opportunity to make academic progress.
3. The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.
4. On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
5. The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

Education Services and Academic Progress while Suspended

1. Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.
2. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.
3. The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students.
4. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

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 the 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

Discipline of Students Not Yet Determined Eligible for Special Education

The IDEA protections summarized above also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the students were eligible for IEPs before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary action measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by the school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as the result of the evaluation, the school district must provide the student with special education and related services in accordance with IDEA.

Bullying and Harassment

Medway High School seeks to provide a safe, respectful school climate for all students to pursue their education. In accordance with Chapter 92 of Massachusetts General Laws, Medway High School seeks to implement a plan to educate, prevent, and respond to bullying. Bullying and harassment will not be tolerated.

Bullying is **repeated** written, verbal or electronic expression, or physical act or gesture or the direct or indirect behavior that is repetitive directed at a student or staff member by one or more student(s) or staff member(s). This unwanted behavior may cause:

- physical or emotional harm
- damage to the victim’s property
- reasonable fear, intimidation, humiliation, ridicule or insult
- violation of rights of the victim at school
- disruption of the educational process for that student or the school

Bullying may include, but is not limited to, unwanted teasing, threatening or intimidating behavior, physical violence, threat or destruction of property, sexual, religious or racial harassment, public humiliation, cyber-bullying, social exclusion, or rumor spreading. Cyber-bullying, which is bullying through any form of electronic communication, shall also include creation of web pages or blogs for the purpose of assuming the identity of another person, impersonating another person as the author, or posting of harmful material that is distributed to others if the posting or actions create conditions which meet the definition of bullying. Please refer to the Bullying Prevention and Intervention Plan for further detail and forms.

Reporting Bullying

Medway High School will respond and investigate all suspected reports of bullying with the goal of preventing future incidents. Students may report suspected bullying incidents by:

- Completing a Harassment or Bullying Reporting Form and providing it to a guidance counselor, school psychologist, adjustment counselor, dean or school resource officer.
- Provide a verbal report to one of the people listed above. A form will be completed at that time.
- Completed Harassment or Bullying Reporting Forms will be given to the dean or principal for further action
- Forms may be found on the high school website, the district website, in the main office, guidance office, health office, or office of the school resource officer.
- Reports may be made anonymously; however, this may limit the ability to contact reporters when necessary. Also, no disciplinary actions can be taken against a student solely on the basis of an anonymous report.

Other

- Parents may report by completing a Harassment or Bullying Reporting Form, which can be found on the high school website.
- Teachers and staff members will assist in keeping students safe in school by recognizing and addressing behaviors that may be inappropriate, demeaning, or harassing in context. To assist in the prevention of bullying incidents, teachers and staff will report all suspected behaviors that may be considered bullying.

Report Response Procedure

- Person receiving the report (guidance counselor, school psychologist, adjustment counselor, dean or school resource officer) will assess the safety of the victim.
- A Harassment or Bullying Reporting Form shall be submitted to the dean as soon as received for investigation.
- The Dean will review the incident and proceed with interviews of reporters or targets, note witnesses and/or adults who may have been present, determine online involvement, and query about behaviors which may be threatening in the context of the bullying, but are not explicitly forbidden in the school discipline code (for example, a perpetrator who stares at a victim).
- After determining the seriousness of the incident, the dean will interview the alleged aggressor.
- If determination is made that a criminal charge may be pursued, immediate notification will be made to the school resource officer.

Response Action Plan

- Disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior, as stated in the legislation.
- Depending on the seriousness of the incident and the repetition of bullying behaviors, school response may include;
 - Notification of parents/guardians
 - Notification of the school resource officer for referral to the criminal justice system.
 - Detention, after school or on Saturday
 - Suspension and expulsion.
 - Mediation and/or individual interventions for the target and the aggressor, such as counseling, parent/student meeting.
 - Progressive discipline that recognizes the seriousness and frequency of a student's behaviors.
- A plan with the goal of restoring a sense of safety for the target and the aggressor will be developed as necessary. Factors to be taken into consideration may include;
 - Where the incident has taken place
 - Unstructured areas and adults who have contact with the student reporter.

- Parents of the target and the aggressor will be notified verbally and in writing. In accordance with the Family Educational Rights and Privacy Act and Massachusetts State Law, 606 CMR 23.07 (4), school officials cannot share the specific disciplinary procedures against any child except one's own, and actions being taken that affect another child or the content of communication with another child's parent or guardians or any contract with a child who is not one's own.
- Reporting forms and action plans will be kept on file. In the event of further incidences involving the student(s) involved, this documentation will be considered in assigning further consequences.

Medway High School, in accordance with bullying legislation, will continue to develop a plan for educating students and staff with the goal of bullying prevention, while working to address and intervene when behaviors compromise a student's well-being and safety.

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

Appeals Process

Any student who disagrees with the decision of an administrator 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.

DISCIPLINARY INFRACTIONS DEFINED

Below is a glossary of potential disciplinary violations that could occur:

Academic Integrity

1. **Cheating** includes, but is not limited to the following:
 - a. communicating with another student during a test, quiz, or any other form of evaluation
 - b. copying or allowing copying in any testing situation
 - c. copying or allowing copying of homework, class work, projects, or other material unless specifically allowed by the teacher
 - d. using unauthorized notes or devices
 - e. attempting to cheat
 - f. submitting falsified information for grading purposes
 - g. obtaining a copy of information about an examination and/or giving information about such examinations without the knowledge of the teacher

2. Collaboration

- a. 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:

- a. presenting, as one's own, words, works, or opinions of someone else without proper acknowledgment
- b. 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
- copying or duplicating another person's homework, essay, tests, or projects

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.

