

Madeleine Dugger Andrews Middle School  
3000 Mystic Valley Parkway  
Medford, Massachusetts 02155  
781-393-2228



2021-2022  
PARENT AND STUDENT  
HANDBOOK

Excellence through Responsibility and Respect

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Principal

Ms. Farah Lalli

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For further information and telephone numbers, refer to the Medford Public Schools' website @ [www.medfordpublicschools.org](http://www.medfordpublicschools.org)

HANDBOOK SIGN OFF SHEET (please sign and return the copy on p.4)

Greetings to Students and Families,

Welcome to the 2021-2022 academic year at the Andrews Middle School. Our vision is a safe and nurturing learning environment where students will excel academically, emotionally, and socially. The key to success in this endeavor will be communication and collaboration between and among our students, our teachers, and our families. Please be sure to read all of the information contained in the handbook carefully and thoroughly, and please don't hesitate to contact us with questions. Also, please be aware of the new and very important regulations on attendance, tardiness, bullying, discipline, and academic studies. All are designed to ensure the quality of your child's education.

Our goal is to work closely with you to afford your child the best middle school experience possible. As we navigate the course of education today-- the incredible pace of technology, the focus on critical thinking and application skills, and the expectations of standardized testing-- we need to work together. As a team, we can support all students as they strive for success and satisfaction.

In an effort to conserve paper and offer you some time and convenience, the Andrews Middle School 2021-2022 Handbook is again posted online @ <http://www.mps02155.org/schools-2/andrews-middle-school/>

We're hoping you will read the handbook from cover to cover at your leisure in the next couple of weeks, then sign and return this acknowledgement sheet with your child the first few days of school. Hard copies of the handbook will be available on the first day of school for any student who wants one; we will also have hard copies available in the main office for anyone who would like to drop by to pick one up before school starts on August \_\_\_\_\_. Thanks for indulging us, and please don't hesitate to let us know your thoughts on this new practice.

We eagerly look forward to a wonderful year of teaching, learning, and growing with you, as we challenge and support each other, and have a little bit of fun along the way!

Sincerely,

The Administration, Faculty, and Staff of the Andrews Middle School

We have read the information contained in this handbook. We are aware of the handbook's policies, understand their importance in creating a safe and nurturing environment conducive to learning, and will do our best to comply with the rules and regulations listed.

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Student Signature

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Date

---

Parent/Guardian Signature

---

Date

**Andrews Middle School Mission**  
**Excellence through Responsibility and Respect**  
**Andrews Middle School Vision**

The Andrews Middle School provides students with a safe and nurturing learning environment where students will excel academically, emotionally, and socially in an ever-changing twenty-first century world. Our students will work both individually and collectively to develop thinking and problem-solving skills. Our students will acquire these skills to thrive as responsible members of the community, dedicated citizens, and productive workers. The Andrews Middle School's Mission Statement is based on the core values of excellence, responsibility, respect, and environment, with a focus on the whole child.

**CORE VALUES**

**EXCELLENCE**

Our students will meet or exceed the state academic standards.

**RESPONSIBILITY**

Staff, students, and parents are responsible for the success of students, support of each other, and support of our community.

**RESPECT**

We respect, support, and value each member of the Andrews Middle School family and accept students and staff for their unique talents and differences.

**ENVIRONMENT**

As members of the global community, we recognize that we all have a moral obligation to our future generations to protect our environment.

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## **TEAMING**

The Andrews Middle School works as most middle schools do with teaming. Teaming allows a core group of teachers to work with a set number of students. Teachers have common planning and meeting time, which allows them time to discuss curriculum, design instruction and assessment, analyze student achievement and create student support structures. We currently have two teams for each grade level, Team A and Team B.

Teacher Teams are made up of Math, Language Arts, Science, Social Studies and Special Education instructors. All students are randomly assigned to a team by administration, guidance, and teaching staff each year. Each student's team placement may or may not change each year. All students have their academic classes only with students on their team but both teams are mixed for Exploratory Classes.

Parents may request a team for the upcoming academic year, but unless there is an emergency, a mitigating circumstance, family consideration, or judicial concern, these requests may not be honored. All requests must be directed to the building principal.

## **TEAM POLICY**

Each team per grade level will supply students with appropriate information regarding materials requirements, homework, and grading. The policy of each grade level team is strongly supported by the office. Parents and students must familiarize themselves with the team policy each year. Although similar, each grade level may have different requirements.

## **BUS INFORMATION**

Medford Public School supplies bus transportation for all students who live out of walking distance to the school. Bus route information and pick-up times are posted on the Medford Public Schools Web Page- <https://www.mps02155.org/> The routes are also listed in the Medford Transcript in August prior to the opening of school.

### **Policy for Assuring Safety and Efficient Operation of Bus Transportation**

The Medford Public Schools provides a comprehensive system of transportation for its students. Students should behave appropriately at all times. Any behavior considered inappropriate may result in consequences. Inappropriate behaviors include but are not limited to the following: vandalism of any type including graffiti to any part of the vehicle, inappropriate language, unreasonable loudness for any reason, not remaining seated, asking to get off at non-designated stops, harassment of another student, attempts to create preferential/group/or discriminatory seating, disrespect for the driver of the vehicle, the use of any electronic device to play music on the bus (students may listen to music privately with earbuds), and any act deemed to be unacceptable by the operators of the transportation service or the school administration. Students may not ride another bus without written permission of parent/guardian and verbal permission of administration. Additionally, the school may under the law can exclude a student from the use of school buses.

\*At the occurrence of any offense, students may lose bus privileges depending on the severity of the act and for a time determined by school administration.\* Parental support is always appreciated.

### **STUDENT DROP-OFF/PICK-UP**

Parents/Guardians may drive their child to and from school. They must drop their child off in the Parent/Guardian Drop Off Lane, the second lane up from the school building. Parents/Guardians should pull up to the curb to drop their child off and not stop in the middle of the lane. Parents/Guardians driving their child must drop their child off by 7:50 in the morning. Parents/Guardians picking students up may park in the Parent/Guardian Drop Off Area. Parents/Guardians cannot park in any of the bus pick-up lanes.

### **NO-IDLE ZONE**

The Andrews Middle School in partnership with the City of Medford has been designated as a no idle zone. This means if you are parked on school grounds waiting for your child you must turn off your car's engine.

### **LATE BUSES**

The School district supplies late buses for students on Tuesday, Wednesday and Thursday each week pending funding. Late buses pick students up at the school between 3:10 and 3:30 and drop students at certain streets posted in the main office and on the website. To report problems on the bus, please call the School Office.

### **OPENING BELL OF THE SCHOOL DAY**

The Andrews Middle School's day begins at 7:50 a.m. Students are permitted into the building at that time. Everyone should be in his/her seat when the Opening Bell rings at 8:00 a.m. Pupils are to remain in their homeroom during the entire homeroom period unless they have a corridor pass. Any student who fails to sign into the homeroom or the Assistant Principal's Office will be subject to disciplinary action.

### **ANDREWS MIDDLE SCHOOL BELL SCHEDULE**

#### **Full Day**

8:00 - 8:05	Homeroom	
8:05 - 8:50	Block 1	8th Grade Exploratories
8:50 - 9:35	Block 2	6th Grade Exploratories
9:35 - 10:20	Block 3	7th Grade Exploratories Wednesdays: WIN Block, All Grades
10:20 - 11:10	Block 4	Wednesdays: 7th Grade Exploratories
11:10 - 11:55	Block 5	6th Grade Lunch 8th Grade Exploratories
11:55 - 12:40	Block 6	7th Grade Lunch
12:40 - 1:25	Block 7	8th Grade Lunch 7th Grade Exploratories
1:25 - 2:15	Block 8	6th Grade Exploratories



**Half-Day: 12pm Dismissal**

8:00 - 8:05	Homeroom	
8:05 - 8:40	Block 1	8th Grade Exploratories
8:40 - 9:15	Block 2	6th Grade Exploratories
	Block 3	No Block 3
9:15 - 9:50	Block 4	7th Grade Exploratories
9:50 - 10:20	Block 5	6th Grade WIN 8th Grade Exploratories
10:20 - 10:50	Block 6	7th Grade WIN
10:50 - 11:20	Block 7	8th Grade WIN 7th Grade Exploratories
11:20 - 12:00	Block 8	6th Grade Exploratories

**Half-Day: 11:30am Dismissal****Wednesday, November 24 (Day before Thanksgiving Break)****Thursday, December 23, (Day before Winter Break)**

8:00 - 8:05	Homeroom	
8:05 - 8:35	Block 1	8th Grade Exploratories
8:35 - 9:05	Block 2	6th Grade Exploratories
	Block 3	No Block 3
9:05 - 9:35	Block 4	7th Grade Exploratories
9:35 - 10:05	Block 5	6th Grade WINN 8th Grade Exploratories
10:05 - 10:35	Block 6	7th Grade WIN
10:35 - 11:05	Block 7	8th Grade WIN 7th Grade Exploratories
11:05 - 11:30	Block 8	6th Grade Exploratories

## **HOMEWORK POLICY**

Homework is any assigned activity completed outside the regular classroom meeting which relates to any phase of learning. It should be enrichment, refinement, or reinforcement of learning activities that take place in each class setting. In order to maintain positive learning experiences outside the classroom, students have to be cognizant of the value and the intent of homework assignments. The credit given to homework assignments will be determined by the classroom teacher. Weighting of homework assignments ought to be based on sound educational policy and practice.

## **MAKE UP WORK POLICY**

Work is due on the date due for full credit.

Work due on a day absent is due the day the student returns. Work assigned while a student is absent must be made up within one week.

Assignments may be turned in late for partial credit per team policy.

Projects and major assignments can only be passed in on due date except in the case of absence.

Cases of extended legitimate absence or illness will be handled on a case-by-case basis based on proper documentation.

