

**MEDWAY HIGH SCHOOL  
STUDENT-PARENT HANDBOOK  
2021-2022**



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## ABOUT OUR SCHOOL

### MISSION STATEMENT

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

### VISION STATEMENT

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

### EXPECTATIONS THAT SUPPORT STUDENT LEARNING

#### *All educators will:*

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

#### *All students will:*

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

#### *Parents/Guardians will:*

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

#### *The community will:*

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

### EXPECTED LEARNING OUTCOMES

#### *All students will:*

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



Core Values

## Medway Public Schools

### CORE VALUES

active, continuous  
**LEARNING**

**EQUITY and EMPOWERMENT**

**RELATIONSHIPS**  
characterized by trust  
and mutual respect

comprehensive  
**WELLNESS**

**FOR ALL!**





# **Medway High School Core Values**

**Active, Continuous Learning**

**Equity and Empowerment**

**Relationships Characterized by Trust and Mutual Respect**

**Comprehensive Wellness for All**

## **Statement of Non-Discrimination**

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

## **MEDWAY HIGH SCHOOL**

### **Contact Information**

Main Office: (508) 533-6643

Athletic Office: (508) 533-3229

**Attendance Line: (508) 321-4729**

### **High School Administration**

Dr. John Murray, Principal

David List, Assistant Principal

David Passeggio, Assistant Principal

Jeff Parcels, Director of Athletics

Christine Noonan, Evaluation Team Supervisor

### **Department Heads**

Kelly Bliss, Math

Melissa Cecchi, ELA

TBD, Science, Technology Engineering and Computer Science

Aubrie Rojee, Social Studies

Maura McCormick, Coordinator of School Counseling, Grades 5-12

### **District Administration**

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

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

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

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

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

### **School Committee**

Ms. Susan Dietrich, Chairperson

Ms. Cynthia Sullivan, Vice Chairperson

Dr. Tim Fagerson, Member

Ms. Lauren Nassiff, Member

TBD, Member



# BELL SCHEDULE 2021-2022

Time	1	2	3	4	5	6
P1 (67) 8:04-9:11	A	B	C	A	B	C
P2 (67) 9:16-10:29	C	A	B	C	A	B
P3 (67) 10:34 - 12:07	D	D	G	D	D	G
P4 (67) 12:12-1:19	E	F	H	E	F	H
P5 (67) 1:24 - 2:31	F	G	E	F	G	E
Drop	B and G	C and E	A and F	B and G	C and E	A and F

First Lunch		Second Lunch		Third Lunch	
10:34 - 10:56	22 minutes	10:34 - 11:04	30 minutes	10:34 - 11:41	67 minutes
11:00 - 12:07	67 minutes	11:07 - 11:29	22 minutes		
		11:32 - 12:07	35 minutes	11:45 - 12:07	22 minutes



## **SCHOOL REGULATIONS**

All school regulations are applicable in-person, hybrid, and/or remote learning environments.

### **Attendance**

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

**All absences, excused and unexcused, will be documented on the student’s attendance record.**

### **Definition of Daily Absence**

A student is considered absent for the day if they miss 50% or more of total class time for that day (more than 171 minutes). H block is considered time on learning for all students and is included in the calculation of daily attendance.

### **Excused Absences**

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

- Full day absence, documented and approved
- Family Bereavement - Parent Note or Word of Mouth if note is not possible. (more than 3 days principal or designee notified)
- Observance of major Religious holiday (Lists of approved holidays available in main office)
- Legal (with documentation from court or lawyer)
- Medical (Documented)
  - absence due to sickness after 5 days (documentation provided by physician must reflect student was “seen” in office)
  - Hospitalization
- Absences on the day following dismissal by the school nurse
- Extraordinary family circumstances (excused at the discretion of the administrator)

### **College Visits**

Students, beginning in the spring of their Sophomore year, are encouraged to visit colleges and universities to explore avenues and areas of interest. In order for these absences to be excused, students must submit documentation by the college admissions office confirming the student’s participation.

### **Unexcused Absences**

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

- Family vacations or trips

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

### **Family Vacations:**

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

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

### **Pupil Absence Notification**

According to *MGL Chapter 76, Section 7, Section 1A 1B*, a meeting will be scheduled with the building Principal (or their designee), the parent(s)/guardian(s) and the student (when appropriate) to develop an action plan to improve the student's attendance if a student has accrued any of the following:

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

### **Dismissal**

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

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

## **Reporting an Absence/Credit Attendance**

If a student is going to be absent, a parent/guardian must call the school **(508-321-4729)** before 7:30 a.m. If an absence is not reported, the school district's automated system will contact the parent/guardian via phone and email with a notification of the child's absence. Work missed due to absence must be made up according to the "Make-up Work" guidelines unless special arrangements are made with individual teachers. Grades of "Incomplete" must be made up within two weeks of the end of the term in which the "Incomplete" was given. "Incomplete" grades not made up within the aforementioned time period will automatically become a failing grade.

## **Credit Attendance**

Students who exceed the attendance limit in a quarter will receive a numerical grade with a *No Credit* (N) on their report card to indicate loss of credit.

### **An N for a quarter will result from the following circumstances:**

- More than 4 unexcused absences in classes that meet 4 days during a 6-day cycle (3 days for seniors in last quarter)
- More than 2 unexcused absences in classes that meet 2 days during a 6-day cycle (2 days for seniors in last quarter)

**Students do not receive a final grade of N in any course, but there may be a loss in course credit earned. Students may lose credit under the following circumstances:**

- A No Credit (N) for 3 quarters for a full year course
- A No Credit (N) for 2 quarters for a semester course
- 14 or more unexcused absences in courses that meet 4 days during a 6-day cycle.
- 7 or more unexcused absences in courses that meet 2 days during a 6-day cycle (2 days for seniors in last quarter)
- 8 or more unexcused absences in a semester course that meet 4 days during a 6-day cycle

Students can work to regain credits by successfully completing an approved summer school offering(s), or an alternative offering(s) such as Online Credit Recovery with administrative approval.

## **Calculating a Grade With an N**

If an N is received for the quarter, the numerical grade that would have been received will be used when calculating the posted grade for the semester or year. For example, if a student earns an 85 average for a quarter but has five unexcused absences the report card will list a grade of 85N. The 85 will still be used in calculations for the semester or final course grade.

## **Attendance Buy-Back Policy**

Any student who has been absent will have the opportunity to buy back (i.e., waive) up to one day of absences each term, according to the following guidelines:

- Inform your Assistant Principal of your intention to buy back a day and obtain the appropriate form.
- Show that form to each of your teachers for initialing on the first day.
- Attend school for seven consecutive days without incurring any tardiness or any discipline referrals.

- Complete all assignments (including homework) for seven consecutive days.
- On the seventh day, have each teacher re-sign the form, verifying your attendance and class work.
- Return the form at the end of the seventh day to the Assistant Principal's office.
- If the student successfully fulfills the above guidelines, a one-day waiver will be granted.
- Students must check in with their teacher regarding potential field trip or other issues.

Note: Absences that are "bought back" are still documented as absences on the student's formal attendance record.

### **Attendance Appeals**

The purpose of the Medway High School Attendance Committee is to review the reasons for a student's absences and determine if there are any extraordinary circumstances that would cause a waiver of the No Credit (N). The membership of the committee shall consist of the following:

- Administrator
- School Counselor
- School Nurse
- Faculty Member

The student must complete an appeals form, following the procedures outlined below:

1. Students should print a copy of their attendance from the Infinite Campus Portal.
2. Students must acquire the quarterly appeals form from the Main Office and complete it properly.
3. Students should indicate which subject(s) is/are being appealed, including the name of the teacher(s).
4. Students should submit the form and all relevant information to their Assistant Principal to initiate an appeal. They should indicate the reason(s) for absences on specific dates, as well as any pertinent supporting documentation that refers to the dates and reasons for absences.
5. The deadline for submitting an appeal to the Assistant Principal is 3:00 p.m. of the first school day following the end of the term. (4th Quarter for all students, the deadline will be 3:00 p.m. on the last day of classes.)
6. Students who apply for an Attendance Appeal should check their email to get the time and place of the appointment with the Appeals Committee. If a student misses their scheduled appointment, their appeal will be denied.
7. The decision of the committee is final and may only be appealed to the principal in cases of a senior earning an N that impacts their graduation status.
8. If the appeal is granted, the N will be removed from the quarter grade.
9. A maximum of 2 appeals will be considered per course, per school year.

### **Tardy to Class Policy**

Each teacher will address the issue of class tardiness directly with the student. Teachers may assign teacher detention with 24 hour notification and connect with parents/guardians when appropriate. A student is considered absent from a class if they miss 20 minutes or more of the class regardless of the period. If this tardy is not excused, it is considered a cut and would be referred to the Assistant Principal for disciplinary review.

Students are expected to be in their first period class at **8:04 a.m.**, which is the time first period begins, or they will be considered tardy to school. Tardy students must sign in at the office.

- If a student arrives 20 minutes or more late to school they will be considered absent for their first period class. If this tardy is not excused, it is considered a cut and will be referred to the Assistant Principal.

- If a student arrives tardy after the end of the first period, a note must be provided or it will be considered a cut from scheduled classes and referred to the Assistant Principal.

Only the following are considered excuses for being tardy:

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

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

Students who are late to class will not be sent to the office for a pass.

Students that are habitually late to class will be referred to the Assistant Principal for disciplinary review.

### **Third Tardy**

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

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

### **Tenth Tardy per Semester/20 Tardies Per Year**

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

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

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

### **Alternate Grades**

#### **Incomplete [I]**

- This grade is used when a student needs up to two additional weeks to complete unfinished work.
- The student will meet the standards for the quarter and credit will be awarded upon completion of the work.

#### **Pass [P]**

- This grade is used when standard grading practices do not apply.
- The student has met the minimum standards for the quarter. No work will be made up in subsequent quarters.
- Credit is awarded for the quarter. A student earning two or more Ps in a course will receive a final grade of Pass for the semester or year.

#### **Medical [X]**

- The non-academic grade of X is used when a student does not meet the minimum requirements for the quarter, semester, or year due to documented medical circumstances. The student will not be required to make up work from the quarter and no credit will be given for each quarter in which a medical X has been awarded.