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 media
- Please consult the AUP for more information

Consequences

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 a disciplinary procedure including:

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 may 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 student's 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

Arson

Discipline response:

- All – A short-term suspension of nine days will be imposed. The principal may consider long-term suspension or expulsion; referral to the police.

Being in an Unauthorized Area

Students must be in their assigned area at all times.

Discipline response:

- Teacher and/or Office detention, Saturday School or In-School Suspension

Bomb Threats and False Fire Alarms

Discipline response:

- All - A short-term suspension of nine days will be imposed. The principal may consider long-term suspension or expulsion; referral to the police.

Chemical Health

A Medway High School student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. The chemical health policy includes products such as "NA or near beer," as well as electronic or vapor cigarettes. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

To better understand the policy, Medway High School adopts the following definitions:

- **Consumption**, which is considered use of alcohol or drugs. Student need not be in the act of consuming; rather, information indicative of any consumption constitutes a violation.
- **Possession**, which is considered actual possession of alcohol or drugs, including those in ownership of said substance(s).
- **Paraphernalia**, which ranges from items that support or promote alcohol or drugs to items that contained or are employed in the use of alcohol or other drugs.
- **Distribution**, which is the provision of alcohol, illegal drugs, legal proximates of illegal drugs, or legal drugs prescribed to the distributor to others, whether or not for profit. Due to the danger to our community, distribution escalates the school's response.

If the school finds that any of the above standards are met/violated, it will be determined that the student is in violation of the Chemical Health Eligibility Policy and subject to consequences.

Medway High School Students – On Campus

Jurisdiction is in effect, 24 hours each day - seven days per week, from the first extra-curricular activity in the summer through the end of the school year, and at all school-sponsored events, which will be considered an extension of campus

<u>First Violation</u>	<u>Second Violation</u>
<ul style="list-style-type: none"> - Short-term suspension of up to five days - Notification of parents/guardians - Loss of privilege to attend or participate in school events or co-curricular activities (i.e. dances and proms) for remainder of school year. - Immediate revocation of any current leadership positions - Loss of eligibility for elected, nominated, or appointed leadership positions for one future calendar year. - MIAA policy applies when required 	<ul style="list-style-type: none"> - Short-term suspension of up to ten days - Notification of parents/guardians - May face loss of privilege to attend or participate in school events or co-curricular activities (i.e. dances and proms) for remainder of time at Medway High School. - Loss of eligibility for elected, nominated, or appointed leadership positions for remaining time at Medway High School. - MIAA policy applies when required

Medway High School Students Outside of School

Jurisdiction is in effect, 24 hours each day - seven days per week, from the first extra-curricular activity in the summer through the end of the school year.

<u>First Violation</u>	<u>Second Violation</u>
<ul style="list-style-type: none"> - Notification of parents/guardians - Loss of privilege to attend or participate in school events or co-curricular activities for 14 days (includes athletic, music or drama events, dances, prom and graduation). - Immediate revocation of current leadership positions - Loss of eligibility for elected, nominated, or appointed leadership positions for one future calendar year - MIAA policy applies when required 	<ul style="list-style-type: none"> - Notification of parents/guardians - Loss of privilege to participate in school events or co-curricular activities for 30 days. - Loss of eligibility for elected, nominated, or appointed leadership positions for remaining time at Medway High School. - MIAA policy applies when required

Medway High School Student Athletes on or off Campus

Jurisdiction applies to school and non-school sponsored events. Jurisdiction is also in effect, 24 hours each day - seven days per week, from the first allowable day of fall practice for the first sport to begin, through the end of the final athletic competition of the year.

<u>First Violation</u>	<u>Second Violation</u>

<ul style="list-style-type: none"> - Loss of eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. - Loss of team leadership position - Loss of eligibility for future team leadership positions for one calendar year 	<ul style="list-style-type: none"> - Loss of eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. - If after the second or subsequent violations, the student becomes a participant in an approved chemical dependency or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. - Loss of team leadership position - Permanent loss of team leadership positions
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Student privileges or the opportunity to be eligible for leadership positions may be redeemed upon conference, contract, and agreement with school administration.

Class Cutting

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

Discipline response:

- 1st - 2 Office detentions. 2:40-3:40
- 2nd - In-School Suspension.
- 3rd+ - Saturday School and student-teacher-parent conference.

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

Class Disruption

Class disruption is any action that disturbs the classroom learning environment.

Discipline response:

- 1st - Conference with Teacher, teacher detention and/or guardian notification
- 2nd - Meeting with guardian and student.
- 3rd+ - Referral to administration

Destruction of School Property

The destruction of school property can lead to a short-term suspension of up to 9 days and restitution. The police will be contacted and consequences including those pursuant to Massachusetts Chapter 37H ½ will be imposed.

Disturbing the Normal Process of the Daily Activity of the School

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

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

Based upon the nature of the disturbance, the range of discipline responses may be:

- 1st - 2 Office detentions. 2:40-3:40
- 2nd - In-School Suspension.
- 3rd+ - Saturday School and student-teacher-parent conference.