Work assigned on out of school suspensions is due within one week of return to school.

Teams may adjust policies for special accommodations.

## **STUDENT GRADING**

### **A. Letter Grades and Their Numerical Descriptions**

A+ 98-100 percent	C- 70-72 percent
A 94-97 percent	D+ 67-69 percent
A- 90-93 percent	D 63-66 percent
B+ 87-89 percent	D- 60-62 percent
B 83-86 percent	F 0-59 percent Quarter or Year
B- 80-82 percent	
C+ 77-79 percent	
C 73-76 percent	

"INC" - Incomplete – to be made up two weeks after the Incomplete is issued, otherwise the grade will be listed as the current average. This is not to be used for the fourth quarter and/or final marking period.

"MED"- Medically Excused - to be used by Physical Education Department members only with authorization of the school nurse.

"WDN" - Withdrawn - subject dropped or student withdrawn from school.

"NCR"- No Credit Received- This will be placed on a student's report card by the administration for excessive absences. In order to be removed or changed, the parent(s)/guardian(s) must meet with the administration to come up with a plan to improve attendance.

### **B. Academic Honor Roll**

Students who achieve a certain academic standard are placed on the school's Honor Roll.

The Honor Roll Criteria is as follows:

High Honors: All A's in subjects that use an A-F scale, all S's in classes don't use A-F scale

Honors: All A's and B's in subjects that use an A-F scale, and all S's in classes that don't use A-F scale.

Honorable Mention: All B's in subjects that use an A-F scale, and all S's in classes don't use A-F scale.

### **C. Grading Policies**

1. Within the first two weeks of the school year, teachers will submit both their course descriptions and grading policies for the year to their respective curriculum directors for their approval and then distribute the policies to their students.

2. In addition, within the first week of each marking period, teachers who make changes to their grading policies will prepare new grading policies for that quarter and distribute them to students after receiving approval of the curriculum director. These policies will include, but not be limited to, an explanation about the extent to which the quarterly, semester, or final exam grade will be reflected in the quarterly grade.

### **STUDENT PROGRESS REPORTS**

Students in grades 6-8 receive their progress reports at the midpoint of each quarter. Parents/Guardians are welcome to call or email specific teachers if they would like more frequent details about academic standing. Students are expected to take the progress report home on the day it is issued, show it to parents/guardians, and return the signed copy the next day.

### **STUDENT REPORT CARDS**

Report cards are issued four times per year: November, January, April and the last week of school. Students are expected to take the report card home on the day it is issued, show it to parents/guardians, and return the signed copy the next day. Students who do not return a report card signed by a parent/guardian within three days will be assigned to detention and will not be able to participate in extracurricular activities, clubs, dances, etc.

### **MEDICAL EXCUSES FOR PHYSICAL EDUCATION**

Any medical excuse submitted to the Health Suite can be backdated not more than 30 days from the date received. Any student obtaining a medical excuse from Physical Education during the fourth quarter will have fulfilled his/her fourth quarter program in Physical Education. Any student obtaining a permanent medical excuse, who has not fulfilled the Physical Education requirements for a previous year, must complete said requirements through an alternative program approved by the Director of Athletics and Physical Education, Head Teacher and Director of Guidance.

## **Middle School Attendance and Tardiness Policy**

### **ATTENDANCE POLICY**

Attendance in school is a critical component for student academic success. Students, supported by parents and guardians, should strive to maintain consistent attendance. We realize that there may be situations such as illness or family crisis where students have a legitimate reason for not attending school.

**Please note under M.G.L. Chapter 222, it is a state law for students to attend school on a regular basis. Parents/guardians will be notified of excessive absences and will be required to meet with the administration.**

**Definition of an Absence:**

Absence is defined as attendance for fewer than four (4) hours of a regular school day and fewer than three (3) hours of an early release day.

**Excused absence:**

- Documented illness or injury; the school may require documentation from a physician for an extended period of illness.
- Bereavement – at the discretion of the building principal, all students will be given the amount of days missed to make up any work.
- Major Religious Holiday(s)
- Extraordinary family circumstances (requires approval of the principal)

**Unexcused absences:**

- Class cutting
- Truancy
- Family vacations
- Undocumented absences
- Non emergency family situations
- Students who enter and sign into school after 11:00 AM
- Students who are dismissed prior to 11:00 AM

**Documentation:**

A written note to the principal signed and dated by the parent/guardian that explains the nature of a student absence in sufficient detail to support the absence. Such documentation should contain information about the specific illness or exact circumstances of the absence. A doctor's note is also sufficient documentation. An email from a verified email account will also serve when necessary.

**The policy:**

Home notification by the guidance counselor will be required for any student who is absent five (5) or more days during a marking quarter. Classroom teachers should notify the guidance counselor of any student's excessive absences; the guidance counselor should then call the parents and guardians and report back to the Assistant Principal. A parent/guardian conference may be required.

**Any student repeatedly absent for a period exceeding five (5) consecutive school days is subject to a review by the principal, the district attendance officer, the district courts, and DCF (Department of Children and Families).** Parents and guardians should keep the school informed if the student will be out for an extended period of time to minimize the involvement of outside agencies.

**Keep your child at home if he/she has:**

FEVER - Children may not attend school with a temperature over 100.4 - Children should be fever free for 24 hours before returning to school.

RASH - Any rash of unknown cause, or a rash that is blistered or has discharge. Children need to be rash free or bring a physician's certificate stating they are not contagious.

PINK EYE - Conjunctivitis needs to be seen and treated by the physician. Signs of pink eye include red, itchy eyes often accompanied by a yellow discharge.

VOMITING or DIARRHEA -If your child has either vomiting or diarrhea the evening before school they should remain home the next day.

COUGH - Students who are unable to sleep due to cough or students who have a productive cough.

NASAL DISCHARGE - Any discharge that is not clear (yellow, greenish)

MEDICATION - All medications must be brought to school by a parent/guardian or responsible adult.

All medications must be in an original pharmacy container with a doctor's order and parental permission form.

Please see your school nurse for the appropriate forms.

CRUTCHES - Students may attend school on crutches with a note from the physician stating that they are able to handle crutches in the school environment.

**COVID-19**

“Families, in consultation with their medical providers, will ultimately make the decision as to whether their children will attend in-person instruction, or whether their children will continue with remote learning... Families also play a critical role in supporting the new culture of health and safety that each school must establish. Most importantly, families can help mitigate the transmission of COVID-19 in their school communities by checking their children daily for any COVID-19 symptoms and keeping them home from school if they are sick or have had close contact with a person diagnosed with COVID-19. Families can also contribute by supporting the use of masks in school and on the bus, arranging alternate transportation whenever possible, communicating with teachers, school leaders and local authorities, and continuing to follow state guidance on health and safety outside of school.” (DESE Memo 6/2020) The principal may review any of the above circumstances and make appropriate adjustments based on individual circumstances.

**Additional Policy Guidelines**

The principal may review any of the above circumstances and make appropriate adjustments based on individual circumstances. For students transferring into the Medford Public School the number of days stated in each section of the policy will be prorated based on the actual number of days the student is enrolled in the Medford Public Schools.

**RESTRICTIONS ON ATTENDANCE OF SCHOOL EVENTS**

To attend or participate in after-school or evening activities or events, students must be in attendance on the day of the event (present at school for at least four hours of a regular school day and more than three hours of an early release day). Students who play a specific role or serve a specific function in formal

afternoon or evening school events (plays, athletic events, concerts, shows) may not be dismissed on the day of the event. The administration reserves the right to take these privileges away for poor performance in school, both academically and behaviorally.

### **DISMISSAL/GROUND PERMITS**

Students bringing notes for dismissals and ground permits (temporary dismissals) must present them to the school secretary before school. The notes should include name of the student, homeroom, parent's signature, and telephone number where the parent can be reached. (Signed faxes are also acceptable: 781-395-8128.) Telephone requests for dismissals and ground permits will not be accepted unless the parent arranges to pick up his/her son/daughter personally in the Main Office. Students should not be dismissed on early release days unless they have a medical appointment and provide documentation of the appointment in advance. Parents and Guardians: For the safety of your child and to eliminate unnecessary confusion, please do not come to the school to dismiss your child unless you have called first.

A nurse is present in school every day. Students who feel ill or become injured should visit the nurse with a pass from a teacher or administrator. Under no circumstances are students to call parents to dismiss them without permission from the nurse or an administrator. Consequences for violation of the Electronic Device policy will apply here if cell phones or other devices are used without permission.

\*Students who are chronically absent from school are subject to the involvement of the district's Attendance Officer (Mr. Donald McKeown), referral to the District Court, and a complaint filed with the Department of Children and Families.

### **TARDINESS POLICY**

Each student is expected to arrive at school on time to be in the homeroom at 8:00 a.m. every school day. Students are not permitted to loiter in or around school.

No penalties are attached to the student's first five tardies of the year. No notes are necessary for these five tardies, unless they are to be excused by a doctor or physician. The first five tardies should cover family crises and students' personal illness that keeps them up all-night and unable to arrive at school on time. If a parent believes that during a particularly difficult year, the number of family crises and student illnesses affecting tardiness exceeds five, he or she should make an appointment to discuss the matter with the Assistant Principal.

Once a student receives their sixth tardy the student will be invited in with a caregiver to create an improvement plan.

When a student misses entire classes due to being tardy, it is the student's responsibility to meet with their teachers for any work that was missed during those classes.

Students who are late to school due to bus problems are to inform the Assistant Principal as soon as they arrive.

### **TARDINESS TO CLASS**

Students are expected to be on time for each class every day. Tardiness to class is a disciplinary matter between the teacher and the student. (Students tardy to class must be admitted to class with or without a note.) Repeated tardiness to class will be reported to the parent/guardian by the teacher, will result in disciplinary consequences imposed by the teacher, and if not improved, will be reported to the Assistant Principal on a discipline referral slip.