## **GENERAL PROCEDURES**

### **Cellular Phones and Electronic Devices**

Medway High School follows an “Off and Away” practice for cell phone, headphone and earbud use in academic classes. When the class begins, students will be reminded to turn their cell phone, headphones and earbuds off and store them in their school bags. If students are having difficulty with following this request, they will be asked to turn in their device(s) to the main office.

Classroom teachers may permit students to use cell phones, headphones and earbuds for an academic purpose in classrooms. It is understood that some teachers will regularly use these devices as learning tools, while others may not permit their appearance in class. Students are expected to respect the guidelines set forth in individual classrooms.

**Headphones and earbuds are expected to be off and out-of-sight unless used under the guidelines established by a teacher.** These shall be treated with the same scrutiny as other electronic devices. \*Take note that many smart watches can access the internet and/or saved files. Teachers should be aware of this, especially during an assessment.

### **1:1 Discipline Policy**

All students will abide by the Digital Learning and Technology Acceptable Use Policy and the Care and Use Guide. Violation of the rules and regulations may constitute a financial expense and possible criminal offense. Should a student commit any violation, access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

### **Corridor Passes**

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

### **Cafeteria**

Throughout the lunch period, students are to clean-up, including picking up papers from the floor. Due to the large number of students in the cafeteria at one time, it is essential that a cooperative attitude be shown. Students are reminded that it is their obligation to clean their area of the cafeteria. The use of cell phones and other electronic devices are permitted during the lunch period. All students may eat outside on the patio or grassy area behind the cafeteria.

### **Care of School Property**

We are very anxious to maintain this school in a condition that will continue to be a source of pride for all the people of Medway. We expect everyone to **respect our facility** and keep the building and grounds clean, neat, and free from damage of any sort. The same attitude is expected toward all school property (textbooks, library books, equipment, etc.) that is given for use during the year.

### **Dress Code**

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

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

- Clothing which could create an actual disruption or disorder to the learning environment includes, but is not limited to:
  - Clothing or jewelry that displays slogans, insignias, or designs that advertise alcohol, drugs, or sexual material which promote products or activities that are illegal, profane, or suggestive.
  - Clothing or jewelry which is disparaging to others in the school environment and contains slurs regarding race, ethnicity, religion, disability, gender, gender expression, or sexual orientation.
  - Clothing that is too short or reveals midriffs or undergarments.
  - Hoods should not be worn in the school building at any time.

### **Food and Drink in School**

Due to food allergies, classrooms need to remain free from any potential allergens. Therefore, food consumption is not permitted in classrooms. Students are allowed to eat snacks in the hallway between classes, at the teacher's discretion. In order to ensure the safety of all students, teachers should not allow students to eat in classroom spaces. [Life Threatening Allergy Management](#).

### **Student Driving/Parking**

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

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

## **Transportation**

### **Busing Eligibility**

Students in grades 9-12, who live more than 2 miles from the school, shall be eligible for school bus transportation to and from school and home, from a bus stop designated by the Transportation Committee.

### **School Bus Safety**

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

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

## **Wellness Policy Information**

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



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

- Supporting the goal for foods and beverages sold or served at school to meet nutrition requirements of the U.S. Dietary Guidelines for Americans.
- Encouraging alternatives to food in classroom celebrations. Celebrations involving food should be limited to curriculum based activities. Parents/Guardians and students are discouraged from supplying snacks and treats to be shared by the entire classroom due to food allergies and other health concerns.
- No vending machines will be on during the school day except for the purchase of water or items that meet the U.S. Dietary Guidelines for Americans.
- Rewarding student performance and positive behavior without the use food or candy.
- Promoting fundraising activities that encourage physical activity or that do not involve food. School fundraisers that involve food must meet the nutrition and portion size standards for foods and beverages sold individually. Organizations offering “snack shack” and concessions are encouraged to offer healthy options that meet dietary guidelines.
- For additional information, the Wellness Policy is posted at:  
<http://www.medwayschools.org/schoolcomm/pdf/wellness.pdf>.

## ACADEMIC INFORMATION

### Academic Requirements

#### Yearly Requirements

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

#### Promotion Requirements

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

### Graduation Requirements

Students in their senior year must successfully pass at least twenty-four (24) credits **regardless** of the number of previous credits earned in order to graduate. Courses that are taken outside of the Medway High School Program of Studies offerings may not be counted toward graduation requirements.

*Minimum requirements:*

English	24 credits	4 years of ELA
Mathematics	24 credits	4 years of Math

Science	18 credits	3 years of lab-based Science which may include technology/engineering
Social Studies	18 credits	3 years of including US History and World History
PE/Health/Wellness	9 credits	4 courses in Phys Ed./Wellness
World Languages	12 Credits	2 classes in the same World Language
Fine and Performing Arts	6 Credits	1 year long class or 2 semester long classes. Beginning with the class of 2024
Electives	25 credits	
Pass the English Language Arts, Mathematics, and Science portions of the MCAS.		

**Credit for Study Abroad:** Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the Principal and student's school counselor will evaluate the work and assign credit for it according to standards prevailing at Medway High School.

### **Course Registration and Change Procedure**

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

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

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

Generally, three questions will be asked:

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

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

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

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

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

Once courses are selected, it is very difficult to change them. Changes will be made only for serious academic reasons. All changes, additions, or drops must be submitted in writing using the Medway High School Course Change Request form. All signatures must be included on this form before consideration by the principal. A student must continue to attend all classes until the details of the change have been worked out and approved. No change requests for first semester courses will be considered after the first two cycles (6-day cycle) of the school year. No changes for second semester courses will be considered after the first two cycles of the second semester.

The grading and reporting procedures for courses that are changed/dropped are:

1. Courses changed/dropped during the first half of the first quarter do not appear on the final transcript.
2. Courses changed/dropped after the middle of the first quarter have a grade recorded for the quarter and a "W" (withdrawn) recorded for the remaining quarters and for the year, which will appear on the student's report card.

### **Make-up Work**

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

1. Time allowed to complete work is equal to the number of days absent. For extraordinary situations, teachers or administrators may grant additional time.  
***For example: Student has an excused absence on Monday and returns to school on Tuesday. The student then has until the end of the day Wednesday to pass in make-up work.***
2. Students may complete work for time missed because of actions initiated by the authorities of the school. Therefore, students who are suspended are allowed to make up all work.

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

### **Progress Check**

Grades will be continually posted via the *Parent Portal*. The halfway point of each marking period is a designated progress check point.

### **Summer School**

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

1. Students must have at least a “50” final average in the Medway High School course and receive at least a “70” average in the summer school course to obtain the credit necessary to pass the course.
2. All grades received from courses taken in summer school will be entered on both the student's permanent record card and the transcript but will not be used in computing cumulative grade point average.
3. Students may only take courses at an accredited summer school program with an approved curriculum.
4. A subject area test may be required at the completion of the summer school course. This test will be averaged as 20% of the summer school grade.

### **Tutoring**

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

## **SCHOLASTIC ACHIEVEMENT**

### **Weighted/Unweighted GPA**

All courses that meet four (4) or more times in a six-day (6) cycle will be used in the calculation of the Grade Point Average (GPA). End of course grades for academic courses are weighted based on course level, calculated on a 7.0 point scale, and reported as a “Weighted GPA” at the end of each school year. Grades for all courses are also calculated on a 4.0 scale and reported as an “Unweighted GPA” at the end of each school year. The weighted GPA will be calculated at the end of the senior year for graduation, final transcripts, valedictorian, salutatorian, and honor essayist purposes as well.

## **GRADE POINT CHART**

A grade point chart will be used to determine the **weighted points** associated with each numeric grade at the end of each academic course a student takes. Weighted points are determined by the level at which the course was attempted. Advanced Placement courses receive the most weight followed by Honors courses and College Prep courses. The sum of the weighted points will be divided by the number of full and half-year courses attempted (minus Special Education, PE/Wellness and any course receiving a final grade of P) to determine the weighted GPA. Failed courses will receive no weighted points but will be included in the calculation.

If a student takes six (6) full year academic subjects each year for the four (4) years, or twenty-four (24) academic subjects, the total number of weighted points will be calculated and divided by twenty-four (24). If a student takes five (5) full year academic subjects each year for four (4) years, or twenty (20) academic subjects, the total number of weighted points will be calculated and divided by twenty (20). For students taking semester courses, the weighted points will be divided in half. For example, students taking five (5) full year academic courses and one (1) semester course, the total number of weighted points will be divided by 5.5 courses.

A grade point chart will be used to determine the **unweighted points** associated with each numeric grade at the end of each academic course a student takes. The sum of the unweighted points will be divided by the number of courses attempted (excluding Special Education, PE/Wellness and any course with a final grade of P) to determine the unweighted GPA. Failed courses will receive no points but will be included in the calculation. Courses that are taken outside of the Medway High School Program of Studies offerings will not be calculated into the Medway High School GPA. Many colleges and universities recalculate GPA during the admissions review.

### MHS GPA Scale

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

Grade point averages are calculated based on grades earned in college preparatory courses. Each state University of Massachusetts campus to which a student applies will calculate his/her GPA for purposes of applying the admissions standards. If an applicant's GPA falls below the required minimum GPA, a sliding scale will apply. Information on Undergraduate Admissions Standards for the Massachusetts State University System and The University of Massachusetts can be found [here](#).

Sample calculation:

Course	Grade	Weight Points	Full Yr = 1.0 ½ Yr = 0.5
English 9 Honors	90	6.40	1.0
Math 9 CP	90	5.70	1.0
Biology Honors	90	6.40	1.0
Spanish II CP	90	5.70	1.0
US History 1 Honors	90	6.40	1.0
IPEC	90	No Weight	0
Foundations of Art CP	90	$5.70 / 2 = 2.85$	0.5
Total		33.45	5.5
Weighted GPA	6.08	$33.45 / 5.5$	

### **Class Rank**

Class rank is not published however a class rank list is maintained for honorary purposes. Class rank is calculated at the end of the junior year, and again at the end of the third quarter of senior year for honorary distinctions. In a graduating class, student class ranks will be determined in numerical order from the highest quality point average earned to the lowest. Only the top 10 students will be notified of their class ranking to be recognized at end of year graduating events.

Valedictorian, Salutatorian, Honor Essayist, and Ivy Address will be honored as the students with the four highest weighted GPA's. Students who have earned this honor will be asked to speak at graduation.