Continual disruption may warrant a referral to the courts through the CRA process.

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, dean, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(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 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, horseplay, wrestling, or other types of physical force will not be tolerated. The determination as to whether such behavior constitutes a fight rests with the administration not with the student participants.

Discipline response: Short-term suspension of up to 9 days

At the discretion of the principal, a hearing may be scheduled to consider a Short-term suspension of more than five days, long-term suspension or expulsion. Referral to police where 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.
- Minimally, a short-term 9 days suspension.
- A hearing before the principal to consider a long-term 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: Short-term suspension of up to 9 days.

At the discretion of the principal, a hearing may be scheduled to consider a to consider a long-term suspension of more than 10 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.
Vulgarity directed:	In-School or Short-term suspension

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.

Discipline Response: Saturday School

Disrespect for Authority/Insubordination

Insubordination is noncompliance with a request from any member of the staff. 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:

- 1st - Conference with Teacher, teacher detention and/or guardian notification
- 2nd - Meeting with guardian and student.
- 3rd+ - Referral to administration

Tobacco/Vape Possession and/or Use

Use and/or Possession of tobacco products and/or possession of paraphernalia (electronic cigarettes, lighters, matches, etc.) are prohibited in all areas of public school buildings, facilities, properties, and grounds. Violation will result in the following discipline response:

Discipline Response:

- 1st Offense: Saturday school,
- 2nd Offense: Saturday school, and/or confirmed participation in an approved smoking cessation/counseling program.

*Chemical Health policy may apply when necessary.

Vandalism and Theft

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

Discipline responses:

1. Short-term suspension of up to 9 days. The student may be scheduled for a hearing before the principal to consider to consider a long-term suspension of more than 10 days or expulsion.
2. Prosecution may be sought.
3. Restitution will be required.

Students are advised to lock all belongings in their lockers. The school district is not responsible for lost or stolen items.

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 register through www.familyid.com. All parts of the online registration form must be complete and signed with the appropriate signatures.

Other Guidelines

- The Dean 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. 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 Dean 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 Dean should be contacted.)
3. If the student transferred to the present school after the start of the practice.
4. The Dean's office will publish an academically ineligible list at the end of every quarter and the end of the school year. Student must pass the equivalent of four traditional year-long courses and have no more than one F in any course. Incomplete term/final grades must be completed and submitted prior to eligibility.
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 and have no more than one F in any course. Incomplete term/final grades must be completed and submitted prior to eligibility.
6. Student/Athletes are not exempted physical education classes.
7. If, since the student entered grade 9, twelve consecutive sports seasons have passed, whether or not the student has participated.
8. If the student's 19th birthday came before September 1, of the present school year.
9. If the student has graduated from any secondary school.
10. 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.
11. 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.
12. If the student is put out of a game for fighting or flagrant unsportsmanlike conduct, he/she is not eligible to play in the two next scheduled games. 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.

Discipline Rules

To be eligible for any team, school, or league award (letter) 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 four 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. Violation of the chemical health policy will also trigger the following disciplinary actions loss of team leadership position and the loss of eligibility for future team leadership positions for one calendar year

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. Violation of the chemical health policy will also trigger the following disciplinary actions, the loss of team leadership position and the permanent loss of team leadership positions.

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 student's 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

Appendices

Appendix A College Visit Documentation Form

College Visits

Students are encouraged to visit colleges, to explore the many options available to them. Each visit provides an opportunity for assessing the college or program to find the best fit for a student. Many colleges offer Open House programs, Saturday and/or school vacation information sessions and tours, and other visit options. Families are encouraged to take advantage of visit options that don't conflict with a student's attendance at school; however, at times this is unavoidable.

- Students should be aware of the minimum attendance policy of Medway High School.
- Absences for college visits will not be considered as extraordinary circumstances, however students who take days for these visits will need to make good choices when he or she chooses not to attend a class or the school day at other times.
- An absence for college visits approved in advance by the school counseling office, may be considered explained if documentation is provided.
- To assist in documenting college visits:
 - Students are asked to complete the form below and have a parent sign to confirm permission and knowledge of this absence.
 - Have a school counselor, school counseling office secretary, or a Dean sign prior to the visit.
 - While on campus the student must ask for verification of visit.
 - Return the form to the High School's main office following the visit.

Note: This completed form will provide documentation in the event of excessive absences and a subsequent Attendance Committee review.

College Visit Documentation Form

Student Name: _____

Date of Visit: _____

Location of Visit: _____

Parent signature: _____

Signature of School Counseling Office or Dean: _____

Verification of visit by Admissions Office, College Athletic Office or other as appropriate.

College: _____

Office visited: _____

Signature of college official: _____

Date: _____

DISTRICT POLICIES and STATE/FEDERAL MANDATES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), is a federal law requiring that Medway Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Medway Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures (see below). The primary purpose of directory information is to allow Medway Public Schools to include this type of information from your child's education records in certain school publications such as a playbill, the annual yearbook, graduation programs, and sports activity sheets.

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 such as companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local districts 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 district that they do not want their student's information disclosed without their prior written consent.