### **TRUANCY and IN-SCHOOL TRUANCY**

Students who commit truancy (absent from school without parent/guardian permission) and in-school truancy (cutting classes) will be subject to a consequence that could include any of the following: detention, lunch detention, social probation, or suspension. The Medford Public School System sends out a phone call each day when a student is tardy or absent and a parent/guardian has not called to inform the school. Parents/Guardians can assist school officials in this matter by (a.) calling the main office and leaving a message when the student will be tardy or absent or (b.) calling the school to clarify if you get an absent/tardy call when you know your child should be in school. (781-393-2228)

### **8th GRADE END-OF-YEAR ACTIVITIES**

In years past, some parents and students have expressed confusion with the end of the year activities for 8th grade students. Students with two or more suspensions may not be eligible for these activities. Students who are late to school more than twenty (20) times this year may not be eligible for these activities. Students with excessive referrals to the office for inappropriate behavior may be ruled ineligible to participate in these activities. Students who are failing any classes, or who frequently disrupt the teaching and learning in the classroom, may be ruled ineligible by their team of teachers. The Andrews Middle School Dress Code applies at all activities.

### **MIDDLE SCHOOL DISCIPLINE CODE**

In collaboration with the community we at the Andrews hope to foster a safe learning environment where we value, “Respect, support, and value each member of the AMS family and accept students and staff for their unique talents and differences.” (Andrews Middle School Vision Statement) The following policies are consistent with the Medford Public Schools District Mission Statement, which calls for teachers, parents, and administrators to “set high expectations for students” and “to offer them considerable motivation and support,” as a way to help them become responsible citizens.

The basic principles of good conduct at the Andrews Middle School include: the respect of the physical and emotional safety of all members of the Andrews community, engage fully in their learning each and every day, assist in maintaining an orderly and calm school atmosphere that is conducive to learning, remain in appropriate areas of the school and travel directly to and from assigned areas, use appropriate language and will speak to both staff and students politely and with respect. Students will respect all school rules and policies.

The rules in this handbook pertain not only to students' behavior during the school day, on the way to school, and on the way home from school, but also to behavior at any school-sponsored event, home or away, at any hour of the day or night throughout the twelve months of the year. Unless otherwise stated, these rules apply to the entire Andrews complex and school grounds, including one thousand feet of school property, to all of the property of the Medford Public Schools, to bus stops, to travel on busses, and to facilities and grounds where school events are held.

The following tiered approach to dealing with student discipline issues focuses on modifying behavior through communication, collaboration, and consequences that hold students responsible for their actions. We will utilize all resources available and make all accommodations necessary to support students as they work toward making the Andrews Middle School the most positive, most welcoming, and safest environment for teaching and learning.

The faculty shall be responsible for the discipline of students, with the assistance of administration when necessary. If a student chooses to behave in a manner which is not appropriate, he/she/they may expect the following to occur:

First incident: depending on the type and severity of the behavior, there will be a discussion between the student and teacher about what the student did, why he/she/they did it, and why the behavior was inappropriate. The teacher and student will design a plan of action that supports the student as he/she/they works to modify behavior. The teacher will impose an appropriate consequence when necessary.

Repeated behavior: The teacher will call/email home regarding behavior and how it is a repeat offense.

Third offense: Teacher will contact parent/guardian to discuss behaviors and give a teacher based consequence.

Fourth offense: referral to office and no repeat of steps 1-3 by the teacher required.

### **CONSEQUENCES**

Infractions of the preceding and following rules and regulations will in all probability lead to consequences for the student imposed by the teacher or administrator. Specific penalties for some infractions are not listed, but the consequences should fit the individual circumstances. Consequences will vary from a conversation/consequence with a teacher to office detention, lunch detention, in school Suspension, out of school Suspension, or even exclusion by action of the principal.

Whenever possible disciplinary infractions will be dealt with using restorative practices.

### **OFFICE DETENTION**

Students will report to the designated area at 2:20pm with enough work (classwork, homework, book to read, etc.) to keep busy until 3:00pm. Students should bring all supplies necessary before they enter the designated area. Talking, sleeping, and using electronic devices without permission are all inappropriate and not allowed at detention.



### **LUNCH DETENTION**

Students will eat in a designated area and will complete classwork, homework, or read a book instead of going out to recess.

### **IN SCHOOL SUSPENSION**

Students will complete academic work in a separately supervised setting from 8:00am-2:20pm. (The utilization of ISS is subject to budgetary considerations and availability of personnel.)

### **SOCIAL PROBATION**

When a student has established a pattern of disciplinary infractions, they may be placed on social probation. Students will not be able to attend or participate in any special school activities during or outside of the school day, such as field trips, clubs, musical groups, plays, talent shows, sports, dances, etc.

### **FIGHTING**

Students involved in fighting in the building or on school grounds will be subject to suspension up to 10 days. Students involved in a fight outside of school (a fight that was initiated by an event that began in school) will also be subject to a suspension. Students who go to pre-arranged locations to observe a fight are just as much a part of the problem as the students fighting and will be disciplined accordingly.

### **CHEATING and PLAGIARISM**

Cheating (copying the work of another student or giving yourself an improper advantage over other students) and Plagiarism (taking the ideas and writings of another and using them as your own) are unacceptable in an academic setting. Students who cheat or plagiarize deprive themselves of the optimal teaching and learning available and compromise the academic integrity of the school.

Cheating and Plagiarism include but are not limited to:

Illicitly sharing or learning specific questions on an exercise or assessment before it is given.

Illicitly sharing or obtaining information during an exercise (including any type of assessment or homework).

Submitting another person's work, ideas as one's own, or work done by others. This includes homework, copying from another person's work, copying from a book or from any electronic source. Stealing any type of assessment or assignment.

#### **The process for cheating and plagiarism includes:**

1. The teacher will notify the student in private that he/she detected the alleged cheating or plagiarism and will give the student the opportunity to respond to the allegation.
2. If the teacher still believes that the student cheated or plagiarized, he or she will notify the parents/guardians, and will keep a record of the event.
3. The student will receive a failing grade on the exercise, and may be subject to further disciplinary action by the individual teacher.

Further occurrences will be handled by repeating Steps 1-3 above, and the teacher will also notify the Assistant Principal with a discipline referral slip. The Assistant Principal will inform, where applicable, the National Junior Honor Society Faculty Council, and the student will be subject to further Phase I or Phase II disciplinary action from the administration.

### **ELECTRONIC DEVICES**

Electronic communication devices are not to be activated or used in any way in the building or on school grounds during the school day (8:00 A.M.-2:15 P.M.) or during regular school day detention. An electronic communication device must be locked in the student's locker unless it is being used as a medium of instruction facilitated by a classroom teacher.

These items, when found in a student's possession, whether they are in use or not, will be confiscated by school personnel.

### **PATTERNS OF MISCONDUCT**

Any student who demonstrates a pattern of misconduct, repeatedly violates school rules that cause a classroom disruption, may be subject to office and lunch detentions, suspensions, and social probations.

### **RETURN of SCHOOL PROPERTY**

Students shall be responsible for the return of all school property in satisfactory and usable condition. This includes all textbooks, software, video/technology equipment, library materials, etc. Although students will not be penalized academically, they may be subject to disciplinary action, social probation, and financial restitution for the materials missing or damaged.

### **PUBLIC DISPLAYS of AFFECTION**

Public displays of affection are not allowed in a school setting. Students showing public displays of affection will receive a warning. Repeat offenders may be subject to further disciplinary action and their parents/guardians will be notified. Students may not be allowed to participate in extra-curricular or social activities if the behavior continues.

### **SNOWBALLS**

The picking up, making, and throwing of snowballs or ice is prohibited. This behavior jeopardizes the safety of others and will be considered a serious infraction that may warrant out of school suspension.

### **STEALING**

The theft of property belonging to other people or to the school will not be tolerated. The act of stealing or the possession of stolen property may result in suspension or expulsion. Students who steal will be required to make restitution of the stolen materials to the victim. When appropriate, law enforcement authorities may be notified and court action taken.

### **INAPPROPRIATE LANGUAGE**

The use of vulgar, profane, and/or obscene language or body language is not appropriate in school. This includes, hate speech, jokes and innuendos, subtle or obvious, verbal or written. Any reference to male or female body parts, private parts, or sexual activity is unacceptable in a school setting and will subject the offender to detentions, social probation, parent/guardian conference and/or suspension.

### **VANDALISM**

Damaging or defacing any property at the Andrews Middle School (including the property of other students or staff) may result in disciplinary action, including suspension, and students will be held responsible for making restitution for damages. Vandalism is also a criminal offense and may be reported to law enforcement officials for appropriate legal action.

### **DISRUPTIVE BEHAVIOR**

Students who incite a major incident or riot (or whose behavior has the potential for causing a major incident or riot) may receive a suspension or be excluded from Andrews Middle School. Some examples may include: throwing food in the café or otherwise initiating a food fight, taunting or encouraging other students to fight, spreading gossip verbally, on paper, or electronically, or using racial, religious, ethnic, sexual, homophobic, gender identity, or any other type of slurs.

### **DRESS CODE**

It is the expectation of the Medford Public Schools and the Medford School Committee that students will come to school appropriately dressed. Students shall have the right to express themselves by the dress and presentation of their own choosing provided students personal dress and appearance does not violate reasonable standards of health, safety and cleanliness and will not cause a disruption of the educational process, and is not offensive and/or does not endanger the health, safety and welfare of the student or others.

Students are prohibited from wearing clothing and accessories with drug/alcohol/violence/gang-related messages or sexual innuendo that have slogans, comments or designs that are obscene, lewd, vulgar, are directed towards or intended to harm, harass, threaten, intimidate or demean individual groups or individuals on the basis of sex, gender, sexual orientation, race, color, ancestry, national origin, ethnicity, religion, age disability, genetic information, gender identity or marital status.