Transfers students: Credits earned at another school will be prorated by the administration to match Medway High School's grading and credit system. The class rank of transfer students who enter as juniors will be calculated upon completion of their first year Medway High School. A senior year transfer student's class rank will be based upon the sending school's rank and will be designated as such on the transcripts. Students who

transfer after Sophomore year are not eligible for class rank recognition.

## **Scholastic Awards Program**

The aim of this program is to recognize students who achieved “Honors” or above on the Honor Roll during the academic year. In early June, those students who have achieved “Honors” or above for the first three terms in the academic year will be recognized:

### **Honor Roll**

#### ***High Honors***

Students who have attained a grade of “90” or better in each GPA weighted course (This excludes Health and Wellness, Special Education or classes that are graded Pass/Fail)

#### ***Honors***

Students who have attained a combined average of 85 or better in GPA weighted courses (This excludes Health and Wellness, Special Education or classes that are graded Pass/Fail) with no grade lower than 75 in any course

- First Year Award - A certificate presented to freshmen or upperclassmen who have achieved “Honors” or above for one year.
- Second Year Award - A certificate presented to sophomores or upperclassmen who have achieved “Honors” or above for two years.
- Third Year Award - A certificate presented to juniors or seniors who have achieved “Honors” or above for three years.
- Fourth Year Award - A certificate presented to seniors who have achieved “Honors” or above for four consecutive years.

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

## **National Honor Society**

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

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

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

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

## **Scholarships and Awards**

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



## Eligibility and Application Guidelines:

1. All members of the graduating class are eligible to apply or be considered.
2. In order to apply, each student must pick up the scholarship program informational booklet available in the guidance office at the end of March.
3. Attached to this booklet is a general application, with Part I and Part II. Both of these must be completed in a timely fashion, and signed by parent(s)/guardian(s).
4. Students must attach a copy of their college acceptance and financial aid letter to this application.
5. Students must meet all of the above provisions for their application to be considered.

## **MHS Hall of Excellence**

### Nomination & Selection Process

Established in the 2017-2018 school year, *The Medway High Hall of Excellence* was established to recognize Medway High School alumni, either as an individual or as a group, that have attained excellence during their school experience and/or after their graduation from Medway High School.

Excellence may be recognized in either academics, artistic endeavors, athletics, or as an alumnus for their contributions to society.

Any group or individual may nominate an individual or group to be entered into the MHS Hall of Excellence by submitting a nomination form to the MHS Alumni Council by no later than January 31st of the given school year. All nominations received by the MHS Alumni Council will be screened by a selection committee that will feature the following individuals:

1. The MHS principal and/or their designee
2. One current member of the MHS Alumni Council
3. The MHS Athletic Director
4. The current MHS senior class president
5. One current member of the MHS School Council

The committee will meet to review applications and select two honoree's per school year. A simple majority is required for election to the hall. The decision of this committee is final. The committee will select two nominees to be honored in April of the current school year. The senior class president, along with the senior class officers, will be charged with organizing all aspects of the dedication ceremony under the discretion of the Athletic Director.

## **GENERAL INFORMATION**

### **Flex Block (H Block)**

#### **Medway High School Flex (H Block) Purpose Statement**

**Flex (H Block)** will provide a consistent and equitable opportunity twice per cycle for ALL students to access interventions and supports, and extensions such as:

- Focused Extra Help/Skill Development

- Guidance appointments and presentations
- Homework, Classwork and Make-up Work Completion
- Group Projects

### **Flex (H Block) Scheduling for Students**

During Announcements on Mondays, students will access the Responsive Schedule Function in Infinite Campus and select a course offering they wish to attend on days 3 and 6. Students should sign up for one of their current teachers. Students who do not sign up will be scheduled in a location with available space. Each teacher has a capacity limit for their offerings and will not be available once the cap is met.

Teachers have the ability to pre-schedule a student to their Flex (H Block) for extra help, make up work/exams, etc.

### **Flex (H Block) Expectations for Students**

- Students are required to attend Flex (H Block) in the location scheduled for each session.
  - Teachers may pre-register students for extra help, make-up work, etc. If students are pre-registered to a Flex block, they must go to that session.
- Students must be actively engaged in learning experiences for the duration of Flex Block.
- Attendance will be taken in Infinite Campus. Students are expected to be on time and to remain in their booked flex block location after arriving.
- Students should prioritize signing up for Flex block sessions where extra support is needed, make up work needs completion or where students can get a head start on homework..
- Students may only use electronic devices for educational purposes with approval from the educator (Streaming of movies and videos is not permitted during flex block).
- Students are expected to adhere to all school-wide behavioral expectations during flex block.

### **Class Dues**

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

\$30.00 for freshmen  
 \$35.00 for sophomores  
 \$40.00 for juniors  
 \$45.00 for seniors

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

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

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

## **Emergency Evacuation Procedure**

During emergency evacuation procedures, such as fire drills, students are to go to assigned areas following prescribed procedures. Students are not to go to their cars since it may be necessary to give further directions to groups.

## **Lost, Stolen and Damaged Materials**

Students assume financial **responsibility** for all materials and equipment issued to them by the school. In the event such material is lost, stolen, damaged, or defaced, teachers will notify the student and the office of the material involved and the fee to be assessed. Charges for lost, damaged or defaced books or school issued technology will be applied accordingly. **Students are reminded to keep their locker locked and never leave valuables in an unlocked gym locker during gym class.**

## **End-of-Year Obligations**

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

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

## **No School Announcements /Early Dismissals/Delayed Openings**

### ***No School Announcements***

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

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

WBZ-TV - Channel 4

WCVB-TV - Channel 5

WHDH-TV - Channel 7

### ***Early Dismissals***

In cases when school will be dismissed early because of worsening storm conditions or other emergencies, an announcement of the time of dismissal will be made using the *School Messenger* notification system as well as the same television stations as no school announcements (when possible).

### ***Delayed Openings***

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

## **Recruiting Information (Armed Forces Recruiter Access to Students)**

According to the provisions of the Elementary and Secondary Education Act (ESEA Section 9528), schools are now required to provide students' directory information upon request to military recruiters and/or institutions of higher

learning. If parents/guardians do not want their child's name, address and telephone number to be released to third parties, they should notify the Principal in writing.

### **Senior Privileges**

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

Guidelines for Senior Privileges:

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

### **Service Distinction Diploma**

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

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

#### **Parameters**

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

*What counts:*

- Hours spent fundraising for nonprofit organizations or charities may be applied towards a student's 100 hours.
- Hours volunteered on a student's own time to benefit an organization, school, community agency, etc. will count.
- Must be supervised by a person other than a relative of the student.
- Volunteer work is a service to at least one person other than the student or student's relative and that will benefit the "community."

- Service provided outside of school hours while an active member of a school-based group such as National Honors Society, Student Government, or SADD may be used toward satisfaction of this distinction. Service hours may be used to satisfy more than one service requirement.
- School or Religious Organization's activities that involve service projects, such as mission trips or volunteer work for the poor, count.

*What does not count:*

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

## **Visitors**

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

# **STUDENT SERVICES**

## **School Counseling**

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

Academically, school counselors will assist the student and their parent(s)/guardian(s) with choosing the proper level of subjects in the light of the student's grades, past achievements, and standardized test results. The counselors will also facilitate the adjustment from one school or grade to another and assist with the selection of curricular school subjects. Future planning decisions are made cooperatively between the student and the counselor with consideration of information about the student's ability, awareness of educational and occupational opportunities, and a realistic appraisal of requirements necessary to arrive at one's goal.

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

School Counselor Caseloads:

<b>Ms. Gentile</b> <b>Ext: 5010</b>	9th A-G	10th D-K	11th Co-K	12th D-K
<b>Mrs. Harkins</b> <b>Ext: 5007</b>	9th H-M	10th A-Bo/L-P	11th A-Bo/L-P	12th A-Bo/L-P
<b>Ms. Jasmin</b> <b>Ext: 5027</b>	9th N-Z	10th Br-C/Q-Z	11th Br-Cl/Q-Z	12th Br-C/Q-Z

Adjustment Counselor: Mrs. Kathy Cumming

School Psychologist: TBD

School Social Worker for LINKS Program: Ms. Debra Dodge

BRYT Program Clinical Coordinator/Social Worker: TBD

### **PSAT/NMSQT**

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

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

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

### **Library Media Center/Computer Lab**

The Library Media Center (LMC) serves all students and faculty of Medway High School as the information center as well as the classroom of the Library Media Specialist from 7:30 a.m. to 3:00 p.m. daily, however extended hours may be available seasonally.

LMC resources include: over 19,000 books; print and online magazines and newspapers; recorded books; online databases; VHS and DVD curriculum collection; 16 networked student computers with internet access and Microsoft office tools; a high speed printer; a scanner; and a coin operated copy machine. Books may be borrowed for three weeks and renewed if no one is waiting for the material. Students may use the library before school, after school, and during study halls. The computer lab that is attached to the Media Center is also available for use during the school day. Students may have access to this lab during their study hall for educational purposes. When choosing the LMC or Lab as an alternative to an assigned study hall, students must report directly to the LMC at the beginning of the period and remain for the entire period. LMC study halls are quiet. Students who disrupt others will be sent back to their assigned study hall.

## **Student Record Regulations**

Individual student records are developed and maintained for each student in the system in accordance with federal and state regulations, school committee policy, and administrative procedures. These records provide the data needed to plan and implement legitimate and recognized educational goals for each student. Private, personal, or working notes made by a system employee are not regarded as records so long as such notes are for that person's sole use or by the use of their substitute. The school principal or their designee is responsible for the privacy and security of all student records maintained in the school. The Superintendent of Schools or their designee is responsible for all student records that are not under the supervision of the school principal. The student's record consists of the transcript and the temporary record, according to 603 Code of Massachusetts Regulations, Chapter 23.00. It includes all information, regardless of form or characteristics, concerning a student that is organized on the basis of the student's name or in a way such student may be individually identified.

### **1. Transcript**

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

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

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

### **2. Temporary Record**

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

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

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

The temporary record of each student shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the school district. Written notice to the eligible student and their parent/guardian of the



approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. During the time a student is enrolled in a school, the principal or their designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record.

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

### **Release of Information**

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

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

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

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

### **Challenge of Contents of Student Records**

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

## **EXTRA-CURRICULAR ACTIVITIES**

During your high school years, along with growing independence and responsibility, comes self-discovery. Your high school experience goes beyond the classroom. You are encouraged to get involved in school and community activities to enhance your school experience, create a sense of belonging and to learn about yourself. Involvement helps to develop responsibility, leadership, and time management skills - the skills that colleges and employers seek. [MHS Student Activities](#)

Participation in extracurricular activities is a privilege and not a right. Further, removal from extracurricular activities is not subject to the student discipline due process requirements set forth in 603 CMR 53.00 et seq.