If you do not want Medway Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15. Your 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:

- | | |
|---|---|
| -Student's name | -Dates of attendance |
| -Address | -Grade level |
| -Telephone listing | -Participation in officially recognized activities and sports |
| -Date and place of birth | -Photograph |
| -Electronic mail address | -Major Field of study |
| -Weight and height of members of athletic teams | -Recent educational agency or institution attended |
| -Degrees, honors, and awards received | |

MEDIA

Policy #88

Many school events and student accomplishments are publicized through print and electronic media, including local newspapers, local cable television, and the district website. Any parent/guardian who does not wish his/her student's image or work to be photographed displayed electronically or in print should submit a letter to the office of the building principal at the beginning of the school year.

Student School Work

Student school work, including but not limited to, graphic arts and literary works, may be published on the district website.

Electronic Images

Photographs and video images of students are permitted as it relates to curriculum, instruction, and school activities. Students' addresses, email addresses, phone numbers, or any other personal information will not be included with any photos published in print or electronically by the district, any parent teacher organization, home and school association, special education parent advisory council or any other organization.

News Media

Students participating in a school or classroom activity/event may be photographed or taped electronically by news media. School administrators may deny access to the news media if it is determined to interfere with student learning.

Note: The full text of this policy may be found here on the MPS website: [Policy #88](#)

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Rehabilitation Act of 1973, commonly referred to as "Section 504", is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Section 504 describes an individual with a disability as a person who: (i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment" [34 C.F.R. §104.3(j)(1)].

Evaluation to determine eligibility for a 504 Accommodation Plan must be of sufficient depth to determine eligibility and appropriate, reasonable accommodations to support access. The district may ask families to provide medical information from private medical providers for the purpose of more effective planning and decision making. No accommodations will be held contingent upon receiving such documentation. The provided Assessment Report will be completed annually and the provided Education History Report will be completed, at least at the initial assessment stage and thereafter if deemed necessary by the Team. If it is determined that standardized assessments, beyond those given as part of standard school or district wide assessment (i.e. DIBELS, DRA, MCAS etc.), are necessary, they will be identified on a Consent for Evaluation Form. For impairments that are medical in nature, the school nurse must be involved in the assessment, and collaboration with family practitioners will be a part of the eligibility/accommodations decision-making process.

A Section 504 Accommodation plan will outline all accommodations necessary to provide students with an opportunity to access education in a manner commensurate with non-disabled peers. If a parent or guardian disagrees with the determination made by the professional staff to the school district, he/she has a right to

follow the grievance procedures of the District. These procedures are outlined in the' Notice of Parent and Student Rights under Section 504.

Any questions concerning the implementation of policy and procedures may be directed to the 504 coordinator: Ms. Kim Condon, 508-533-3230,, ext. 3201.

CIVIL RIGHTS POLICY

Policy #50

Medway Public Schools is committed to promoting multicultural understanding, appreciation and harmony to ensure that no student is denied access to any educational program or other activity in Medway Public Schools on the basis of race, color, ethnic background, national origin, religion, sexual orientation, gender identity, 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.

In addition to the procedures for filing claims and the requirements for reporting violations provided in this policy, students, employees and members of the community are encouraged to share with the administration any concerns about civil rights violations in Medway Public Schools.

Students and employees of 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, gender identity, economic status or gender of any individual or group, or otherwise engage in racist or any other unlawful discriminatory behavior.

The following actions may be taken:

First Offense, Student:

1. Minimum of three (3) office detentions.
2. Up to ten (10) days suspension from school, waived if the parties agree to participate in mediation.
3. Voluntary participation in mediation.
4. Referral to police/courts for prosecution under state and federal laws.
5. Referral for further action to Superintendent of Schools.

Second Offense, Student:

1. Up to twenty-five (25) day suspension from school.
2. Referral for further action to Superintendent and possible school exclusion.
3. Referral to police/courts for prosecution under state and federal laws.

Complaint Procedures

1. Any employee, parent/guardian or student of Medway Public Schools may file a complaint alleging violations of this Civil Rights Policy.
2. Complaints 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, Director of Student Services, Assistant Superintendent or the Superintendent of Schools, as follows:

Timothy McCarron, High School Principal	508-533-3227
David List, High School Dean	508-533-3227
Dorothy Pearl, High School Dean	508-533-3227
Cari Perchase, Middle School Principal	508-533-7654
<i>To be Announced</i> , Middle School Assistant Principal	508-533-7654
Amanda Luizzi, Burke/Memorial School Principal	508-533-3266
Peggy Yanuskiewicz, McGovern School Principal	508-533-3243
Kathleen Bernklow, Director of Student Services	508-533-3229
Gabrielle Abrams, Assistant Superintendent	508-533-3222
Dr. Armand Pires, Superintendent of Schools	508-533-3222

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

- b. Within five (5) school days after the receipt of the written complaint, an investigation will begin.
- c. Upon receipt of the investigation results, the Building Principal, Assistant Principal, Director of Student Services, Assistant Superintendent or Superintendent will determine if there has been a violation of the Civil Rights Policy.

If it is determined that inappropriate conduct has been committed by a school district employee, such action will be taken as is appropriate under the circumstances. In addition, if a student or employee believes he/she has been subjected to civil rights violations, he/she may file a formal complaint with the appropriate governmental agencies. Using the complaint process does not prohibit an individual from filing a complaint with these agencies.