Students may not come to school shirtless, pantless, shoeless, or visibly displaying their underwear or midriffs. Hats and hoods are not permitted in school.

Students are expected to follow all school rules with respect to wearing any protective clothing, footwear, safety glasses or other protective or safety equipment that may be required for participation in specialized programs.

Parents/guardians will be notified if the student has arrived to school in clothing that is not suitable for school, and the student will be provided with a school issued suitable item of clothing (e.g., sweatshirt or t-shirt from the administration) to wear during the course of the school day, asked to turn clothing inside out, sent home to change their clothing or to borrow clothing from a classmate/friend to wear during the

course of the school day. Subsequent violations of the AMS dress code could result in parental conferences and disciplinary action.

### **HEAD-COVERS AND BAGS**

Hats, hoods, bandanas and any other form of non-religious head-cover are not allowed to be worn (carried or visible) by both girls and boys during the school day from 8:00 a.m. to 2:15 p.m. Bandanas are not allowed at any time on school property or at a school event. Exceptions may be made for religious, cultural, or medical reasons at the discretion of the building principal or designee.

Bags are not to be carried by any student during the school day from 8:00AM to 2:15PM. They are to be placed in lockers before homeroom period in the morning. Students will be permitted to carry a small purse during the day. The same penalties listed above with regard to head covers pertain to carrying bags.

### **FOOD and BEVERAGES**

In an attempt to maintain a clean and pest-free environment, food and beverages are not allowed in the corridors, in the classrooms, or in the gymnasium, without first obtaining express permission from the classroom teacher. This includes candy and gum. Before school and during the entire day, the cafeteria is the only place students should consume the food and beverages that they bring to school or buy in the cafeteria. Students found carrying or consuming liquids or food outside the cafeteria before or during school hours will be subject to disciplinary action and will have the food or beverage confiscated, to be returned at lunch or at the end of the day. Students may not bring glass bottles to school under any circumstance. Because it poses a safety and health hazard and causes unnecessary work for teachers and custodians, the chewing of gum is not allowed at school.

### **CAFETERIA**

Students should stay in the seat they have chosen when they first enter the café. (No moving around).

Students should listen quietly and attentively to all announcements.

Students should wait until an adult gives the table permission to get in the lunch or snack lines.

Due to allergy and safety concerns, students should not share food.

No borrowing or lending; No money should ever be exchanged.

No socializing with other tables—the café is too crowded for students to move around safely.

Students should dress appropriately for outside recess—we go out almost every day!

All lunch conversations should be appropriate, respectful, quiet, and calm.

Absolutely no throwing, tossing, flicking, sliding, etc. of food at any time.

Clean up any mess you make! Students who do not clean up will not be allowed to go to recess the following day. (eliminate bold)

Do not buy food for other students, and do not ask others to buy food for you.

Students who need to see a teacher at lunch must present a pass to an adult on duty in the café.

### **TELEPHONE USE**

Students may use the telephone in the main office or other designated area during the school day if an emergency or an extenuating circumstance arises, but please bring written permission from a teacher to the office.

### **TAKING PICTURES and VIDEOS**

Due to student and family privacy concerns, as well as in consideration of the emotional well-being of our students, there is absolutely no picture-taking at the Andrews Middle School. This includes the time travelling to and from school, during the school day, and during any activities or events sponsored by the Andrews Middle School outside of the school day. In some instances, students have taken pictures of others and posted them on social media sites, causing devastating heartache and social isolation for the victim with the ensuing nasty comments. Students who take pictures will be subject to the consequences regarding Electronic Devices and will not be allowed to attend extra-curricular or social activities.

### **REFERRAL PROCESS AND DISCIPLINARY CONSEQUENCES**

Depending on student behavior teachers will follow the process outlined below. Please note there may be instances where students may be sent directly to the office for an immediate meeting with administration or disciplinary action.

The administration holds the right to discipline students for any actions they deem violate the learning process, other's rights or the safety of others. Appropriate disciplinary action will be determined by the administration. After a discussion with the student about the details of the incident, the philosophy behind the structure of the rule, and the plan for supporting the student as he/she/they works to modify future behavior, appropriate disciplinary action may include:

First incident: depending on the type and severity of the behavior, there will be a discussion between the student and teacher about what the student did, why he/she/they did it, and why the behavior was inappropriate. The teacher and student will design a plan of action that supports the student as he/she/they works to modify behavior. The teacher will impose an appropriate consequence when necessary.

Repeated behavior: The teacher will call/email home regarding behavior and how it is a repeat offense.

Third offense: Teacher will contact parent/guardian to discuss behaviors and give a teacher based consequence.

Fourth offense: referral to offense and no repeat of steps 1-3 by the teacher required.

#### **Consequences include:**

Parental notification and/or conference.

Lunch detention

Office detention (after school detention 2:20 – 3:00 PM).

Social Probation (Loss of building privileges, such as recess, intramurals, field trips, dances, extra-curricular activities, etc.)

Suspension (in-school or out of school) for up to 10 days.

Exclusion for up to 90 days (due to an action resulting in a suspension over 10 days)

Any suspension includes all classes and school functions, including extracurricular activities both on and off campus. Under no circumstances will a student be allowed in school or on school grounds during the suspension period. If he/she/they is found within the building or on school grounds it will be considered trespassing and appropriate action will be taken.

### **DUE PROCESS**

Any student facing temporary (up to ten days) suspension from Andrews Middle School shall be given an oral and a written notice of the charge(s) against him/her and an explanation for the basis of the accusation(s). Each student will be given an opportunity to present his or her version of the facts. The hearing will precede rather than follow his or her suspension unless the health and safety of the members of the student body and/or faculty and staff are at risk. Parents/guardians will be invited to attend the hearing. Students who are suspended may appeal to the Principal if they question the severity of a consequence. Students who are excluded have the right to appeal to the Superintendent of Schools. Students are expected to make every effort to complete academic assignments when suspended.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

All students are expected to meet the requirements for conduct and behavior as set forth in this student handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students or those the District knows or has reason to know might be eligible for such services with certain procedural rights and protections in the context of student discipline. Students who have been found to have a disability that substantially limits a major life activity, as defined under Section 504 of the Rehabilitation Act of 1973, must also be afforded these increased procedural protections. Procedural Safeguards are required to be provided to these students prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or ten (10) cumulative school days (if constituting a change in placement) in a single school year. The following additional requirements apply to the discipline of students with disabilities:

The Individualized Education Plan (IEP) for a student must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified due to the student's disability.

In general, special education students may be excluded from their programs, just as any other student can be, for up to ten (10) school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, the student's Special Education Team must develop a functional behavioral assessment plan. In many instances, the Team also may be required to determine whether the student's behavior was related to his/her disability, a "manifestation determination."

If the Team determines the behavior was not related to the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if

the Team determines that the behavior was related to the disability, the student may not be excluded from the current educational placement (except in the case of weapons or drugs) until the Team develops and the parent(s) consent to a new IEP.

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon at school or a school function, a school may place a student in an interim alternative education setting for up to 45 calendar days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent has the right to request an expedited due process hearing from the Bureau of Special Education Appeals. Additional information regarding the procedural protections for special education students can be obtained from the Pupil Services office (781) 393-2229.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Students have the right of freedom of speech, press, and assembly, provided that such does not disrupt the educational process. Any student or students disrupting the school process may receive disciplinary action.

### **RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS AND STUDENTS**

It is the responsibility of the Medford School Committee to establish school policies; the rules and regulations pertaining to discipline must be available, and in print, and must not be in conflict with local, state, or federal laws. It is the responsibility of the parents to see that their children arrive on time on all scheduled school days and attend all classes. Reasonable punishment is permissible when a written rule filed with the State Department of Education has been violated. Students may obtain their attendance, academic and discipline records with reasonable notice.

### **SEARCH AND SEIZURE LAW**

The legality of search of a student should depend simply on the reasonableness. Under the circumstances, a search of a student by a teacher or other school official will be "justified at its inception" when there are **reasonable grounds for suspecting** that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in the scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of infraction. New Jersey v. T. L. O. 53 4083, 4087-4088

### **POLICY ON STUDENT LOCKERS OR DESKS**

Medford School Department is making students aware of the following:

1. Master keys or copies of combinations for lockers are retained by the school.
2. Certain items may not be stored in lockers or desks (including, for example, weapons, illegal drugs, alcoholic beverages, stolen property, no locker shelves, etc.)
3. The school retains the right to inspect lockers and desks periodically in compliance with these rules.

4. Lockers and locks are provided to all students at the Andrews Middle School. Students should notify the Assistant Principal if their locker or lock is not functioning properly. Any items of value should not be left unattended at any time left in an unlocked locker. The school is not responsible for lost items, especially in cases of unlocked lockers.

#### **WEAPONS and LOOK-ALIKE WEAPONS**

Students that sell, possess, or carry weapons to school may be expelled. The weapons are to include, but are not limited to, knives, firearms, clubs and look-alike weapons. These rules apply to in school, field trips and after hours activities. The school staff may utilize metal detectors consistent with the Medford Public School policy. Penalty for the first offense shall be suspension for not less than ten (10) days and/or possible expulsion. Penalty for the second offense may result in an expulsion for up to 90 days.

IN ALL CASES, THE PRINCIPAL WILL HAVE A HEARING TO REVIEW FACTS OF WEAPONS VIOLATION INCIDENT. Decision, of the Principal to EXPEL can be appealed to the Superintendent of Schools, pursuant to G. L. chapter 71, Section 37H, 37H-1/2, 37H-3/4.

#### **EDUCATION LAW AND REFORMS**

603 CMR 53.00

Student Discipline - Effective July 1, 2014

The Student Discipline Regulations were approved by the Board of Elementary and Secondary Education on April 29, 2014. They are effective July 1, 2014.