### **Eligibility**

Any student may participate in any extracurricular activity as long as they are passing four major academic courses and have not accrued excessive absences or tardies. If a student is on the academically ineligible list, which is determined at the close of each term, they may not sign up for an activity when it starts. If a student becomes ineligible any time during the school year when the activity is already in progress, they will be put on probation; when the next term ends, they are to be dismissed from the activity if the student has not restored all eligibility. The final grades for a course will determine

who is academically eligible and ineligible for fall extracurricular activities. Advisors will have the right to remove, for a predetermined amount of time, any member or officer who has committed a confirmed offense that would harm the reputation and integrity of the club. A second offense could result in a permanent removal.

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

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

### **Dances and other Social Events**

During all MHS events or events that MHS participates in: all school rules apply. Dances: The doors will be closed one hour after the start of the event, and no admittance will be allowed unless prior arrangements have been made with the administration. Students are not allowed to go to their cars during a school activity. Students who wish to bring a non-Medway High School student as a guest to a dance must receive prior permission by submitting a guest permission slip (located on the Medway High School website). All guests must be between the ages of 14-20 years old, in a grade no lower than 9th and in good standing with their academic institution (if applicable). No open or closed containers of liquid are allowed into the dance.

### **Breathalyzer Testing Procedure**

**Breathalyzers are available at any and all school events.** Ideally, two will be in use, operated by a school administrator or their designee, with one for backup/confirmation.

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

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

#### **If a positive result:**

1. Parent/guardian is called and the student is released to their custody .
  - a. If the parent/guardian is unable to be contacted, the student may be released into the custody of a person listed on the emergency response card.
  - b. If administration or their designee (chaperone) is unable to contact a person listed on the emergency response card, Medway Police will be contacted, and the student placed into their custody for safety purposes.
2. A meeting will be scheduled for the next school day, to discuss disciplinary action.

**If a test is negative,** the student is allowed to enter the event.

#### **If a student refuses to be tested:**

1. A parent/guardian is called and the student is released to their custody.
2. A meeting will be scheduled for the next school day, as per discipline protocol.

### **Guest Contracts**

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

### **Extracurricular Activity Participation**

- A student must be in school for at least four consecutive periods to participate in any extracurricular activities, including school dances. This can be waived only by the student receiving administrative approval in advance of the absence.
- A student who is absent from school shall not participate in any extracurricular activities.
- A student who is suspended shall not participate in any activities on that day.
- A continual violator of the *Code of Student Conduct* will be subject to suspension and/or removal from all extracurricular activities. The process for removal is determined by each organization.
- Students with excessive disciplinary referrals may not be considered eligible for extracurricular activities or events.
- Make-up schoolwork and teacher detention take priority before students are allowed to participate in extracurricular activities.

### **Field Trips Day, Overnight or During the Weekend**

If an incident requires a disciplinary response, a parent/guardian will be called to come and take the student home immediately, or arrangements will be made to send the student home immediately at the student’s and/or parent’s/guardian’s expense.

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

The student is expected to communicate with their teachers and arrange for their own make up work. The teacher will indicate what work will be missed and what they expect to be turned in before and after the trip, if approval is given.

### **Senior Week Activities**

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

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

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

### **Sporting Events (Home and Away)**

Any student spectator who is removed from a sporting event as a result of their behavior will be excluded from attending all sporting events for the next 30 days. For serious infractions the student will be denied the privilege of attending all sporting events for the remainder of the school year.

## **Student Government**

The Executive Board of the Student Government will supervise all elections. Class and Student Government elections are held in the spring prior to the year the officers are to serve, with ninth grade elections taking place in October. Students who wish to run for any elected office must be passing four major subjects before they may take out nomination papers. These nomination papers must contain the signatures of twenty-five students and a signed parental/guardian permission letter. A period is set aside for each class to allow Council candidates to make campaign presentations.

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

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

## **Student Government Officer Elections**

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

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

## **Health Services**

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

The following are brief guidelines for your reference. More information is available under the Health Services section of the school website. [www.medwayschools.org](http://www.medwayschools.org).

### **1. Student Illness**

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

- Fever greater than 100.4 within the last 24 hours (fever should be under 100 for 24 hours without the use of fever reducing medications before returning to school)
- Vomiting/diarrhea within the last 24 hours
- A communicable disease or symptom thereof, including symptoms of coronavirus/COVID-19
- An upper respiratory illness with significant coughing and/or nasal discharge
- Pain that requires the use of narcotic medications

### **2. Communication**

A full time nurse is on duty during the entire school day. The school nurse will notify a parent/guardian when they determine the need for student dismissal due to illness/injury. These dismissals are not considered 'excused

absences'. Parents/guardians should arrange for their child to be picked up within the half hour for the benefit of their child and other students coming into the health office.

The school nurse can be reached by telephone (508) 533-6643 or email [jdisalvio@medwayschools.org](mailto:jdisalvio@medwayschools.org) if you have any questions about guidelines for school attendance or if you are in need of any health related information. The school nurse should be notified by the parent/guardian of any:

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

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

### 3. **Universal Precautions**

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

### 4. **Medication Policy**

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

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

### 5. **Health Requirements**

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

- Required immunizations: an immunization record must be submitted to and reviewed by the school nurse prior to school entry.
- Exemptions: If there is a medical reason why immunizations are not done, a certificate must be obtained from your physician and forwarded to the school nurse. For a religious exemption, a parent/guardian must fill out a *Religious Exemption from Immunization* form.
- ***Parents/guardians should be aware that students who are not immunized due to an exemption or those who are under-immunized will be excluded from school in the event of a disease outbreak for the appropriate time periods stated in the Department of Public Health regulations: Reportable Disease, Surveillance and Isolation and Quarantine Requirements (105 CMR 300.00) or as otherwise mandated by the Department of Public Health.***
- Physical examination: A physical exam is required for all new students dated within the 12 months prior to the entrance to school or 30 days after school entry, and every 3-4 years after school entrance. Per these regulations documentation of a current physical examination is required for students entering preschool, kindergarten, grades, 4,7,10. If a student is participating in athletics, an annual physical exam is required. However, parents/guardians are encouraged to send a copy of the student's physical to the nurse annually.
- A student transferring from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

## 6. Health Screenings

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

- *Hearing and vision screens* schedules are available on the following links:  
<http://www.mass.gov/eohhs/docs/dph/com-health/school/vision-letter.pdf>  
<http://www.mass.gov/eohhs/docs/dph/regs/105cmr200.pdf>
- *Heights and weights* are required in grade 1, 4, 7 and 10. Results are anonymously submitted to the state. Results are not sent home, but are available upon written request from parent/guardian.
- *Postural screening* will take place in grades 5-9. The screenings will be conducted during a health class with every effort made to protect privacy. The purpose of this screen is for detection of early signs of spinal problems in children grades 5-9. It is not a diagnostic service but a program to identify young people who should have further medical evaluation. If your child has unusual findings, you will be notified and asked to take your child to their physician for evaluation. The majority of students exhibit no findings. If nothing unusual is found, you will not be notified. Female students are asked to bring a two-piece bathing suit top, sports bra, or halter top, and shorts to school on the day of the screening. This type of clothing permits more accurate observation of the back.
- *SBIRT* (Screening, Brief Intervention, and Referral to Treatment) screening will take place in 7th and 10th grades. The screening uses the CRAFFT tool as recommended by the American Academy of Pediatrics' Committee on Substance Abuse. Student screening sessions will be brief (approximately 5-10 minutes) and conducted confidentially in a private, one-on-one session. Students who are not using substances will have their healthy choices reinforced, while those who report using substances, or are at risk for future substance use, will be referred to our counseling staff for follow up. As with any school screening, parents/guardians have the right to opt their child out of this screening. A letter detailing the time frame for screening, and opt out directions, will be sent to parents/guardians in advance of the screening. More Information about SBIRT legislation, the SBIRT tool, Referral Resources, Treatment Resources and Material Resources may be found [here](#).
- Notification of all screenings will be provided.

- Parents/guardians have the option to provide in writing a request that a screening or measurement not be taken.
- Additional information can be found at the following link:  
<http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/primarycare-healthaccess/school-health/school-health-screening.html>

## 7. **Life Threatening Allergy Management**

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

- If a student has a life-threatening allergy, they must have access to emergency medication, epinephrine auto injector (Epipen, Auvi-Q) at all times.
- Students must have a physician's order for the required medication and parents/guardians must bring in the required medication promptly with the original pharmacy label.
- Students with potentially life threatening allergies should carry their epinephrine auto injector in the front pocket of their backpack for quick access when away from the school supply.
- An Allergy Action Plan (AAP) will be developed for each student with a medically diagnosed life-threatening allergy.
- Our school programs are not declared as allergen-free and foods with known allergies are not banned from our schools.
- Communication, planning, and education with staff, parents/guardians, and students will aim to minimize the risk of exposure to allergens that pose a threat to students.

## 8. **Children with Special Health Care Needs**

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

## 9. **Students with Medical Equipment Needs**

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

## 10. **Concussions**

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

- The nurses, counselors, teachers and athletic trainer (if applicable) will collaborate to ensure prompt identification of student concussion and/or head injury symptoms in order to initiate an appropriate management plan.
- *Parents/Guardians must contact the school nurse prior to returning to school following a head injury.*
- The nurse will initiate the *Post Head Injury Return to Academic and Athletics Protocol* for parents/guardians, staff, and the student to follow to receive accommodations as recommended by their physician.



- Student athletes (grades 9-12) will report to the Athletic Trainer once able to complete a full school day without symptoms.
- Student athletes (grades 6-8) must obtain medical clearance from their physician before returning to play.
- Students with concussions, not involved with Medway Athletics, are recommended to have medical clearance from their primary care provider when directed by the school nurse before resuming physical activity.
- For protocol details please see the health services section of Medway Public Schools website [www.medwayschools.org](http://www.medwayschools.org) or the following links for more information:  
<http://www.cdc.gov/concussion/index.html>

## 11. Dismissals from the Nurse:

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

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

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

## Student Code of Conduct

The Student Code of Conduct is applicable in both in-person, hybrid and remote learning environments. The Medway High School mission statement emphasizes respect and responsibility. Students are expected to respect school rules and demonstrate responsible behavior at all times. When a student fails to respect school rules and/or fails to act in a responsible manner, they will be given a disciplinary consequence in order to be held accountable for their actions.