Note: The full text of this policy may be found here on the MPS website: [Policy #50](#)

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.

Student Record Access:

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 Elementary and Secondary Education (DESE) Regulations. A non-custodial parent may have access to the student record in accordance with the specific provisions outlined by the law and the DESE.

Right to Visit Child at School or Remove Child from School Property

Both custodial and noncustodial parents have the right to visit the child briefly at school. Both also have the right to participate in parent/teacher conferences (although, in 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) In the non-custodial parent's presence, the custodial parent will 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 school will explain to the non-custodial parent the rights of both parents (see above). The school will allow a brief visit by the non-custodial parent, making 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.
- (c) The child will be escorted to the office. A place for the visit will be provided that can be observed by office staff. After the visit, the child will be escorted back to class.

Note: The full text of this policy may be found here on the MPS website: [Policy #51](#)

Medway Public Schools is committed to promoting and maintaining an educational environment and workplace that is free of harassment and discrimination based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law. Medway Public Schools expects all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern for their fellow employees and students. Medway Public Schools shall comply with all federal and state laws and regulations prohibiting harassment and discrimination.

Harassment or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, disability, active military or veteran status or genetic information in any form is unlawful and will not be tolerated. Such harassment or discrimination can include unsolicited remarks, gestures or physical contact, display or circulation of written materials or derogatory pictures.

In addition, 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. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment/discrimination when:

1. submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain or maintain employment or educational development and opportunity; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
3. such conduct or communication whether intended or not, is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or educational environment.

Further, any retaliation against an individual who has complained about sexual harassment/discrimination or retaliation against individuals for cooperating with an investigation of a sexual harassment/discrimination complaint is similarly unlawful and will not be tolerated.

Any violation of this policy should be brought to the attention of the superintendent, who will take appropriate action in accordance with Medway Public Schools procedures for reporting and investigating harassment and discrimination. The superintendent can be reached at 45 Holliston Street, Medway, MA 02053, or by phone at (508) 533-3222. A copy of this procedure is available in each school office.

Note: The full text of this policy may be found here on the MPS website: [Policy #89](#)

SEXUAL HARASSMENT

Policy #36

Medway Public Schools promotes 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.

Medway Public Schools takes allegations of sexual harassment seriously and 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.

Definition of Sexual Harassment

"Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature between students, adults, and/or students and adults 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 school or work environment.

The legal definition of sexual harassment is broad and 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.

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:

- Unwelcome sexual advances, whether they involve physical touching or not;
- 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;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; and
- Discussion of one's sexual activities or inquiries into others' sexual experiences.

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 verbally. He or she may do so by contacting the Building Principal, Assistant Principal, Director of Student Services, Assistant Superintendent or the Superintendent of Schools, as follows:

Timothy McCarron, High School Principal	508-533-3227
David List, High School Dean	508-533-3227
Dorothy Pearl, High School Dean	508-533-3227
Cari Purchase, Middle School Principal	508-533-7654
<i>To be Announced</i> , Middle School Assistant Principal	508-533-7654

Amanda Luizzi, Burke/Memorial School Principal	508-533-3266
Peggy Yanuskiewicz, McGovern School Principal	508-533-3243
Kathleen Bernklow, Director of Student Services	508-533-3229
Gabrielle Abrams, Assistant Superintendent	508-533-3222
Dr. Armand Pires, 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.

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. 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.

The District may impose interim measures to protect the parties pending the conclusion of the investigation.

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.

Procedures for Resolution

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.

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. The formal complaint process requires that both students and employees 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 Kathleen Bernklow, Director of Student Services, at 508-533-3229.

After filing the formal written complaint, the appropriate administrator, supervisor, or director will conduct the necessary investigation promptly after receiving the complaint.

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.

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 exclusion 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.

Note: The full text of this policy may be found here on the MPS website: [Policy #36](#)

STUDENT DISCIPLINE

Policy #26

Medway Public Schools recognizes the importance of high standards of conduct in our schools. Such standards allow our schools to fulfill their mission of effectively educating the youth of Medway. Our community takes pride in our schools and the successes of our students.

The Medway School Committee endorses the concept that effective discipline involves the participation of staff, parents and students in a process which 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 the attention of all concerned (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 this context, students will be allowed to make up school work missed during a suspension and

the student shall receive credit for work completed. It should be noted that the teachers are not responsible for reteaching the material missed during suspension.

Each principal in the Medway Public Schools shall establish a discipline code for their school that is consistent with this policy and consistent with the Massachusetts Student Discipline regulations at 603 CMR 53.00 . Such discipline codes will be published in the school's student handbook after the approval of the Medway School Committee.

Note: The full text of this policy may be found here on the MPS website: [Policy #26](#)

STUDENT TRANSPORTATION

Policy #24

School bus transportation will be provided in accordance with state and federal law and applicable regulations.

The purpose of school transportation is to get students who live outside a specified distance from their assigned school, to school and back home in as safe, efficient and economical manner as possible. Unless a student is eligible for transportation provided by the Medway Public Schools, the transportation of such student to and from school becomes the responsibility of the parent/guardian.

It is the parent/guardian's responsibility to see that the student gets to his/her assigned bus stop. The behavior and/or actions of the student while at a designated bus stop are subject to the parent/guardian's supervision and will not be the responsibility of the School Department.