Go to pages: **32-40** for detailed descriptions of authority and scope.

#### **MEMORANDUM OF AGREEMENT BETWEEN THE MEDFORD SCHOOL DEPARTMENT AND THE MEDFORD POLICE DEPARTMENT**

##### **I. General Principles**

The Medford Public Schools and the Medford Police Department do hereby agree to coordinate their efforts to prevent substance abuse and violent behavior by students of the Medford Public Schools. This agreement may be modified as required and agreed to by the parties in furtherance of substance abuse and violence-prevention objectives.

Furthermore, The Medford Public Schools and the Medford Police Department agree to respond effectively and cooperatively to incidents of school delinquency, truancy, and criminal behavior. Such joint efforts will focus on incidents, which have taken place on school property, at school sponsored events, and/or locations in which students of the Medford Public Schools have gathered.

This agreement is entered into pursuant to the Laws of the Commonwealth and ordinances of the City of Medford that deal with substance abuse, issues of violence and such incidents which require:

- A law enforcement response in a school setting;
- A law enforcement response during any school-sponsored activity, even if the event is off school grounds;



- A law enforcement response in a community setting involving students of the Medford Public Schools.

### **MIDDLE SCHOOL GENERAL INFORMATION**

#### **"NO SCHOOL" NOTIFICATION FOR SENIOR HIGH AND MIDDLE SCHOOLS**

"No School" announcement information will be provided on the following radio and television stations:

WEEI WRKO WBZ WHDH WMJX-FM WBCN-FM Channel 4 Channel 5 Channel 7

<https://www.mps02155.org/>

### **ACADEMIC SUPPORT AND EXTRA HELP-after grading**

All teachers remain after school two afternoons a week for extra help sessions for students. Each teacher selects the two days they will remain and all teachers share this schedule with their students.

### **AFTER-SCHOOL PROGRAMS**

The Andrews Middle School offers a wide variety of special interest after-school clubs for students. Clubs meet once a week from 2:20-3:00. Clubs (pending funding) run from late September through the end of through May. Clubs are run by teachers and members of the community, and offer students an opportunity to explore interests outside of the school day. The school hosts an in-school Club Fair for Students to sign-up for clubs. Watch the school website for club information.

### **NATIONAL JUNIOR HONOR SOCIETY SELECTION PROCESS**

The National Junior Honor Society chapter of the Madeleine Dugger Andrews Middle School is a duly chartered and affiliated chapter of this prestigious national organization.

For more information contact Ms. Narineh abrimian at:

Or visit [www](http://www.mps02155.org/).

Ms. Abrimian, by phone at (781) 393-2228 or email at [nabrimian@medford.k12.ma.us](mailto:nabrimian@medford.k12.ma.us).

### **SCHOOL DANCES/SPORTS/GAME NIGHTS**

The school, in conjunction with the P.T.O., sponsors several dances and activities throughout the year. Dances begin at 6:00 p.m. and end at 8:30p.m. We ask that students arrive at the dance on time (students arriving after 6:30 should be accompanied by a parent/guardian), and that Parent/Guardians are here to pick up their child promptly at 8:30. To attend or participate in after-school or evening activities or events, students must be in attendance on the day of the event (present at school for at least four hours of a regular school day and more than three hours of an early release day. Protocol for purchasing tickets will be announced during the school days prior to the event. The same school rules for behavior and dress apply to all dances and sports nights. Any student who brings a buddy to a dance must complete a buddy form and submit it to the main office or to the Assistant Principal by Thursday, and must take full responsibility for the behavior of the buddy. If a student (or buddy) does not follow the behavior rules, or comes to a dance dressed inappropriately, a parent/guardian will be called and will need to pick their child up. Students who have been suspended, have had repeated discipline referrals, or who are not keeping up with academics will not be permitted to attend the dance.

### **FIELD TRIPS**

Throughout the school year, teachers may plan field trips for students. Most field trips are related to the school curriculum and are therefore part of the instructional day. It is expected that all students will attend a field trip since it is connected to the subject matter. A signed permission slip must be on file before a child can attend a trip. Teachers work hard to keep the cost of the trip as low as possible. We want every student to attend field trips regardless of their ability to pay. The school offers scholarships to assist Parent/Guardians cover the cost of these trips. To request a scholarship, please contact the principal or the teacher planning the trip, letting us know you need assistance. All scholarship information is kept confidential. The administration holds the right to not have students participate in field trips based on previous discipline or attendance issues.

### **LOST AND FOUND**

All lost articles should be reported to the Main Office immediately. All articles found should be brought to the Main Office, then stored in a bin on the cafeteria stage.

### **IMPORTANT HEALTH INFORMATION FOR PARENTS**

A nurse will be available during the day for students who require health services. A health record is kept for each child. Physical examinations are required for all students as they start Grade 7, yearly for students competing in MIAA sponsored sports, and for any new student to the district. State law requires that all immunizations be held up to date and non-conformance will necessitate exclusion from school. Check with your pediatrician or Medford Board of Health in City Hall to arrange immunizations. Vision and hearing tests will be completed for students in the 6<sup>th</sup> grade. Postural (scoliosis) screening will be done each year for all students in grades 6 through 8. Height/Weight/Body Mass Index (BMI) and SBIRT (screening, brief intervention and referral to treatment for identification of students at risk of substance abuse) screening will be completed for students in the 7<sup>th</sup> grade. It is imperative that parents notify the school nurse of all injuries or extended illnesses which occur to their children, i.e., fractures, concussions or other disabilities which may cause a problem for their child. Home tutoring may be available for long term absences. If a student has been unable to participate for medical reasons, a doctor's note for reentry into the physical education and school-sponsored athletic programs is needed. In accordance with School Committee policy, parents are required to contact the school nurse with written notice from a healthcare provider before a student may attend school on crutches.

### **MEDICATION**

In accordance with state law, no school personnel are allowed to dispense medication, including aspirin, to students without proper authority. Parents whose children are required to take medication must contact the school nurse and/or a building administrator, so that they can be advised as to proper procedure. Any request for medication to be taken by a pupil during the school day must be in writing from the parent and signed by the ordering clinician. This includes over the counter medications such as ibuprofen, Benadryl, etc. The forms may be obtained by contacting the school nurse, or accessing the school website. The parent or authorized adult will be required to bring the medicine to the nurse. If a prescribed medication, it must come in a prescription-labeled bottle. For over-the-counter medications it must be provided in the unopened manufacturers container. Doctors' orders and parent forms need to be rewritten every school

year. Students who have a prescription on file for the school year may carry their own inhaler or EpiPen. No students may bring pills or liquid medicine to school. Acetaminophen is available to students with written parent permission.

### **COMMUNICABLE DISEASES**

In order to assist the school nurse in performing her duties, it is essential that we be informed of any child who has been diagnosed or exposed to a communicable illness. If your child contracts a communicable disease such as, but not limited to, measles, mumps, chicken pox, COVID19, influenza, shingles, etc., please notify the school as soon as possible.

### **BULLYING POLICY GUIDELINES**

“Bullying” is defined as **the repeated** use by one or more students or by 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 of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

### **PROCEDURES FOR SCHOOL STAFF RECEIVING / WITNESSING A REPORT OF POTENTIAL BULLYING BEHAVIOR**

1. Building administrators have in place a system for staff that facilitates the reporting of any incident of unacceptable student behavior towards another student. All incidents are treated with the standard school disciplinary or conflict resolution procedures.
2. If two or more of these incidents are reported about any one student and they potentially satisfy the definition of bullying then the building administrator or his/her designee will complete the Bullying Reporting Form
3. Review the definition of bullying (see above), ideally with the reporter(s) (e.g., target, friend of target, parent, etc.) present. If the incident does not seem to meet the definition, continue to treat the incident(s) with standard school disciplinary or conflict resolution procedures. If the incident meets the definition or you have any doubts about whether it might be bullying the administrator or his/her designee should follow the procedures below
4. Notify the reporter that because the student actions may constitute bullying, we have an obligation to investigate and take action in a timely manner including: interview all students involved, collect evidence including digital or hard copies of electronic communication, web pages, notes, etc., review previous disciplinary records of all students involved, notify parent(s)/guardian(s) of all students involved, notify the police if it is believed that criminal charges may be pursued against the aggressor, apply appropriate disciplinary action, notify target’s parent(s)/guardian(s) of action taken to prevent further acts of bullying, to the extent consistent with state and federal confidentiality laws (note: we cannot share the extent of all disciplinary actions with the target’s family).

## **ADMINISTRATIVE INVESTIGATION PROCEDURES**

1. Review Bullying Reporting Form
2. Use MPS Bullying Investigation Form
3. Prepare to interview students: Review students' discipline and school records (include: IEP, 504s) to see if there are prior similar incidents. Consult, as needed, with additional staff (e.g., SPED Liaison, counselor, nurse). Determine which additional staff, if any, needs to be present during student interviews and/or decision process. Take reasonable precautions to ensure that students are unable to communicate or undermine the investigation (e.g., call all students to the office at the same time, but interview separately). Determine which students need to be interviewed. Include target(s), aggressor(s), and bystander(s).
4. Interview all students involved, ideally one at a time. Read back to the student a summary of his or her account to ensure accuracy of your notes. If applicable, ask students to provide written statements.
5. If physical injuries occurred, ask nurse to examine target(s) and aggressor(s)
6. Collect and compile evidence:
  - Print-outs of blog posts, social networking pages, emails, etc.
  - Copies of student notes.
  - Nurse report(s).
  - Police report(s).
  - Written statements.