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

- Teacher Detention: (at the teacher's discretion)
- Office Detention: (Monday, Wednesday, or Thursday from 2:35 pm - 3:05 PM in room TBD)
- Extended Detention (Wednesday from 2:35 - 5:00 PM in room 2202)
- Social Probation
- Community Service
- Saturday School (8:30- 11:30 AM in School Counseling)
- Suspensions
  - In-School Suspension 8:04-2:31
  - Out-of-School Suspension
- Expulsion

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

In every case of student misconduct for which a suspension may be imposed, a principal and/or their designee shall exercise discretion in deciding the consequences 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.

**Please note that it is impossible to describe all actions that are contrary to proper behavior at the high school. In all cases, the administration reserves the right to impose consequences that are not expressly stated in this code of conduct as determined appropriate based on the severity of the offense and progressive discipline**

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

### **Scope of Jurisdiction**

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

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

### **Due Process**

With regard to due process for students, The *Code of Student Conduct* is administered within the guidelines set forth by Massachusetts General Laws Chapter 71, §§ 37H, 37H ½, and 37H ¾, supporting regulations set forth in 603 CRM 53.00 et seq. and District Policy (School Committee Policy #26 – Student Discipline).

## **DISCIPLINARY INFRACTIONS DEFINED**

Below is an alphabetized list of potential disciplinary violations that could occur:

### **Academic Integrity**

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

The following are examples of plagiarism:

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

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

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

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

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

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

- illegally using or accessing computers, software, telecommunications and related technologies; or being involved in willful acts that cause physical, financial, emotional, or other harm; or disrupting information technology in any manner
- illegally copying of media
- Please consult the AUP for more information

### Consequences

The administration has instructed each teacher to develop and implement a policy relating to these infractions and to communicate this policy to students in their classes. A violation of this section may result in a disciplinary procedure including:

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

## **Arson**

### ***Discipline Response:***

- Disciplinary action as appropriate, including short-term and long-term out-of-school suspension; referral to the police; further disciplinary action in accordance with M.G.L. Chapter 71, § 37H1/2 as appropriate.

## **Being in an Unauthorized Area**

Students must be in their assigned area at all times.

### ***Discipline Response:***

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

## **Bomb Threats and False Fire Alarms**

### ***Discipline Response:***

- Disciplinary action as appropriate, including short-term and long-term out-of-school suspension; referral to the police; further disciplinary action in accordance with M.G.L. Chapter 71, § 37H1/2 as appropriate.

## **Class Cutting**

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

### ***Discipline Response:***

- 1<sup>st</sup> - 2 Office detentions 2:40-3:40 p.m.
- 2<sup>nd</sup> - In-School Suspension or Saturday School
- 3<sup>rd</sup> + - At the discretion of the administration

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

## **Class Disruption**

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

### ***Discipline Response:***

- 1<sup>st</sup> - Conference with Teacher, teacher detention and/or parent/guardian notification
- 2<sup>nd</sup> - Meeting with parent/guardian and student
- 3<sup>rd</sup> + - At the discretion of the administration

## **Controlled Substance**

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

If the school finds that any of the above standards are met/violated, it will be determined that the student is in violation of the Chemical Health Eligibility Determination for athletics and extracurricular activities and subject to consequences as determined by the administration.

Further, students may be subject to disciplinary action in accordance with M.G.L. Chapter 71, §§ 37H and 37H ¾, up to and including expulsion.

### **Destruction of School Property**

Disciplinary action as appropriate, including restitution, short-term and long-term out-of-school suspension; referral to the police; further disciplinary action in accordance with M.G.L. Chapter 71, § 37H1/2 as appropriate.

### **Disturbing the Normal Process of the Daily Activity of the School**

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

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

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

- 2 Office detentions. 2:40-3:40 p.m.
- In-School Suspension or Saturday School
- At the discretion of the administration and student-teacher-parent/guardian conference

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

### **Drugs, Dangerous Weapons and Staff Assaults**

(Massachusetts General Laws Chapter 71, Section 37H)

- (a) Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, paraprofessional, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation at their expense, along with the opportunity to present evidence and witnesses at said hearing before the principal.

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

- (d) Any student who has been expelled (suspended for more than 90 school days) from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of their appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

### **Felony, Students Charged with**

(Massachusetts General Laws Chapter 71, Section 37H1/2)

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

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

### **Felony, Students Convicted of**

(Massachusetts General Laws Chapter 71, Section 37H1/2)

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

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

### **Fighting/Assault**

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

- ***Discipline Response:*** Disciplinary action as appropriate, including short-term and long-term out-of-school suspension; referral to the police where appropriate.

## **Hazing**

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

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

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

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

**Section 19.** Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate

regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

***Each Offense:***

Disciplinary action including short-term or long-term suspension as determined appropriate  
Referral to police for possible prosecution

**Language (abusive or threatening)**

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

***Discipline Response:*** Disciplinary action including short-term or long-term suspension as determined appropriate; referral to the police as appropriate.

**Language (rude, profane, or obscene)**

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

***Discipline Response:***

Vulgarity undirected:	Office Detention
Vulgarity directed:	In-School or Short-Term Suspension

**Leaving School Grounds**

Once students are present in school or on school grounds, they may not leave without permission. This issue presents a serious safety issue at school. If students need to leave school for any length of time due to an emergency, they must first ask the permission of an administrator. A student leaving school in a car may lose their driving privileges.

***Discipline Response:*** Saturday School or In-School Suspension

**Disrespect for Authority/Insubordination**

Insubordination is noncompliance with a request from any member of the staff. When a student feels a request or direction is unreasonable or unjustified, they are still expected to comply at the time of the direction and may later appeal first to the teacher, then to an administrator.

***Discipline Response:***

- |                   |   |
|-------------------|---|
| 1 <sup>st</sup>   | - Conference with teacher, teacher detention, and/or parent/guardian notification |
| 2 <sup>nd</sup>   | - Meeting with parent/guardian and student  |
| 3 <sup>rd</sup> + | - Referral to administration for further disciplinary action                      |

**Possession and/or use of Tobacco/Vaping Products:** Possession and/or use of tobacco products (cigarettes, cigars, chewing tobacco, snuff or any other form of tobacco), tobacco related paraphernalia (cigarette lighters, pipes, papers and cigarette holders), or vaping products (vapor liquid or vaporizers/e-cigarettes of any kind) on school property will result in:

**First Offense:**

- Out of School Suspension up to 3 days
- Parent/Guardian notification



- Confiscation of the tobacco related item by the Administration (items will not be returned)
- Enrollment in online cessation program

### **Second and Subsequent Offense:**

- Out of School Suspension up to 10 days
- Parent/Guardian Notification
- Confiscation of the tobacco related item by the Administration (items will not be returned).
- Assignment to cessation program and referral to counseling
- Meeting between student, parent/guardian, and principal or designee

If a student is caught selling these products on school grounds, they will face additional disciplinary consequences consistent with the code of conduct and may be referred to the Medway Police Department.

Students involved in athletics, co-curricular, or extracurricular activities may be subject to additional penalties for vaping infractions. Please refer to the Chemical Health Policy.

Students may also lose access to school-sponsored events for vaping infractions.

### **Vandalism and Theft**

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

***Discipline Response:*** Disciplinary action as appropriate, including restitution, short-term and long-term out-of-school suspension; referral to the police; further disciplinary action in accordance with M.G.L. Chapter 71, § 37H1/2 as appropriate.

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

### **Search and Seizure**

A student search by a public school official will be found reasonable under the U.S. Supreme Court standard if there are reasonable grounds for suspecting that the student has violated or is violating either State or Federal law or rules of the school. The search itself will be conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. “Reasonable grounds” for student search may include, for example, a school official’s personal observation that the student possesses contraband material on school premises, or the official’s receipt of a report to the effect from a teacher, another school employee, student, or some other reliable source. Thus, school authorities may make decisions as to whether a student’s desk, locker, bag, and/or automobile will be searched. Contraband can be defined as any material prohibited by school regulations and/or considered dangerous to the health and safety of the school.

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

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

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

## Definitions

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

1. **Disciplinary offense** means any alleged or determined disciplinary infraction by a student, *except for*: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, or if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.M.G.L. c71, §§37H or 37H ½.
2. **Disciplinary offense under M.G.L. c71, §§37H or 37H ½** means one or more of the following alleged or determined disciplinary infractions: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c71, §§37H or 37H ½.
3. **Expulsion** means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under M.G.L. c71, §§37H or 37H ½.
4. **In-School Suspension** means the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions, consecutively or cumulatively during a school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than 10 days, it shall be deemed a long-term suspension for due-process, appeal, and reporting purposes.
5. **Long-term suspension** means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) days cumulatively for multiple offenses during a single school year. The principal may allow a student to serve a long-term suspension in-school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.
6. **Short-term suspension** means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal may allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.
7. **Suspension** means short-term and long-term suspension, unless otherwise stated.
8. **Office Detention** is an assigned 30 or 60 minute period after school time to be served on Monday, Wednesday, or Thursday. Students will serve the detention on the next detention date. After school jobs and student co-curricular

activities are not considered valid reasons for not attending detention. Detention may also be assigned from 2:35-5:00 on Thursday.

9. **Community Service** is a donated service or activity that in some cases may be given in lieu of discipline. Time and placement of service will vary based on infraction.
10. **Saturday School** is an assigned period of three hours on Saturday morning. Students must report to the designated room by 8:30 am. Students arriving late will be assigned a detention. Students arriving more than 30 minutes late will not be allowed to enter and it will be considered a Saturday school cut. Students failing to report to Saturday School without prior permission from the administration will automatically receive a one-day out-of-school suspension. In some cases Saturday School will be given in lieu of In-School or Out of School Suspension.
11. **Social Suspension** means the removal solely from participation in extracurricular activities or school-sponsored events, which may or may not include the removal from participation in interscholastic athletics.

