

# John J. McGlynn Middle School

3004 Mystic Valley Parkway  
Medford, Ma. 02155  
781-292-2333

## 2020-2021 Parent and Student Handbook



Nicholas L. Tucci, Principal  
[ntucci@medford.k12.ma.us](mailto:ntucci@medford.k12.ma.us)  
781-393-2333

Jody Liu, Assistant Principal  
[jliu@medford.k12.ma.us](mailto:jliu@medford.k12.ma.us)  
781-393-2333

### **McGlynn Middle School** **Mission Statement:**

*The McGlynn Middle School's mission is to provide all students with an education, in a safe and respectful learning environment, that meets the needs of the whole child empowering them to reach their potential as learners. In a collaborative and rigorous learning environment, students are challenged to be critical thinkers. The McGlynn Middle School celebrates diversity in an inclusive and equitable learning environment designed to foster student growth and achievement. Our school strives to develop engaged, contributing citizens in society by emphasizing the importance of personal integrity and a drive to become life-long learners.*



**John J. McGlynn Middle School**  
**3004 Mystic Valley Parkway**  
**Medford, MA 02155**  
**Tel. 781/393-2333**  
**Fax: 781/393-5462**

***Nicholas L. Tucci***  
***Principal***

***Jody Liu***  
***Assistant Principal***

Dear McGlynn Middle School Students and Families,

Welcome to the 2020-2021 school year! I am honored to be a part of a school that has a rich tradition of nurturing young people to reach their full potential as learners through a philosophy of the education of the whole child. I very much look forward to what I hope to be a terrific school year working with the McGlynn students and families.

This calendar book is a very useful tool to help students with their organization. We expect that students use this calendar book as a tool to keep track of homework assignments and important dates or activities. In addition to the calendar portion of the book, we have included the 2020-2021 Parent and Student handbook for the McGlynn Middle School as well. I encourage you to carefully review the handbook and refer to it throughout the year. *Please note that this handbook was sent for production prior to the Department of Elementary and Secondary Education's (DESE) full release of the fall school reopening guidance. Any addendum(s) to reflect DESE or Medford Public School's policies or operations due to COVID-19 will be posted on the school's website (<https://www.mps02155.org/schools-2/mcglynn-middle-school/>).* We take our policies very seriously in order to ensure a safe, nurturing environment that is conducive to the practice of teaching and learning. Our goal is to create and maintain positive working relationships between parents, students, and educators in order to optimize communications and the overall learning experience for every student. I am confident that by working together as a school community, we can continue to make the school a safe and supportive learning environment.

Sincerely,

Nicholas L. Tucci  
Principal

---

*We have read the information contained in this handbook. Students are responsible for complying with all of the rules and regulations found within the document during the current school year and future school years. We further understand its importance as part of the educational program.*

---

Student Signature

---

Date

---

Parent/Guardian Signature

---

Date



## **Middle School Academics**

### **TEAMING**

The McGlynn Middle School works as most middle schools do with teaming. Teaming allows a core group of teachers to work with a set number of students. Teachers have common planning and meeting time, which allows them time to discuss curriculum, students, and plan together. We currently have two teams for each grade level, Team A and Team B.

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

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

### **STUDENT GRADING**

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

A+ 98-100 percent	C- 70-72 percent
A 94-97 percent	D+ 67-69 percent
A- 90-93 percent	D 63-66 percent
B+ 87-89 percent	D- 60-62 percent
B 83-86 percent	E 50-59 percent Quarter or Year
B- 80-82 percent	F 0-49 percent Quarter or Year
C+ 77-79 percent	
C 73-76 percent	

"E" - may be made up by attending and passing a Summer School course or an approved after-school program, where available.

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

"MED" Medically Excused – requires documentation from an MD

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

"NCR" - no credit because of excessive absences issued only by school administration.

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

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

The Honor Roll Criteria is as follows:

**High Honors:** All A's in Academic subjects, all S's in Exploratory subjects.

**Honors:** All A's and B's in Academic subjects, and all S's in Exploratory subjects.

**Honorable Mention:** All B's in Academic subjects, and all S's in Exploratory subjects.

#### **C. Grading Policies**

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

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

### **PROMOTION POLICY FOR MIDDLE AND HIGH SCHOOL STUDENTS**

The following Promotion Policy adds other specific requirements but does not lessen the above requirements.

The Promotion Policy amends and strengthens the existing Promotion Policy (above) by requiring students who fail mathematics and/or English to make the subject up in summer school in order to be promoted. Students may be promoted if they fail one subject, as is the current policy; however, the subject they fail cannot be mathematics or English. Exempted from this policy are students in Grades 11 and 12 who have passed MCAS. Specifics of the policy for the various grade levels are as follows:

#### *Students in Grades 6-10*

In addition to existing promotion requirements, students must pass **both English and mathematics at each grade level** in order to be promoted to the next grade level. Students who fail mathematics or English must make up the subject in summer school and achieve a passing grade of C- or better if they wish to be promoted to the next grade level. There will be an appeals process for students who do not pass the summer school program.

### **SUMMER SCHOOL POLICY FOR 8<sup>TH</sup> GRADE STUDENTS**

8<sup>th</sup> grade students who earn an “E” 50-59 percent in a core academic class may attend summer school.

8<sup>th</sup> grade students who earn an “F” 0-49 percent are not eligible to attend summer school and must repeat the course in question according to the **PROMOTION POLICY FOR MIDDLE AND HIGH SCHOOL STUDENTS** as stated above.

### **STUDENT PROGRESS REPORTS**

Students in grades 6-8 receive their academic reports at the midpoint of each quarter. However, in certain circumstances, bi-weekly progress reports can be given at the request of parents and in agreement with the child’s academic Team. These reports will be given to each teacher mid-week and will be given to the student on Friday afternoon for them to bring home, have signed and returned by the next school day. Failure to do so will result in the termination of bi-weekly progress reports being issued for that student.