### **Determination**

7. Determine whether bullying has occurred.

### **Response Plan**

8. Working with the aggressor, complete a Behavioral Remediation Agreement (included in the packet) that includes warning against retaliation and repeat offences. It should include disciplinary actions, strategies and supports to be used to stop the bullying and restore a sense of safety for the target, including steps taken to ensure there is no retaliation against the targets or reporters. Aggressors can be required to undergo counseling with an in-house counselor (i.e., authorized school staff) as part of their remediation agreement or behavior plan. We can require outside counseling, but the district would pay the cost UNLESS the student has been charged with a felony and/or expelled (e.g., 37H.5) in which case we can require parent-sponsored counseling as a condition of returning.
9. If the student has an IEP, work with his or her liaison to determine whether the behavior is a manifestation of the student's disability
10. Notify the aggressor of his or her rights and the process to appeal your decision.
11. Meet with the target and/or bystanders to develop a safety plan.

## **SEXUAL HARASSMENT, POLICY PROHIBITING HARASSMENT AND VIOLENCE**

### **I. General Statement of Policy**

It is the policy of the Medford Public Schools to maintain a learning and working environment that is free from sexual orientation harassment, sexual harassment, and violence. The school district prohibits any form of sexual orientation harassment, sexual harassment, and violence.

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature as defined by this policy. (For the purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict sexual violence or harassment upon any pupil, teacher, administrator, or other school personnel.

The school district will act to investigate complaints, formal or informal, verbal or written, of sexual orientation harassment, sexual harassment, and violence and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

## II. Definition of Sexual Harassment

### A. Sexual Harassment Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of unreasonably or substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
4. Under Massachusetts' Fair Education Practices, Chapter 151C of the Mass. General Laws: Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature exist when:
  - a. Submission or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges, or placement services or as a basis for the evaluation of academic achievement; or
  - b. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Sexual Harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators. or other school personnel to avoid physical harm to persons or property;

4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome behavior or words directed to an individual because of gender;
6. Unwelcome behavior or words directed to an individual because of sexual orientation.

#### B. Sexual Violence Definition

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering those areas.

Sexual violence may include but is not limited to:

1. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same gender or the opposite gender;
2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or;
4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse on another.

#### C. "Assault" Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

### III. Reporting Procedures

Any person who believes he or she has been a victim of sexual harassment or violence in any form defined above, by a pupil, teacher, administrator, or other school personnel of the school district, or any other person with knowledge or belief of conduct which may constitute sexual harassment or violence toward a pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy.

Many times situations involving non-physical harassment can be quickly and quietly resolved if the harasser and the victim can be persuaded to sit down and talk things over in the presence of a third party. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Office or to the Superintendent.

#### A. In Each School Building

The building's Principal is the person responsible for receiving oral or written reports of sexual harassment or violence at the building level. Any adult school district personnel who receives a report of sexual harassment or violence shall inform the building Principal immediately. Upon receipt of a report, the Principal must notify the school district designee immediately, without screening or investigating the

report. The Principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the Principal to the designee. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the Principal. If the complaint involves the building Principal, the complaint should be made or filed directly with the Superintendent or the designee by the reporting party or complainant.

#### B. In the District

The school board hereby designates David Blauch and Doreen Andrews as the designees to receive reports and complaints of sexual harassment or violence. If the complaint involves the designee, the complaint shall be filed directly with the Superintendent. The school district shall conspicuously post the name of the designee including mailing address and telephone numbers. Submission of a good faith complaint or report of sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments. Use of formal reporting forms is mandatory. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School Department's legal obligation to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### IV. Investigation

By authority of the school district, the designee, upon receipt of a report or complaint alleging sexual harassment and violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school department officials or by a third party designated by the school district. The investigation

may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past continuing patterns of behavior, the relationships between the two parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged sexual harassment or violence.

The investigation will be completed as soon as practicable. The designee shall make a written report to the Principal and Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Committee. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### V. School District Action

Upon receipt of the report, the Principal and/or Superintendent will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, transfer, remediation, termination, or discharge. In any determination involving discipline of a staff member or student, the School Committee will be informed of the action taken. Action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state law, federal law, and school district policies. If the complaint involves the Superintendent, the School Committee will take appropriate action. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal laws regarding data or records privacy.

#### VI. Reprisals

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged sexual harassment or violence or any other person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### VII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the state, initiating civil rights action, or seeking redress under state criminal statutes and/or federal law.

#### VIII. Harassment or Violence as Abuse

Under certain circumstances, alleged harassment or violence may also be possible abuse under state law. If so, the duties of mandatory reporting under such statutes may be applicable. Nothing in this policy will prohibit Medford Public Schools from taking immediate action to protect victims of alleged harassment, violence, or abuse.

#### IX. Dissemination Policy and Training

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in the Student Handbook.
- C. The Medford Public Schools will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed periodically for compliance with state and federal law.

#### X. False Accusations

Because of the serious and private nature of this harassment offense, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in the same level of punishment as that applied to one who engages in harassment behavior.



## **TITLE IX - CHAPTER 622**

It is the policy of the Medford School Department not to discriminate on the basis of sex, race, religion, color, national origin, gender identity, or handicap in its educational programs, activities or employment policies as required by Title IX Section 504 of the Rehabilitation Act of 1973.

Specifically, it reaffirms its policy against discrimination related to race, religion, sex, gender identity, national origin or handicap in the admission, instruction, counseling, or dismissal of students regarding any courses or programs offered at Andrews Middle School.

The Committee further indicates its acceptance of all federal and state laws and regulations dealing with the civil rights of parents, students, and employees of the School Department, as outlined in Chapter 622, Acts of 1971. If any student feels as though his or her rights have been violated, he or she may contact the following school personnel and submit a complaint in writing.

The Medford Public Schools insures against discrimination in education programs and employment on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation and disability.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

ADA Coordinator

Office of Human Diversity & Compliance

Medford City Hall, Room 214

Medford, MA 02155

781-393-2501

Section 504 Coordinator

Special Education Director

Medford Public Schools

489 Winthrop Street

Medford, MA 02155

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional director, Office for Civil Rights, U. S. Dept. of Ed., J. W. McCormack, P.O.C.H., Rm. 222, Boston, MA 02109-4557

### **603 CMR 53.00**

Student Discipline - Effective July 1, 2014

The Student Discipline Regulations were approved by the Board of Elementary and Secondary Education on April 29, 2014. They are effective July 1, 2014.

53.01: Authority, Scope, and Purpose

(1) 603 CMR 53.00 is promulgated pursuant to the authority of the Department of Elementary and Secondary Education under G.L. c. 69, §§ 1A and 1B, G.L. c. 71, §37H, and G.L. c. 71, § 37H<sup>3/4</sup>

(2) The purpose of 603 CMR 53.00 is:

(a) for those discipline offenses subject to G.L. 71, § 37H<sup>3/4</sup>, as set forth in 603 CMR 53.01(3)(a), to limit the use of long-term suspension as a consequence for student misconduct until other consequences have been considered and tried as appropriate;

(b) to promote engagement of a student's parent in discussion of the student's misconduct, and options for responding to it;

(c) to assure that every student who is expelled or suspended, regardless of the reason for suspension or expulsion, has the opportunity to receive education services to make academic progress during the period of suspension or expulsion; and,

(d) to keep schools safe and supportive for all students while ensuring fair and effective disciplinary practices.

(3) 603 CMR 53.00 sets forth, for all public preschool, elementary, and secondary schools and programs in Massachusetts, including charter and virtual schools:

(a) at 603 CMR 53.03 through 53.11, the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: 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 the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H<sup>1</sup>/<sub>2</sub>;

(b) the minimum requirements and procedures necessary to ensure that all students who have been suspended, in-school or out-of-school, or expelled, regardless of the type of offense, have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities; and

(c) the requirements pertaining to school discipline data reporting and analysis.

#### 53.02: Definitions

(1) "Commissioner" means the commissioner of the Department of Elementary and Secondary Education appointed in accordance with G.L. c. 15, §1F, or his or her designee.

(2) "Department" means the Department of Elementary and Secondary Education.

(3) "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 the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H<sup>1</sup>/<sub>2</sub>. A disciplinary offense, as defined, is subject to the provisions of G.L. c. 71, § 37H<sup>3</sup>/<sub>4</sub> and these regulations.

(4) "Disciplinary offense under G.L. c. 71, §§37H or 37H<sup>1</sup>/<sub>2</sub> " means one or more of the following alleged or determined disciplinary infractions: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; and 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 the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H<sup>1</sup>/<sub>2</sub>.

(5) "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 G.L. c. 71, §§37H or 37H<sup>1</sup>/<sub>2</sub> 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 the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H<sup>1</sup>/<sub>2</sub>.

(6) "In-school suspension" means 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 under these regulations. 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 under 603 CMR 53.00.

(7) "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) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, §37 H, or in section 37H ½ of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

(8) "Parent" means a student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

(9) "Principal" means the instructional leader or headmaster of a public school or his or her designee for purposes of school disciplinary matters. The board of trustees of a charter school or virtual school shall designate in the school discipline code who will serve as the principal for purposes of 603 CMR 53.00.

(10) "School-wide education service plan" means the document developed by a principal, in accordance with G.L. c. 76, §21, that includes a list of education services available to students who are expelled or suspended from school for more than 10 consecutive days.

(11) "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. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

(12) "Superintendent" means the chief executive officer employed by a school committee or board of trustees to administer a school system, charter school, or virtual school pursuant to G.L. c. 71, §§59, 59A, 89, or 94, or his or her designee appointed for purposes of conducting a student disciplinary hearing. The board of trustees of a charter school or virtual school shall designate in the school's discipline code who will serve as the superintendent for the purposes of 603 CMR 53.00.

(13) "Suspension" means short-term suspension and long-term suspension unless otherwise stated.

#### 53.03: Policies and Procedures

Each school committee and board of trustees shall ensure that policies and procedures are in place in public preschool, elementary, and secondary schools and programs under its jurisdiction that meet, at a minimum, the requirements of G.L. c.71, §37H¾, G.L. c. 76, §21, and 603 CMR 53.00.