Busing Eligibility

Children in the elementary schools who live more than one (1) mile from the school they are required to attend shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee. Students in the middle school who live more than one and one-half (1-1/2) miles from the middle school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee. Students in the high school who live more than two miles (2) miles from the high school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee. Virtually all kindergarten students shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee, with the understanding that there will be no extra cost to the district and that a continuation will be voted on each year.

With certain exceptions, all students in Grades 1-12 are allowed only one A.M. bus assignment and one P.M. bus assignment, and they must be the same for every day of the week. All students in Grade K are allowed only

one A.M. and one P.M. bus assignment and it must be the same for every day he/she is scheduled for kindergarten. Students will be allowed to ride only their assigned bus. Requests for temporary changes in bus assignments will not be granted.

Note: The full text of this policy may be found here on the MPS website: [Policy #24](#)

CHILD WELFARE & SAFETY POLICY

Policy #95

Medway Public Schools (MPS) is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. MPS recognizes local, state, and national efforts to address problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibility for addressing such concerns.

Massachusetts General Laws (M.G.L) c. 119, § 51 A, requires that certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting from abuse that causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse, or from neglect, including malnutrition. All employees of MPS are mandated reporters.

MPS employees, like employees in other school departments, are in a unique position to identify potential cases of abuse and neglect of children, because of their sustained contact with school-age children. Responsible action by employees can be achieved through recognition and understanding of potential incidents of abuse, knowing and following established reporting procedures, and participating in available child abuse and neglect information/training programs.

Definition of Terms:

- Neglect is the failure, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care. It is understood that such inability is not solely due to inadequate economic resources or solely due to the existence of a handicapping condition. Neglect can occur while the child is in an out-of-home or in-home setting. Permitting a child to be truant or failing to enroll a child in school without providing an alternative program can constitute neglect.
- Physical abuse includes infliction, by other than accidental means, of physical harm upon the body of a child.
- Emotional abuse refers to excessive, aggressive, or unreasonable behavior by an adult that places demands on a child that are above his/her capabilities. This may include verbal attacks, humiliation, degradation, and chronic rejection of the child, close confinement of the child, or the permitting or abetting of delinquent behavior.
- Sexual abuse refers to any sexual contact between a caretaker and a child or the commission of a sex offense against a child as defined by the criminal laws of the Commonwealth.
- Verbal sexual harassment of a child by anyone, including school district employees/volunteers, is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse.

All MPS employees who have reasonable cause or suspicion to believe that a child is suffering physical or emotional injury resulting from abuse or neglect shall report such a belief to the appropriate school or district based administrator.

The Superintendent of Schools, or his or her designee, has the responsibility to ensure that appropriate reporting procedures are implemented in the school system.

Note: The full text of this policy may be found here on the MPS website: [Policy #95](#)

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. 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. The school principal or his/her designee is responsible for the privacy and security of all student records maintained in the school. The Superintendent of Schools or his/her designee is responsible for all student records that are not under the supervision of the school principal. The student's record consists of the transcript and the temporary record, according to 603 Code of Massachusetts Regulations, Chapter 23.00. It includes all information, regardless of form or characteristics, concerning a student that is organized on the basis of the student's name or in a way such student may be individually identified.

1. Transcript

Minimum administrative records necessary to reflect the student's educational progress and to operate the educational system. Data is limited to:

- Name (student and parent/guardian)
- Address (student and parent/guardian)
- Telephone number (student and parent/guardian)
- Date of birth
- Course titles
- Grades or equivalent
- Course credit
- Grade level completed
- Year completed

The transcript may be destroyed sixty (60) years following the student's graduation, transfer, or withdrawal from the school system.

2. Temporary Record

All information in the student record not contained in the transcript which is clearly of importance to the educational process. This information may include:

Standardized test results (including MCAS results)

Class rank

Extracurricular activities

Evaluations

Educational plans: IEP, 504, Regular Education Accommodation, Behavior Support Plans and Safety Support Plans, Student Support Process Reports, Individual Student Success Plans

Health records

Attendance

Incident reports

School Discipline Records

Teachers' notes and similar information that is not accessible to authorized school personnel or third parties are not included in the student record. Such information may be shared with the student, parent/guardian, or a temporary substitute without making the file part of the student record. However, if such information is released to authorized school personnel, it then becomes a part of the student's record. Any information added to the temporary record shall include the name, signature and position of the person entering the information, date of entry, and shall be limited to that which is relevant to the educational needs of the student.

The temporary record of each student shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the school district. Written notice to the eligible student and his/ her parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation or withdrawal. During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated or irrelevant information contained in the temporary record.

The Medway Public Schools hereby gives notice on an annual basis that temporary records are so reviewed and destroyed at the end of each school year as deemed appropriate. Parents/guardians wanting an opportunity to receive the information or a copy prior to its destruction should contact the principal by June 1st of the school year.

Release of Information

Upon a student's enrollment in any other elementary or secondary school, all records, excluding those in the limited access folder, will be transferred to that school upon written request for records from the 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 to those 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.

Certain personally identifiable student directory data, specifically limited to name and participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors or awards received, may be made 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 request shall be honored.

Challenge of Contents of Student Records

Parents/guardians or eligible students (students 14 years of age or in the ninth 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.