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

#### **Notice of Potential Suspension and Hearing Under M.G.L. c. 71, §37H <sup>3</sup>/<sub>4</sub>**

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

## **Emergency Removal From School Under M.G.L. c. 71, §37H <sup>3</sup>/<sub>4</sub>**

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

## **Hearing with the Principal Under M.G.L. c. 71, §37H <sup>3</sup>/<sub>4</sub>:**

### **In the case of Potential Short-Term Suspension**

1. 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.
2. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
3. The principal shall notify 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.
4. If the student is in a 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.

### **In the case of Potential Long-Term Suspension**

1. The purpose of the long-term suspension hearing with the principal the same as with the short-term suspension hearing.

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

#### **Hearing with the Superintendent in the case of Long-Term Suspension Under M.G.L. c. 71, § 37H<sup>3/4</sup>**

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/guardian shall file a notice of appeal with the superintendent within five calendar days of the effective date of the long-term suspension. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in their 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/guardian 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/guardian in the hearing. The superintendent shall be presumed to have made a good faith effort if they have made efforts to find a day and time for the hearing that would allow the parent/guardian and superintendent to participate. The superintendent shall send written notice to the parent/guardian 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/guardian 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/guardian upon request.
6. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as outlined above.
7. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
8. The decision of the superintendent shall be the final decision of the school with regard to the suspension.

#### **In-School Suspension Under M.G.L. c. 71, § 37H¾**

1. The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.
2. The principal may impose an in-school suspension for any disciplinary offense under this provision, provided that the principal follows the processes set forth below and the student has the opportunity to make academic progress.
3. The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.
4. On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent/guardian 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/guardian 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/guardian after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

5. The principal shall send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent(s)/guardian(s) to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to the address provided by the parent/guardian for school communications, or by other method of delivery agreed to by the principal and the parent/guardian.

### **Education Services and Academic Progress while Suspended**

1. Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The principal shall inform the student and parent/guardian 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 parent/guardian of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students.
4. The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

### **Procedures for Discipline of Students with Disabilities**

#### **Procedures for Suspension(s) Not Exceeding 10 School Days**

- Any student with a disability may be suspended for up to ten (10) school days during a school year. Disciplinary decisions are the same as for students without disabilities and in accordance with the due process procedures in this handbook.
- The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year

#### **Procedures for Suspension(s) Exceeding 10 School Days**

- If your child is suspended for more than 10 school days in a school year, this removal may be considered a "change of placement". A change of placement invokes certain procedural protections under federal special education law and Section 504.
- Federal law defines a "change of placement" as:
  - o Removal for more than 10 consecutive school days; OR
  - o A series of removals that constitute a pattern 1) because the series of removals total more than 10 cumulative days in a school year; 2) because the student's behavior is substantially similar to that in previous incidents that resulted in the series of removals; and 3) because of such additional factors as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another. Please note that determination of whether a pattern of removals is a "change of placement" is made by the District.

- Prior to any removal that constitutes a change in placement, the school must convene a meeting to determine whether or not the behavior that forms the basis of the disciplinary action is manifestation of your child's disability. Parents have a right to participate in this meeting. At the meeting, all relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.
- At a manifestation determination meeting, the team will consider two questions:
  - Did the student's disability cause or have a direct and substantial relationship to the conduct in question?
  - Was the conduct a direct result of the district's failure to implement the IEP/Section 504 Plan?
- If the manifestation determination decision is that the conduct in question was caused by or had a direct and substantial relationship to your child's disability OR a direct result of the district's failure to implement the IEP/Section 504 Plan, then your child may not be removed from the current educational placement (unless under the special circumstances or parents agree). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans and may amend those plans as appropriate. The Team will complete a functional behavior assessment and behavior intervention plan if it has not already done so.
- If the manifestation determination decision is that the conduct in question was NOT caused by or had a direct and substantial relationship to your child's disability OR was NOT the direct result of the district's failure to implement the IEP/Section 504 Plan, then the school may suspend or otherwise discipline your child according to the school's code of conduct. The Team may, as appropriate, complete a functional behavioral assessment and behavioral intervention plan and modification, to address the behavior so that it does not recur. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.

### **Special Circumstances for Exclusion**

Special circumstances exist if your child: 1) possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; 2) carries a weapon to school or a school-sponsored event; or, 3) inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.

School personnel will provide Parent's Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension constituting a change in placement. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent, guardian and/or student may petition Bureau of Special Education Appeals for a hearing or the Office for Civil Rights (Section 504).

### **Procedural Requirements for Students Not Yet Determined to Be Eligible for Special Education or a 504 Plan**

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
  - a. The parent had expressed concern in writing; or
  - b. The parent had requested an evaluation; or specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.



2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible for an IEP or 504 Plan, then one receives all procedural protections subsequent to the finding of eligibility.

## **Bullying and Harassment**

Medway High School seeks to provide a safe, respectful school climate for all students to pursue their education. In accordance with Chapter 71, section 37O of Massachusetts General Laws, Medway High School seeks to implement a plan to educate, prevent, and respond to bullying. Bullying and harassment will not be tolerated.

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

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

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

### **Bullying Prohibited**

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

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

### **Reporting Bullying**

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

- Completing a Harassment or Bullying Reporting Form and providing it to a guidance counselor, school psychologist, adjustment counselor, assistant principal, or school resource officer.

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

## **Other**

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

## **Report Response Procedure**

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

## **Response Action Plan**

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

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

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

## **ATHLETICS**

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

### **Athletic Eligibility:**

**FALL SEASON:** To be eligible for the fall season, you cannot have failed more than one final course grade from the previous academic year. You can also become ineligible when first quarter grades are posted if you have more than one course failure. All incoming freshmen are academically eligible to start the fall season.

**WINTER SEASON:** To be eligible to tryout for the winter season, you cannot have failed more than one course during the first quarter. You can also become ineligible when second quarter grades are posted if you have more than one course failure.

**SPRING SEASON:** To be eligible to try out for the spring season, you cannot have failed more than one one course during the second quarter. You can also become ineligible when third quarter grades are posted if you have more than one course failure.

**\*\* Please note that incompletes are counted as a 'failing course' until the grade is posted. So, if you have one failing grade and an incomplete or two incompletes, you would be considered ineligible until those grades are posted.**

**\*\* Resolution of incomplete grades must be made by the student-athlete within two weeks of grades being posted. A final course incomplete grade must be resolved within two weeks of the opening of the following school year. Any exceptions must be approved by the Principal.**

### **[Medway Public Schools Student- Athlete Handbook](#)**

## Appendices

### Appendix A College Visit Documentation Form

#### College Visits

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

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

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

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#### College Visit Documentation Form

Student Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Location of Visit: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Signature of School Counseling Office or Dean: \_\_\_\_\_

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

College: \_\_\_\_\_

Office visited: \_\_\_\_\_

Signature of college official: \_\_\_\_\_

Date: \_\_\_\_\_

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), and Massachusetts state regulations, 603 CMR 23.00 et seq., require that Medway Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Medway Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures (see below). The primary purpose of directory information is to allow Medway Public Schools to include this type of information from your child's education records in certain school publications such as a playbill, the annual yearbook, graduation programs, and sports activity sheets.

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

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

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

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### MEDIA

### Policy: JR

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

### Student School Work

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

## **Electronic Images**

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

## **News Media**

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

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

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## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

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

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

A Section 504 Accommodation plan will outline all accommodations, services or supports necessary to provide students with an opportunity to access education in a manner commensurate with non-disabled peers. If a parent or guardian disagrees with the determination made by the professional staff to the school district, he/she has a right to follow the grievance procedures of the District. These procedures are outlined in the' Notice of Parent and Student Rights under Section 504.

Any questions concerning the implementation of policy and procedures may be directed to the 504 coordinator: Ms. Maura McCormack, 508-533-3227.

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

**Student Record Access:**

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education (DESE) Regulations. A non-custodial parent may have access to the student record in accordance with the specific provisions outlined by the law and the DESE.

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

Both custodial and noncustodial parents have the right to visit the child briefly at school in accordance with the school visiting policy/procedure and upon the discretion of the Principal. Both also have the right to participate in parent/teacher conferences (although, at the school's discretion, there may be separate conferences for each parent).

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

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

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

**Non-Discrimination Policy**

The Medway Public School District ("Medway" or the "District") is committed to promoting and maintaining equal opportunity and an educational environment that is free of all forms of discrimination, including harassment and retaliation. The District will not exclude from participation, deny the benefits of, or otherwise discriminate against individuals on the basis of race, color, religion, national origin, marital status, age, sex, sexual orientation, gender identity, or disability.

The District will investigate all complaints of discrimination, either formal or informal, oral or written, and where discrimination is found take prompt and effective steps reasonably calculated to end it, including disciplinary or other appropriate action against any member of the school community who is found to have violated this policy, and, as much as practically possible, eradicate any effects of the discrimination.

The District's Anti-Discrimination Policy extends to students, staff, the general public and individuals with whom it does business.

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

## **Harassment Policy**

Medway Public Schools ("District") is committed to promoting and maintaining an educational environment and workplace that is free of harassment based on race, color, religion, national origin, ancestry, marital status, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law. The District expects all students, staff members, and individuals with whom it does business to treat each other with respect and to conduct themselves in an appropriate and professional manner with concern for their fellow employees and students. Teachers and other staff members are expected to model and to demonstrate by example that all members of the community are entitled to respect.

The District shall comply with all federal and state laws and regulations prohibiting harassment. Harassment on the basis of race, color, religion, national origin, ancestry, marital status, age, sex, sexual orientation, disability, active military or veteran status or genetic information in any form is unlawful and will not be tolerated. To prevent harassment in the first instance, staff members should model why harassment is wrong and teach that tolerance and respect are essential to a free society. In response to an act of harassment, staff members should intervene immediately to stop the harassment. Staff members should also deter future harassment with continuing lessons of tolerance and respect.

In addition, the District will promptly investigate all complaints, whether known or should have known, either formal or informal, verbal or written, of harassment on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; and, if it determines that unlawful harassment occurred, appropriately discipline any student, or staff member who is found to have violated this policy, and/or take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent the harassment from recurring.

Harassment is any conduct, including verbal conduct, (1) that creates (or will create) a hostile environment by substantially interfering with a student's educational benefits or employee's work environment, opportunities, or performance, or with a student or employee's physical or psychological well-being; or (2) that is threatening or seriously intimidating. Harassment may include, but is not limited to, graffiti containing offensive language which is derogatory to others because of their race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; threatening or intimidating conduct directed at another because of the other's race, color,



religion, national origin, ancestry, marital status, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; jokes, name calling, or rumors based upon an individual's race, color, religion, national origin, ancestry, marital status, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; slurs, negative stereotypes, and hostile acts which are based upon another's race, color, religion, national origin, ancestry, marital status age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; written or graphic material containing comments or stereotypes which is posted or circulated, including by use of cellular phones or the internet, and which is aimed at degrading individuals or members of a protected class or classes; a physical act of aggression or assault upon another because of, or in a manner reasonably related to, another's race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; or other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law.