#### 53.04: Investigation of Disciplinary Incidents

Nothing in these regulations shall prevent a school administrator from conducting an investigation, including student interviews, of a school-related disciplinary incident.

#### 53.05: Alternatives to Suspension under Section 37H¾

In every case of student misconduct for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

53.06: Notice of Suspension and Hearing under Section §37H¾

(1) Except as provided in 603 CMR 53.07 and 603 CMR 53.10, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

(2) The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth 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 the student's parent 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: the rights set forth in 603 CMR 53.08 (3)(b); and the right to appeal the principal's decision to the superintendent.

(3) The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

(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 principal and parent.

53.07: Emergency Removal under Section 37H¾

(1) Nothing in these regulations shall prevent a principal 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 available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
  - (b) Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
  - (c) Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
  - (d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.
- (2) A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

53.08: Principal's Hearing under Section 37H<sup>3/4</sup>

(1) The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal shall afford the student, at a minimum, all the rights set forth in 603 CMR 53.08(3) in addition to those rights afforded to students who may face a short-term suspension from school.

(2) Principal Hearing - Short-term Suspension

(a) The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) 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.

(c) The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

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

(3) Principal Hearing - Long-term Suspension

(a) The purpose of the hearing is the same as the purpose of a short-term suspension hearing.

(b) At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;

the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;

the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;

the right to cross-examine witnesses presented by the school district;

the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

(d) 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:

Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;

Set out the key facts and conclusions reached by the principal;

Identify the length and effective date of the suspension, as well as a date of return to school;

Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);

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:

a) 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

b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

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

#### 53.09: Superintendent's Hearing under Section 37H<sup>3</sup>/<sub>4</sub>

- (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 the time period set forth 603 CMR 53.08 (3) (c) 5.a). 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 under 603 CMR 53.08(3)(b).
- (7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. 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 district, charter school, or virtual school, with regard to the suspension.

#### 53.10: In-School Suspension under Section 37H<sup>3</sup>/<sub>4</sub>

- (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 a disciplinary offense under this provision, provided that the principal follows the process set forth in 603 CMR 53.10(3) through 603 CMR 53.10(5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).
- (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 a 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 in 603 CMR 53.10(4), 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.

#### 53.11: Emergency Removal under Section 37H<sup>3</sup>/<sub>4</sub>

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in G.L. c. 71, § 37H<sup>3</sup>/<sub>4</sub> or 603 CMR 53.00.

#### 53.12: Disciplinary Offenses under Section 37H or 37H<sup>1</sup>/<sub>2</sub>

(1) School districts shall adopt disciplinary policies and procedures applicable to a student who is accused of a disciplinary offense under G.L. c. 71, §§37H or 37H- <sup>1</sup>/<sub>2</sub>. Such policies and procedures shall be consistent with the applicable statute and provide due process of law.

(2) The principal may remove a student who has committed a disciplinary offense under G.L. c. 71, §§37H or 37H<sup>1</sup>/<sub>2</sub> from school for more than ninety (90) days in a school year.

(3) Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H<sup>1</sup>/<sub>2</sub> shall have an opportunity to receive education services and make academic progress during the period of removal, as provided in 603 CMR 53.13.

#### 53.13: Education Services and Academic Progress under Sections 37H, 37H<sup>1</sup>/<sub>2</sub>, and 37H<sup>3</sup>/<sub>4</sub>

(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 under G.L. c 69, §§ 1D and 1F.

(4) Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.



(a) 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.

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

#### 53.14: Student Suspension and Expulsion Data Collection and Reporting

(1) Every school district, charter school, and virtual school shall collect and annually report data to the Department regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals under 603 CMR 53.07, access to education services under 603 CMR 53.13, and such other information as may be required by the Department. Such data shall be reported in a manner and form directed by the Department.

(2) The principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status. In reviewing the data, the principal shall assess the extent of in-school suspensions, short- and long-term suspensions, expulsions, and emergency removals under 603 CMR 53.07, and the impact of such disciplinary action on selected student populations. The principal shall further determine whether it is necessary or appropriate to modify disciplinary practices due to over-reliance on expulsion, in-school or out-of school suspension, or emergency removals, or the impact of such suspensions, removals, and expulsions on selected student populations compared with other students.

(3) In the fall of each year, the Department shall publish an analysis and report of student discipline data disaggregated by district and school, and by selected student populations, included but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status. The data shall be reported in a manner that protects the identity of each student and shall be made available to the public online in a machine readable format.

(4) The Department shall annually determine the schools with the highest percentage of students expelled or placed on long-term suspension for more than ten (10) cumulative days in a school year. After review of the discipline data described in 603 CMR 53.14(3) and other relevant school and district information, including but not limited to student demographics, student performance, promotion, attendance, attrition, graduation, and dropout rates, the Commissioner shall identify schools that need assistance to reduce over-reliance on long-term suspension or expulsion as a consequence for student misconduct. The Department shall identify models that such schools may use to incorporate intermediate steps before long-term suspension and expulsion and to foster positive school climate.

Through use of statistical analysis, the Commissioner shall identify schools and districts with data that reflect significant disparities in the rate of suspension and expulsion by race and ethnicity, or disability. Such schools and districts shall develop and implement a plan approved by the Department to address such significant disparities.

Regulatory Authority:

**603 CMR sect.46.00 RESTRAINT POLICY**

The Medford Public Schools complies with the provisions of 603 CMR sect.46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the principal, the Director of Special Education and Pupil Personnel Services and the Superintendent's Office. Further, the policy is posted in the Main Office.

**VIOLATION OF CHAPTER 536 –HAZING**

The following statute regarding hazing was passed by the Massachusetts Legislature. Chapter 269 of the General Laws is hereby amended by adding the following three sections:

"Section 17. Whoever is a principal organizer or participant in the crime hazing, as defined herein, shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or both such fine and imprisonment. The term "hazing," as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student.

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 crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or 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."

**MEDFORD PUBLIC SCHOOL RESPONSIBLE USE POLICY**

District Technology

Internet, shared network resources and external file storage devices  
Desktop, mobile computers, tablets and handheld devices including mobile phones/cameras  
Videoconferencing, televisions, projection systems and telephones  
Online collaboration, social media, and email  
Copiers, printers and peripheral equipment  
Additional technologies as developed

### Responsible Use

This policy outlines the guidelines and behaviors that all users are expected to follow when using technology. It is the responsibility of both Medford Public Schools and parents to help prepare students to be responsible members of a digital society and digital citizens that:

Understands human, cultural, and societal issues related to technology and practices legal and ethical behavior.

Advocates and practice safe, legal, and responsible use of information and technology.

Exhibits a positive attitude toward using technology that supports collaboration, learning, and productivity.

Demonstrates personal responsibility for lifelong learning.

Exhibits leadership for digital citizenship.

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or electronic communication devices, digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software that access the Medford Public Schools internet/computer network; and all computers and devices owned by the Medford Public Schools.

### Prohibited Use

Unacceptable uses of school electronic resources include, but are not limited to:

Accessing or Communicating Inappropriate Materials—Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

Illegal Activities—Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any school district policy/procedure or rules. Medford Public Schools and its employees and agents assume no responsibility for illegal activities of users while using school computers or school-issued electronic resources.

Violating Copyrights or Software Licenses—Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission

of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

**Plagiarism**—Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

**Cyberbullying** – Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

**Misuse of Passwords/Unauthorized Access** –Users may not share passwords; use any user account/password that is not assigned to them; or attempt to circumvent network security systems.

**Malicious Use/Vandalism**—Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

**Avoiding School Filters**—Users may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.

**Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Users may not access blogs, social networking sites, etc. prohibited by school administration or the Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

**Degrade System Resources** - Users shall not use the network in such a way that would degrade the performance system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or school administrator.

**Unauthorized Equipment** - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the school administration or the Technology Department.

## Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in

conjunction with the district's computer, telephone, electronic mail, and voicemail. Students and staff should have no expectation that any information contained on such systems is confidential or private.

#### Safety/Security

All users are given accounts upon entry into Medford Public Schools. Any user account given is intended for the sole use of that user only. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another, that user will be held accountable.

Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

Using electronic devices to make video/sound recordings or digital images of others without the consent of those being recorded is strictly prohibited. Restrictions against inappropriate language apply to all communication throughout the district network, including but not limited to public messages, private messages, and material posted on web pages. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

School staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

#### Damage/Liability

Users may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

#### Terms of Use

Medford Public Schools reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy.

District and technology administration reserves the right to examine, use and disclose any data found in the district network and or equipment in order to further the health, safety, discipline or security of the school community. Additionally, all handbook regulations apply to the use of the district network, Internet, and electronic resources.

#### Disclaimer

Medford Public Schools, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, the district is not responsible for:

The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.

Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.

Unauthorized financial obligations resulting from the use of MPS electronic resources.

### **ACCEPTANCE AND COMPLIANCE OF RUP**

#### Examples of Responsible Use

I will:

Use school technologies for school-related activities.

Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline. Be courteous and respectful.

Not post any information that I would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).

Treat school resources carefully, and alert staff if there is any problem with their operation.

Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.

Use school technologies at appropriate times and in approved places, for educational pursuits.

Cite sources when using online sites and resources for research.

Recognize that use of school technologies is a privilege and treat it as such.

Be cautious to protect the safety of others and myself.

Help to protect the security of school resources.

#### Examples of Unacceptable Use

I will not:

Use school technologies in a way that could be personally or physically harmful.

Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Responsible Use Policy.

Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.

Create, distribute or deploy multi-user servers or gaming software on or within the MPS network.

Engage in cyberbullying, harassment, or disrespectful conduct toward others.

Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Responsible Use Policy.

Use school technologies to send spam or chain mail.

Plagiarize content I find online.

Post or otherwise disclose personally identifying information, about others or myself.

Agree to meet someone I meet online in real life.

Use language online that would be unacceptable in the classroom.