ANTI-BULLYING

Policy #84

The Medway Public School district is committed to providing our students with a safe learning environment that is free from bullying. This will be possible when all members of the Medway school community treat each other with respect. This policy is an integral part of the Medway Public Schools' comprehensive effort to promote learning and eliminate all forms of violent, harmful, and disruptive behavior. All students require this support to achieve their personal and academic potential.

Medway Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities. All reports of bullying will be promptly investigated by Medway Public Schools. Medway Public Schools' response to bullying actions will include, when appropriate, referral to a law enforcement agency. Medway Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

Definition of Bullying

The definition of "perpetrator", as defined by M.G.L. c. 71, 37O, Sections 72 – 74 of Chapter 38 of the Acts of 2013, includes a student or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.

Bullying is the repeated use by one or more students or a school staff member or members of written, verbal or electronic expression or a physical act or gesture, or other direct or indirect behavior that is repetitive, or any combination thereof, directed at a target that has the effect of:

- causing physical or emotional harm, or of damage to his/her property;
- placing a target in reasonable fear of harm or of damage to his/her property;
- creating an unwelcoming or hostile environment at school for another person;
- infringing on the rights of another person at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Cyberbullying is the repeated use by one or more students of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a: wire, radio, electromagnetic system, photoelectronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyberbullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this narrative, whenever the term bullying is used it is to denote either bullying or cyberbullying.

Bullying is prohibited on school grounds, athletic/playing fields, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses or other vehicles owned, leased or used by the district, or through the use of technology or an electronic device owned, leased or used by the school district.

Bullying and cyberbullying are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the victim, infringe upon the rights of the victim at school, and/or materially and substantially disrupt the education process or the orderly operation of a school.

All staff members are required to report any bullying they see or learn about. The district will promptly and reasonably investigate all allegations of bullying. Retaliation against a person who reports bullying, who

provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited.

The district's Bullying Prevention and Intervention Plan includes descriptions of and statements prohibiting bullying, cyberbullying and retaliation; establishes clear procedures for students and staff members to report bullying and/or retaliation; includes a provision that reports of bullying and/or retaliation may be made anonymously provided that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; establishes clear procedures for promptly responding to and investigating reports of bullying or retaliation; identifies the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; establishes clear procedures for restoring a sense of safety for a victim and assessing that student's needs for protection; establishes strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation or is witness to or has reliable information about an act of bullying; establishes procedures for promptly notifying the parents or guardians of a victim and a perpetrator, for notifying the parents or guardians of a victim of the action taken to prevent any further acts of bullying, and for notifying local law enforcement officials where criminal charges may be pursued against the perpetrator; includes a provision that a student who knowingly makes a false accusation of bullying shall be subject to disciplinary action; includes a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of the students; and comports with the requirements of this policy, as well as state and federal laws.

Note: The full text of this policy may be found here on the MPS website: [Policy #84](#)

Note: The full text of this plan, including forms, may be found here on the MPS website: [Bullying Prevention and Intervention Plan](#).

ATHLETIC CONCUSSION POLICY

Policy #86

The purpose of this policy is to provide information and standardized protocols for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Note: The full text of this policy may be found here on the MPS website: [Policy #86](#)

ACCEPTABLE USE OF SCHOOL NETWORK, INTERNET & EQUIPMENT

Policy #92

Digital Learning and Technology Acceptable Use Policy

Introduction

The Medway Public School System believes that technology, when properly utilized and integrated into the curriculum, can provide a transformative learning experience for our students, staff, and community. This Acceptable Use Policy for the Medway Public Schools (“MPS”) provides parents/guardians, students, and staff with a statement of expectations for the use of technology within the Medway Public School District. This policy is reinforced by practice, acceptable use standards, and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Medway Public Schools. Students and parents/guardians, as well as all staff members of MPS, must read and sign the accompanying Statement of Responsibilities.

Our Mission:

The Medway Public School district, in partnership with the community, creates an academically challenging, safe and supportive learning environment that promotes the pursuit of excellence for all.

District Vision:

The Medway Public School District aspires to provide all students with a robust, equitable academic program that engages, challenges, and supports all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible and productive citizens of a global community.

Digital Learning Vision:

Medway Public School students will learn in personalized, digitally-rich environments that authentically and effectively integrate technology ensuring they will thrive in their future endeavors in an interconnected, global community.

Proper and Ethical Use

The smooth operation of the network relies upon the proper conduct of the end users and their adherence to strict guidelines. These guidelines are provided here so that all are aware of the responsibilities and expectations. In general,

this requires efficient, ethical and legal utilization of the network resources. If a Medway user violates any of these provisions, his or her access will be suspended and may continue to be denied in the future. We may also impose financial responsibilities for malicious damage to resources, and in appropriate cases, notify law enforcement. The signature(s) at the end of this document is (are) legally binding and signifies the party (parties) who signed has (have) read the terms and conditions and understand(s) their significance.

Terms, Conditions, and Expectations

Personal Responsibility

All individuals who access the Medway Public Schools network or devices must accept full responsibility for their own actions and report any misuse of others to an appropriate authority. Misuse can come in many forms, but is commonly viewed as physical damage, inappropriate use, and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, plagiarism, racism, sexism, inappropriate language, and bullying, cyberbullying or harassment. All rules of conduct of the Medway Public Schools apply when individuals utilize district associated digital resources.