Sexual harassment is a form of harassment that also violates school policy. Sexual harassment of students or employees by anyone, including a fellow student, teacher, coach, supervisor, coworker, vendor, or other third party is unlawful and will not be tolerated. Sexual harassment is an unwelcome sexual advance, or sexual conduct, including verbal or physical conduct. In determining whether harassment is actionable, schools should look at the constellation of surrounding circumstances, expectations, and relationships. Examples of conduct which may constitute sexual harassment by students, teacher and/or employees, include, but are not limited to, sexual advances; touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; graffiti of a sexual nature; sexual gestures; sexual or dirty jokes; touching oneself sexually or talking about one's sexual activity in front of others; spreading rumors about or rating other students as to sexual activity or performance; unwelcome, sexually motivated or inappropriate patting, pinching or physical contact; other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational or employment status or implied or overt promises of preferential treatment.

### **Prohibition against Retaliation**

Any retaliation against an individual who has complained about harassment, discrimination or retaliation against individuals for cooperating with an investigation of a complaint is similarly unlawful and will not be tolerated. Claims of retaliation will be investigated pursuant to this Policy and procedures. Retaliation includes, but is not limited to, any form of intimidation, coercion, interference, punishment, discrimination, reprisal or harassment for reporting or filing a complaint of discrimination or harassment, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or for opposing any act or practice reasonably believed to be prohibited by this Policy. Retaliation may result in disciplinary action, consistent with District policy. Corrective action will also be taken as appropriate. Under certain circumstances, sexual harassment may constitute child abuse under Massachusetts law (Chapter 119, sec. 51A). The District shall comply with Massachusetts laws in reporting suspected cases of child abuse.

## **Civil Rights Coordinator and Title IX Compliance Officer**

The School District designates Kathleen Bernklow, Director of Student Services, as Civil Rights Coordinator and Title IX Compliance Officer with responsibility to identify, prevent, and remedy discrimination or harassment against staff members, students, or individuals with whom it does business as well as to oversee administration of these procedures and to monitor compliance. The Director of Student Services can be reached at 45 Holliston Street, Medway, MA 02053, or by phone at (508) 533-3229. If a complaint involves the Director of Student Services, the complaint shall be made or filed directly with the Superintendent, who can be reached at 45 Holliston Street, Medway, MA 02053, or by phone at (508) 533-3222. If a complaint involves the Superintendent, the report will be filed directly with the School Committee, who can be reached at 45 Holliston Street, Medway, MA 02053, or by phone at (508) 533-3222.

## **Formal Complaints of Discrimination or Harassment**

The Director shall receive all reports or complaints of discrimination or harassment on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; ensure the adequate, reliable, and impartial investigation of complaints, including the opportunity to present witnesses and other evidence; be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Policy; arrange for necessary training required for compliance with this Policy; and ensure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful discrimination or harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination or harassment, including interim protection of the victim during the course of the investigation.

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

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## **STUDENT DISCIPLINE**

## **Policy: JIC**

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

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

Principals will be judicious in deciding whether to issue an out-of-school suspension. Suspension is intended to underscore the seriousness of an infraction (a single act or series of acts) and to focus

the attention of all concerned (the student's parents, teachers, and other students) on the child and the problem. It is not the purpose of a suspension to adversely affect the student's academic record or long-term participation in school life. In this context, students will be allowed to make up school work missed during a suspension and the student shall receive credit for work completed. It should be noted that the teachers are not responsible for reteaching the material missed during suspension.

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

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

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## **STUDENT TRANSPORTATION**

## **Policy: EEA**

School bus transportation will be provided in accordance with state and federal law and applicable regulations. Unless a student is eligible for transportation provided by the Medway Public Schools, the transportation of a student to and from the student's school is the responsibility of the parent/guardian of the student.

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

### **Busing Eligibility**

Children in the elementary schools who live more than one (1) mile from the school they are required to attend shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee. Students in the middle school who live more than one and one-half (1-1/2) miles from the middle school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee. Students in the high school who live more than one-half (1.5) miles from the high school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Director of Finance and Operations. Virtually all kindergarten students shall be eligible for school bus transportation to and from school and home at bus stops as close to their living areas as feasible as designated by the Director of Finance and Operations, with the understanding that there will be no extra cost to the district and that a continuation will be voted on each year.

With certain exceptions, all students in Grades 1-12 are allowed only one A.M. bus assignment and one P.M. bus assignment. All students in Grade K are allowed only one A.M. and one P.M. bus assignment. Students will be allowed to ride only their assigned bus. Requests for temporary changes in bus assignments may be granted after review and approval by the Business Office and with the consultation of school based leaders if space is available.

The school district will contract for transportation services. The school committee will award contracts on a competitive bid basis on a regular basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Director of Finance and Operations, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

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

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## **STUDENT WELFARE**

**Policy: JL**

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

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

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

Definition of Terms:

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

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

### **Reporting to Authorities - Suspected Child Abuse or Neglect**

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch.119, § 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

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

### **Complaints**

A person who believes the policy and/ or procedures have not been correctly observed, should contact either of the following MPS administrators:

#### **Director of Student Services**

Medway Public Schools 45 Holliston Street  
Medway, MA 02053  
Phone: 508-533-3229

or

#### **Superintendent of Schools**

Medway Public Schools 45 Holliston Street  
Medway, MA 02053

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

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## **STUDENT RECORDS**

### **Student Record Laws and Procedures**

Individual student records are developed and maintained for each student in the District in accordance with federal and state regulations, School Committee policy and administrative procedures. These records provide the data needed to plan and implement legitimate and recognized educational goals for each student. Private, personal or working notes made by a District employee are not regarded as student records so long as such notes are for that person's sole use or by the use of his/her substitute. The school principal or his/her designee is responsible for the privacy and security of all student records maintained in the school. The Superintendent of Schools or his/her designee is responsible for all student records that are not under the supervision of the school principal. The student's record consists of the transcript and the temporary record in accordance with 603 Code of Massachusetts Regulations Chapter 23.00. The student record includes all information, regardless of form or characteristics, concerning a student that is organized on the basis of the student's name or in a way such student may be individually identified.

#### **1. Transcript**

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

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

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

#### **2. Temporary Record**

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

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

## Incident reports School Discipline Records

Teachers' notes and similar information that is not accessible to authorized school personnel or third parties are not included in the student record... Any information added to the temporary record shall be limited to that which is relevant to the educational needs of the student.

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

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

The District will give the complete and original special education records to each special education student at the time of his/her graduation and a copy will not be maintained by the District, with the exception of the student's most recent IEP, which shall be kept by the district in accordance with state regulations.

### **Release of Information**

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

Personally identifiable information may also be disclosed without written consent to those federal, state, and local authorities listed in Section 99.31 of the regulations of the Family Education Rights and Privacy Act and in accordance with 603 CMR 23.007(4).

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

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

**Log of Access:** A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was



obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) Authorized school personnel under 603 CMR 23.02 (9) (a) who inspect the student record;
- (b) Administrative office staff and clerical personnel under 603 CMR 23.02 (9) (b), who add information to or obtain access to the student record; and
- (c) School nurses who inspect the student health record.

### **Challenge of Contents of Student Records**

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

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## **BULLYING PREVENTION**

### **Policy: JICFB**

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

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

### **Definition of Bullying**

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

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

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



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

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

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

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

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

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

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

All staff members are required to report any bullying they see or learn about. The district will promptly and reasonably investigate all allegations of bullying. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited.

The district's Bullying Prevention and Intervention Plan includes descriptions of and statements prohibiting bullying, cyberbullying and retaliation; establishes clear procedures for students and staff members to report bullying and/or retaliation; includes a provision that reports of bullying and/or retaliation may be made anonymously provided that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; establishes clear procedures for promptly responding to and investigating reports of bullying or retaliation; identifies the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; establishes clear procedures for restoring a sense of safety for a victim and assessing that student's needs for protection; establishes strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation or is witness to or has reliable information about an act of bullying; establishes procedures for promptly notifying the parents or guardians of a victim and a perpetrator, for notifying the parents or guardians of a victim of the action taken to prevent any

further acts of bullying, and for notifying local law enforcement officials where criminal charges may be pursued against the perpetrator; includes a provision that a student who knowingly makes a false accusation of bullying shall be subject to disciplinary action; includes a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of the students; and comports with the requirements of this policy, as well as state and federal laws.

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

*Note: The full text of this plan, including forms, on the MPS website:*

### ***Bullying Prevention and Intervention Plan.***

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#### **ATHLETIC CONCUSSION POLICY**

**Policy: JJIF**

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

The superintendent's office will ensure that appropriate head concussion protocols are established. The protocols will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and post concussion syndrome.

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

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#### **LIFE THREATENING ALLERGY POLICY\***

**Policy: EFAB**

Medway Public Schools recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students. The Administration of the Medway Public Schools shall ensure compliance with this policy and implementation of protocols and procedures to minimize the risk of exposure to allergens that pose a threat to students, to educate all members of the school community, and to plan for the individual needs of students with life-threatening food allergies.

Further, this policy, protocols, and procedures will aim to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The school day is defined as the hours of the day that students must attend their education program in school. After school hours include

Medway Public Schools sponsored activities, clubs, athletics, community education programs, and parent or community sponsored events.

Protocols and procedures for the Management of Life-Threatening Food Allergies (LTA) in the Medway Public Schools will be reviewed annually and modified as appropriate, and will include the following:

- 1) District-wide and building-based education and training is offered annually to school personnel about the management of student allergies, recognition of signs of an allergic reaction, activation of the emergency response plan, and the administration of epinephrine via auto injector.
- 2) For students with a known allergy an Individualized Health Care Plan (IHCP) including accommodations for prevention, management and emergency response is developed for each student with a medically diagnosed life-threatening allergy, and distributed before the beginning of the school year.

During the school year, upon receipt of documentation about a life-threatening allergy, the school nurse will notify teachers of the student without delay, and the IHCP will be distributed to the student's teachers within one week of receipt by the school nurse.