Use school technologies for illegal activities or to pursue information on such activities.

Attempt to hack or access sites, servers, or content that isn’t intended for my use. This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## CIPA

Medford Public Schools is in compliance with the Children’s Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation. A technology protection measure is in place that blocks or filters Internet access. This filter protects against access by adults and minors to visual depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. The content filter does monitor the online activities of minors and may be reviewed when deemed necessary.

The district has the right to place reasonable restrictions on the material you access or post through the system. Students who violate the RUP will be subject to student disciplinary code outlined in the Medford Student/Parent handbooks.

The Responsible Use Policy (RUP) applies to:

School-owned technology on the district Internet/network, on non-school networks and offline

Privately owned technology that is connected to the district internet/network and on privately owned networks while on school property

I have read, understand and agree to abide by the terms and conditions of the Medford Public Schools Responsible Use Policy. School administration and the technology department reserves the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property.

## **Medford Public Schools**

### **DRUG AND ALCOHOL POLICY with Medford High School Regulations (in italics) Jan. 15, 2002**

## GOALS

The Medford Public Schools wish to provide the optimum learning environment for our community of learners and therefore the Medford Public Schools promote a substance-free atmosphere. However, the Medford Public School System recognizes that certain individuals use/abuse drugs and alcohol. The use of these substances poses a potential danger to the individual using as well as the entire student body and staff. This policy recognizes the importance of a three-prong approach to drug and alcohol use: prevention, enforcement, and rehabilitation.

The policy pertains to all motor vehicles while under school jurisdiction; all Medford Public School facilities, Medford Public School grounds (including within 1,000 feet of school boundaries), and all school-sponsored functions and events regardless of their location. State law mandates that anyone within 1,000 feet of a school building convicted of possessing drugs with intent to distribute or actually distributing receive a mandatory two-year jail sentence. School lockers, desks and all other school fixtures are considered school property. The school system reserves the right to conduct periodic inspection of all school property. This policy applies to every day of the calendar year and every hour of the day and night.

#### DEFINITION OF DRUGS

The term drug includes all illegal drugs. It also includes over the counter medication, prescription medication, inhalants, or any substance that has not received medical clearance from the school health office for use by a specific student.

#### POLICY

Students with legitimate medical needs must be identified and cleared in the health office. Any student needing to take medication must follow the Medford Public Schools Medication Policy. No student can transport medication to school as per policy. Any illegal use of drugs and/or the misuse of prescribed or over the counter medications as defined in the Medford Public Schools Medication Policy constitutes abuse.

No person shall possess, have under his/her control, sell, dispense, purchase, administer, transport, be in the presence of, possess with intent to sell, or conceal alcohol or any controlled drug or any substance represented to be a drug or alcohol. No person shall ingest, inject, inhale, or otherwise introduce into the human body nor be under the influence of any drug or alcohol. No person shall possess, have under his/her control, sell, dispense, purchases, transport, possess with intent to sell, or conceal any drug paraphernalia or objects used for the containment or dispensing of alcohol.

Student athletes/cheerleaders and a parent/guardian of each must attend a mandatory chemical awareness session prior to the start of each season as a requirement of eligibility.

On an annual basis all students will sign an acknowledgment of having read the drug and alcohol policy after they have done so. School property, including lockers, may be periodically checked for



drugs/alcohol at the discretion of the administration when there is reasonable suspicion of a violation of school rules.

## PREVENTION

The comprehensive health curriculum shall address the issues of drugs, alcohol, and tobacco throughout a student's academic experience. A variety of age-appropriate methods will be used; including, but not limited to, the established core curriculum, DARE, specific tobacco programs, and CASPAR (Alcohol/Drug Education). Tobacco education and tobacco cessation programs will be offered during the school year. The school will provide training and review of its drug/alcohol policies each year to all staff. Chemical awareness programs will be offered to all parents annually.

Local law enforcement, with approval of the principal or his/her designee, may periodically provide assistance in maintaining a drug/alcohol free environment. This may include both announced and unannounced visits by the canine drug detection unit, in accordance with procedures promulgated by the Middlesex District Attorney's Office.

## DEFINITION OF ABUSE:

Students are not allowed to possess any drug or medication in school. Students who need inhalers, insulin, and epi-pens must be identified by the health office as having permission to carry their medication. Any illegal use of drugs and/or the misuse of prescribed or over-the-counter medications as defined in the Medford Public Schools Medication Policy constitutes abuse. Any use of alcohol, including medications containing alcohol, is forbidden and considered abuse.

## DEFINITION OF SUSPICION

Suspicion is defined as: Recognition that a student's or individual's behavior or appearance is out of the ordinary, with or without evidence.

## POLICY ENFORCEMENT

All students are expected to meet the requirements for behavior as set forth in this handbook (policy).

Any student who poses an immediate threat to the safety of himself/herself or others will be suspended regardless of their regular/special education status. Additional provisions are made for individual students who have been found to need an Individual Education Plan. The Individual Education Plan of all students must state whether the student is able to meet the discipline code or if some modification is needed. A representative of the special education department will participate/advise in the disciplinary procedures for students with IEPs to interpret all modifications of the IEP and pertinent legal issues. Students without a modified discipline code shall be subject to the discipline outlined below.

Any staff member who suspects that a student is in violation of the school drug/alcohol policy is required to report the situation immediately to the appropriate administrator of that building (Submaster, Assistant Principal, Assistant Director, Principal, or Director) for evaluation. The appropriate administrator is then

responsible to notify the school resource officer or designee. Staff members must be assured of confidentiality in reporting.

It is recommended that one individual in each building be identified as the appropriate administrator. The appropriate administrator must report all incidents, regardless of severity or outcome, in writing to the head administrator. If the administrator determines probable ingestion of drugs or alcohol, the student must be escorted to the health office for medical evaluation. If the nurse determines the student must be medically evaluated, the student will be transported via ambulance to the nearest medical facility.

When there are reasonable grounds to believe or where facts and circumstances give rise to reasonable suspicion that a person has violated or is violating either the law or the rules of the school as outlined in this policy and that a search will turn up evidence, a search conducted by school officials will be permissible if its scope is reasonably related to the objectives of the search.

The Medford Public Schools have a Memorandum of Agreement with the Medford Police. Any student found to be in violation of the policy must be reported to the school resource officer or police designee.

In the case of medical emergencies, the health office will notify the parent/guardian. The administrator in charge will handle all other communications between the school and parent/guardian.

## VIOLATION

Notwithstanding the possibility of expulsion, the following disciplinary policy is recommended. The principal reserves the right to increase the penalty, based on the circumstances of each case.

### First Offense

The school administrator notifies the school resource officer or designee. A student in violation will be suspended for a minimum of three days. The student will be immediately removed from the school by parent/guardian or transported to the nearest medical facility if necessary. Social probation (from the date of the suspension) will be imposed for a minimum of one month. \*

Reentry must be accompanied by medical evidence that the student is drug/alcohol free. \*\* (Medical evidence must be verified by the school nurse.) The Director of Guidance will refer the student to an in-house counselor for continued follow-up and monitoring of the treatment plan. The parent/guardian must meet with school administration to discuss a specific plan for the student, including monitoring of behavior as well as treatment. (If the student is not adhering to the treatment plan, the administration may reinstate the suspension. and continue the social probation.)

### Second Offense within One Year of First Violation

The police resource officer (or designee) is notified. A student in violation will be suspended for a minimum of six days. The student will immediately be removed from the school by parent/guardian or transported to the nearest medical facility if necessary. Social probation (from the date of the suspension) will be imposed for a minimum of two months.\*

Reentry must be accompanied by medical evidence that the student is drug/alcohol free. \*\* (Medical evidence must be verified by the school nurse.) The parent/guardian must agree to enroll said student in an outpatient drug/alcohol treatment program. . The student must agree to adhere to the treatment plan recommended by the program. The Director of Guidance will refer the student to an in-house counselor for continued follow-up and monitoring of the treatment program. Failure to meet the treatment program requirements will result in an exclusionary hearing.

#### Third Offense within One Year of First Violation

The police resource officer (or designee) is notified. A student in violation will be suspended indefinitely, minimum of ten days, until an exclusionary hearing takes place. The social probation period will be indefinite (at the discretion of the Principal).

#### DISTRIBUTING

If a student is found to be selling, distributing or in possession of a quantity sufficient to be charged with the intent to distribute drugs or alcohol, the Principal or designee will immediately notify the parent and the police for mandatory removal of the student. There will be Out of School Suspension and possible exclusion by the Principal. The police will take appropriate action under the law regarding the sale of drugs in proximity to school buildings. An incident report must be completed and forwarded to the head administrator.

Social Probation – Violation of the drug/alcohol policy is a serious infraction of the Code of Discipline in the Medford Public Schools. Students will lose the privilege of attending (and participating in) all school-sponsored events for the duration indicated. Seniors in violation of the drug/alcohol code will jeopardize participation in graduation exercises.

\*\*Medical Evidence – The parent/guardian is ultimately responsible for the medical clearance of a student.

#### CONFISCATED DRUGS/ALCOHOL/PARAPHERNALIA

All confiscated drugs/alcohol or paraphernalia must be immediately turned over to the police resource officer or his/her designee and will not be returned to the student or parent/guardian.

#### REHABILITATION

The Medford Public School System is committed to the academic achievement of all students. A student who is experiencing difficulty with drugs/alcohol will be supported through health services, counseling services, and administration. The school system will make every attempt to provide parent/guardian with

a referral for available community resources. The schools will annually review all policies and health curriculum to discourage students from engaging in risk-taking behaviors and encourage positive, healthy, life choices.

All students are encouraged to see their counselor, nurse, or police resource officer if they feel they are in need of assistance with alcohol or drugs. The school's support services will assist students to receive appropriate referrals.

The implementation of this policy will utilize all applicable due process, statutes, regulations, and guidelines.