Acceptable Use

All user accounts must be in support of education and consistent with the educational objectives of the Medway Public Schools. Use of another 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 regulations 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 school resources 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. The administration, faculty, and staff of Medway Public Schools may request the network administrator to deny, revoke, or suspend specific user access.

Resources

The Medway Public Schools intends to provide resources that support the curriculum goals and initiatives of the district. These resources include but are not limited to wired and wireless network and Internet access, end user computer equipment and peripherals, content applications and collaboration tools, and user accounts to differentiate staff and student identities. These resources are intended to promote a secure environment that helps all users create, collaborate, and share information.

Monitoring

The Medway Public Schools reserve the right to monitor and review any material, at any time, and without prior notice, on a school supplied device and user account in order for the District to make determinations on whether specific use of available resources is appropriate. In reviewing and monitoring user accounts to determine appropriate use, the

Medway Public Schools shall respect the privacy of user information and adhere to state and federal laws [FERPA, CIPA, HIPAA, and COPPA]. The intent of any monitoring activity is to ensure the security of our network, maintenance of personal identities, and effective use of school supplied resources.

Procedures for Use

- It is the expectation of the Medway Public Schools that all users will develop 21st Century Skills (Communication, Collaboration, Critical Thinking, and Creativity) through the exposure and eventual mastery of state and national standards of when utilizing digital resources.
- Users must adhere to the guidelines established in the Student and Staff Handbook and this AUP.
- All users have the right to use the available resources for educational purposes. Users should not be engaged in non-educational activities during school hours or impede the network's operation from educational purposes.
- The district allows the use of personal equipment for educational purposes in accordance with guidelines established by the building principal. Access to the wireless network for personal devices will be allowed on a "Public" network. No access to secure wired networks will be allowed without the appropriate authority.
- Secure account information [user accounts] is expected to be personal and not shared with any other individual. The sharing of or tampering with another person's security features involved in his/her account(s) or intellectual property is expressly prohibited. Individuals will be held responsible for content or conduct on their user accounts.
- The attempt to gain access to systems, resources, or data beyond administratively set parameters and or intentionally circumventing security affecting the operation of the network resources is expressly prohibited.
- We reserve the right to monitor and filter content on a school owned device in accordance with federal regulations.
- Devices provided by the Medway Public School District are expected to be used for educational purposes by the assigned user. The right to use school resources does not extend to additional users or family members.

Network Etiquette

Staff and students are expected to abide by the generally accepted rules of online etiquette. These include (but are not limited to) the following:

- Be polite.
- Use appropriate language. Do not swear, use vulgarities or any other abusive or inappropriate language.
- Only legal activities are allowed. Illegal activities will be reported to building authorities and, under appropriate circumstances, law enforcement.
- Do not reveal your personal information. Keep passwords and personal information secure.
- Electronic mail (e-mail) is not guaranteed to be private.
- Do not use the network in a way that would disrupt or impede its educational purpose and use.
- The creation of private networks or attempts to disrupt or impede school network operations is prohibited.

Security

Security on any computer system and personal account is a high priority, especially when the system involves many users. Use or attempt to gain access to content or personal information of another individual's account is prohibited. Attempts to log onto the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to all

network resources. Account passwords should not be shared and should be routinely changed to help ensure personal security.

Vandalism, Cyberbullying and Harassment

Vandalism, cyberbullying, and/or harassment will result in the cancellation of privileges and possible financial charges to the individual responsible. Vandalism includes any malicious attempt to harm or destroy data or equipment. This includes, but is not limited to, the altering of workstation operating system files, malicious damage of hardware components, tampering with another user's personal profile, data, or intellectual property, and the creation and distribution of malicious computer code [viruses, malware, or ransomware].

Cyberbullying and harassment are defined by state law and school policy and are strictly prohibited. Any claims of harassment or cyberbullying will be addressed in accordance with state law and school policy.

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 reasonable 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 and to report any suspicious content to district staff immediately. Any decision by the Medway Public Schools to restrict access to Internet material and or filter content shall not be deemed to impose any duty on Medway Public Schools to regulate the content of material on the Internet.

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 your own risk. The Medway Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Agreement must be signed annually. Building administration or designee must monitor agreements to ensure that all active accounts have a valid agreement.

**Medway Public Schools
Medway, MA**

Digital Learning and Technology Acceptable Use Policy Agreement

Student or Staff member

I have read, understand and will abide by the Digital Learning and Technology Acceptable Use Policy . I further understand that any violation of the regulations is unethical and may constitute a financial expense and possible criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

If you are under the age of 18, a parent or guardian must also read and sign this agreement.

Print Student's Name or Staff member's name

Student's Signature

Date

Parent or Guardian

As the parent or guardian of this student, I have read the Digital Learning and Technology Acceptable Use Policy. I understand that this access is designed for educational purposes. I recognize it is impossible for Medway Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to grant access to the Internet for my child and certify that the information contained on this form is correct.

Print Parent/Guardian's Name

Parent/Guardian's Signature

Date

FAILURE TO RETURN THIS FORM INDICATES THE STUDENT DOES NOT HAVE PERMISSION TO USE THE SCHOOL NETWORK

Note: The full text of this policy may be found here on the MPS website: [Policy #92](#)