- 3) Non-curriculum related classroom-based celebrations and parties are food free.
- 4) Inclusion of food for curriculum instruction and related activities, special grade-wide events, or field trips requires strict adherence to the Management of Life-Threatening Allergy Administrative Regulation and consultation with the nurse and approval of the principal.
- 5) The use of food as a reward or incentive during the school day is prohibited, except as indicated in a child's Individualized Education Program.
- 6) School personnel will be sure to educate classmates, assure an environment free from bullying, threats, and stigmatization (in accordance with Medway Public Schools Bullying Prevention Policy JIC Medway Public Schools Anti-Discrimination & Anti-Harassment Policy AC and provide safeguards so that students with LTA are not isolated.
- 7) Sales of competitive food or beverages (including bake sales), not sold/provided via School Breakfast or Lunch Programs, are not permitted during the school day nor beyond school hours in pre-K through grade four.

Sales of competitive food or beverages (including bake sales), not sold/provided via School Breakfast or Lunch Programs, are not permitted during the school day, but are permitted beyond school hours, in grades five-twelve.

- 8) Medway Public Schools staff employed by Medway Public Schools to supervise and/or coach students who are participating as members of school-sponsored athletic teams, clubs, and other extracurricular activities beyond the school day are responsible for implementing the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of students with LTA while the students are under the staff's supervision.

8) Unless otherwise required by law, Medway Public Schools staff is not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on Medway Public Schools property that are sponsored by any parent, community, and private groups.

\*(adapted from Needham Public Schools, Life-Threatening Allergy Policy, adopted 12/7/2010)

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

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## Policy IJNDB

### RESPONSIBLE USE OF SCHOOL NETWORK, INTERNET & EQUIPMENT

#### Digital Learning and Technology Acceptable Use Policy

##### **Introduction**

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

This policy describes acceptable and unacceptable uses of Medway Public Schools computing systems, but these descriptions are not exhaustive lists of all acceptable or unacceptable uses. Any user who has a question regarding whether or not a particular activity is acceptable should seek guidance from the Building Principal or the Superintendent.

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

##### **District Mission:**

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

##### **District Vision:**

*The Medway Public School District aspires to provide all students with a robust, equitable academic program that engages, challenges, and supports all students to*

*apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible and productive citizens of a global community.*

### **Digital Learning Vision:**

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

### **Proper and Ethical Use**

The smooth operation of the network relies upon the proper conduct of the end users and their adherence to strict guidelines. These guidelines are provided here so that all are aware of the responsibilities and expectations. In general, this requires efficient, ethical and legal utilization of the network resources. If a Medway user violates any of these provisions, his or her access will be suspended and may continue to be denied in the future. We may also impose financial responsibilities for malicious damage to resources, and in appropriate cases, notify law enforcement. The signature(s) at the end of this document is (are) legally binding and signifies the party (parties) who signed has (have) read the terms and conditions and understand(s) their significance.

### **Terms, Conditions, and Expectations**

#### **Personal Responsibility**

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

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

#### **Responsible Use**

All user accounts must be in support of education and consistent with the educational objectives of the Medway Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is not acceptable. Medway Public Schools computing systems may not be used for political or social advocacy or solicitation. This prohibition includes fund raising or advocacy for any

non-school organization or group. All users assume full liability - legal, financial, or otherwise - for inappropriate actions.

### **Privileges and Failure to Follow**

The use of school resources is a privilege; inappropriate use will result in a cancellation of the privilege. The school administrators will deem what is inappropriate use and their decision is final. Also, the school administrators may choose to terminate access at any time. Following our due process protocols aligned with the Medway Public Schools disciplinary guidelines, administration, faculty, and staff of Medway Public Schools may request the network administrator to deny, revoke, or suspend specific user access.

Medway Public Schools will advise appropriate law enforcement agencies of any illegal activities conducted using its computing systems. Medway Public Schools also will cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through the Medway Public Schools computing system.

### **Security and Monitoring**

Security on any computer system and personal account is a high priority, especially when the system involves many users. The Medway Public Schools reserve the right to monitor and review any material, including email, at any time, and without prior notice, on a school supplied device and user account in order for the District to make determinations on whether specific use of available resources is appropriate. In reviewing and monitoring user accounts to determine appropriate use, the Medway Public Schools shall respect the privacy of user information and adhere to state and federal laws [FERPA, CIPA, HIPAA, and COPPA]. The intent of any monitoring activity is to ensure the security of our network, maintenance of personal identities, and effective use of school supplied resources.

### **Limitations of Liability**

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

Staff members, students, parents/guardians are required to sign and submit acknowledgement they have reviewed the Responsible Use Policy and agree compliance with its terms. Students 18 and over must sign the acknowledgement for themselves. Building administration or designees must monitor agreements to ensure all active accounts have a valid signed agreement.

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

### **Definitions**

*Technology devices, digital resources, and network infrastructure* are defined as the Medway Public Schools Technology Responsible Use Policy network, the Internet, GSuite for Education, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

- *Information technology* is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.
- *Educational use* is defined as a use that supports communication, research, and learning.
- *Devices* refer to district owned/leased, staff owned devices, and student owned devices.

- *Children's Online Privacy Protection Act (COPPA)* Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.
  - Medway Public Schools works diligently to comply with COPPA requirements. Medway Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Medway Public Schools will use an internal school district identification number to represent each student user.
- *Guests and adult learners:* Guest accounts may be established for, for example, temporary staff (e.g. long term substitutes, service vendors, interns, student teachers, community education instructors). A guest's access may be limited.

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

## Policy IJNDB-R

### RESPONSIBLE USE OF SCHOOL NETWORK, INTERNET & EQUIPMENT

#### Administrative Procedures for Implementation

##### Procedures for Use

1. It is the expectation of the Medway Public Schools that all users will develop 21<sup>st</sup> Century Skills (Communication, Collaboration, Critical Thinking, and Creativity) through the exposure and eventual mastery of state and national standards when utilizing digital resources.
2. Users must adhere to the guidelines established in the Student and Staff Handbooks and this RUP.
3. All users have the right to use the available resources for educational purposes. Users should not be engaged in non-educational activities during school hours or impede the network's operation for educational purposes.
4. All users should free themselves from personal distractions and only use technology when appropriate or when/how instructed. The district allows the use of personal equipment or peripherals for educational purposes and in accordance with guidelines delineated in Student and Staff Handbooks and this RUP.
5. Access to the wireless network for personal devices will be allowed on a "Public" network. No access to secure wired networks will be allowed without the appropriate authority.
6. Secure account information [user accounts] is expected to be personal and not shared with any other individual.
7. The sharing of or tampering with another person's security features involved in his/her account(s) or intellectual property is expressly prohibited. Individuals will be held responsible for content or conduct on their user accounts.
8. The attempt to gain access to systems, resources, or data beyond administratively set parameters and/or intentionally circumventing security affecting the operation of the network resources is expressly prohibited.
9. We reserve the right to monitor and filter content on a school owned device in accordance with federal regulations.

10. Devices provided by the Medway Public School District are expected to be used for educational purposes by the assigned user. The right to use school resources does not extend to additional users or family members.
11. Users shall not download or install any commercial software, shareware, freeware or similar types of materials on the Medway Public Schools computing systems without prior approval and authorization from the technology department.

### **Network Etiquette**

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

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

### **Security**

1. Security on any computer system and personal account is a high priority, especially when the system involves many users.
2. Use or attempt to gain access to content or personal information of another individual's account is prohibited.
3. Attempts to log onto the network or Internet as a system administrator will result in cancellation of user privileges.
4. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to all network resources.
5. Account passwords should not be shared and should be routinely changed to help ensure personal security.

### **Vandalism, Cyberbullying and Harassment**

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

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



*Note: The full text of this policy may be found here on the MPS website: [IJNDB-R](#)*

**IJNDD**

## **POLICY ON USE OF SOCIAL MEDIA SITES**

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Staff are required to use a Medway email address when establishing social media accounts that will be used for official school business.
2. Improper fraternization with students using any social media including but not limited to Facebook and other social sites, voice communications, chat rooms, texts, other media sharing sites, cell phones or other digital means.
  - a. Teachers may not list current students as "friends" on networking sites.
  - b. All e-contacts with students should be through the district's information, mail, or communications systems, except emergency situations.
  - c. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning emergency matters related to team schedules, medical matters, or academic reasons.
  - d. School personnel will not give out their private cell phone or home phone numbers without prior approval of the district.
  - e. Inappropriate contact via email or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

If inappropriate use of social media is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

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

## SCHOOL COMMITTEE POLICY

Policy: EBCFA

### FACE COVERINGS

The Medway Public School District is committed to providing a safe environment as schools open for the 2021-2022 school year during the continued COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings and on school transportation. **Bandanas, neck gaiters, single layer face coverings, and face coverings with vents, ports or perforations of any kind are not permitted as an approved face covering.**

For athletics, face coverings will comply with MIAA League guidelines.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- is incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required:

- during mask breaks;
- while eating or drinking;
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

#### Guidance Statements

**Massachusetts Department of Public Health**

[Advisory Regarding Face Covering and Cloth Masks](#)

**Center for Disease Controls – Guidance for Covid-19 Prevention on Public Transportation**

[Requirement for Face Masks on Public Transportation](#)

**Massachusetts Department of Elementary and Secondary Education – Fall 2021 Covid-19 Guidance**

[DESE/DPH COVID-19 Guidance for Districts and Schools: Fall 2021](#)

Approved: August 20, 2020

Revised: September 10, 2020

Approved: September 10, 2020

Rescinded: June 24, 2021

Reviewed: August 26, 2021

Approved: August 31, 2021

**Medway Public Schools  
Medway, MA**

#### **Digital Learning and Technology Responsible Use Policy Agreement Policy on Social Media Sites**

##### **Student or Staff member**

I have read, understand and will abide by the **Digital Learning and Technology Responsible Use Policy and the Policy on Social Media Sites**. I further understand that any violation of the regulations is unethical and may constitute a financial expense and possible criminal offense. Should

I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

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

\_\_\_\_\_  
Print Student/Staff Name

\_\_\_\_\_  
Student/Staff Signature

\_\_\_\_\_  
Date

**Parent or Guardian**

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

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

*Note: The full text of this policy may be found here on the MPS website: Policy IJNDB, IJNDB-R and IJNDD.*