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

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

### **Attendance Policy**

Medford Public Schools  
Attendance Policy

#### Student Absences and Excuses

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

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

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

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

Accordingly, parents/guardians/caregivers will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

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

### Unexcused Absences

The consequences for unexcused absences are limited to same-day restrictions on participation in extracurricular activities.

### Student Absence Notification Program

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

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian/caregiver, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian/caregiver. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Any note deemed to be forged, stolen or altered in any fashion will be considered invalid. In addition, such an incident will be considered a disciplinary offense, and other disciplinary repercussions may apply.

Students may also receive excused absences for the follow reasons:

- Bereavement
- Observance of major religious holidays
- Court appearances – student must present evidence of the required appearance
- Other extraordinary situations must be approved by school administration

### Unexcused absences:

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

**Please follow the guidelines below when determining whether your child is well enough to participate in the school program. Remember to call the school nurse if you have questions regarding school health issues.**

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

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

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

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

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

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

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

**MEDICATION** - All medications must be brought to school by a parent/guardian or responsible adult. All medications must be in an original pharmacy container with a doctor's order and parental permission form. Please see your school nurse for the appropriate forms.

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

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

The principal may review any of the above circumstances and make appropriate adjustments based on individual circumstances.

### **Restrictions on Attendance at School Events:**

To attend or participate in after-school or evening activities or events, students must be in attendance on the day of the event (present at school for at least three hours and fifteen minutes of a regular school day and more than three hours of an early release day). Students who play a specific role or serve a specific function in formal afternoon or evening school events (plays, athletic events, concerts, shows) may not be dismissed on the day of the event. Students must also be in good standing at the school to attend after school events. Students who are placed on the Social Probation list may not attend after school events.

### **Dismissal/Ground Permits**

Students bringing notes for dismissals and ground permits (temporary dismissals) must present them to the main office before school. The notes should include name of the student, homeroom, parent's signature, and telephone number where the parent can be reached. (Signed faxes are also acceptable.) Telephone requests for dismissals and ground permits will not be accepted unless the parent arranges to pick up his/her son/daughter personally at the Assistant Principal's Office.

Students should not be dismissed on early release days unless they have a medical appointment and provide documentation of the appointment in advance.

**Abuse of this attendance policy may result in the involvement of the district's attendance officer and/or referral to district court.**

### **Tardiness Policy**

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

No penalties are attached to the student's first five tardies of the year. (No notes are necessary for these five tardies; unless they are to be excused by a doctor or physician.) However, for the sixth and each subsequent tardy to school, the student will serve a detention (during lunch or after school at the discretion of the Assistant Principal). This pattern will repeat indefinitely. However, if the pattern of tardiness becomes excessive, social probation for one month will be added to the penalty. Students who have excessive school attendance/ punctuality issues are subject to be referred to the district's attendance officer and potential court action.

The five “free” tardies mentioned earlier should cover family crises and students' personal illness that keeps them up all night and unable to arrive at school on time. If a parent believes that, during a particularly difficult year, the number of family crises and student illnesses affecting tardiness exceeds five, he or she should make an appointment to discuss the matter with the Assistant Principal.

When a student is marked as Tardy/Present before 11:00 and therefore misses entire classes, it is the student's responsibility to meet with his/her teachers for any work that was missed during those classes.

Students who are late to school due to bus problems are to contact the Assistant Principal as soon as possible.

**Abuse of this tardiness policy may result in the involvement of the district's attendance officer and/or referral to the district court.**



## **Middle School Discipline Code**

The faculty and administration place great value on students' appropriate conduct, which fosters "respect for diversity," as well as a climate of "physical safety and emotional security." The following policies are consistent with the Medford Public Schools District Mission Statement, which calls for teachers, parents, and administrators to "set high expectations for students" and "to offer them considerable motivation and support," as a way to help them become responsible citizens.

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

### **PHASE I**

A referral on *Schoolbrains* is issued for school violations and refers the student to school administrators. Appropriate disciplinary action will be determined by the administration. Appropriate disciplinary action may include:

1. Conference with the Assistant Principal/ Principal
2. Referral to classroom teacher after school
3. Lunch detention with school administrator or teacher
4. After school detention 2:20 – 3:00 PM\*
5. Social Probation- Ineligibility for participation in or attendance at school activities outside of the school day; loss of building privileges after the close of the school day (unless the student needs to see a teacher for extra help or make-up work or needs to use the Library). At the discretion of the Principal, Social Probation may extend into the summer and the next school year. Students who have accrued several months of social probation or have been placed on Social Probation indefinitely due to safety concerns may ask the Principal for a contract related to an earlier termination of the Social Probation. (This sort of contract and the possibility of an abbreviated period of Social Probation, however, does not apply to Social Probation related to the Drug and Alcohol Policy.)
6. Opportunity for Change Program (in-school)
7. Parental notification and/or conference
8. Individualized actions, projects, and/or assignments as assigned by the Assistant Principal

**\* Note:** After school detention will be held on Tuesday through Thursday daily from 2:15 p.m. to 3:00 p.m. Students who fail to attend detention will be addressed and further disciplined by the Assistant Principal. The Assistant Principal's detention takes precedence over any other academic, athletic or social afternoon activity. With the Assistant Principal's approval, students may defer the detention obligation to make up academic work.

Before arriving at detention, students should retrieve from their lockers any items they need during detention and should use the lavatory, if necessary. At detention, any disturbance, communication with another student, or use of an electronic device will result in the student's being dismissed from the detention room without credit for serving the detention. A secondary and important goal of detention is to utilize it for academic and/or enrichment purposes.

### **PHASE II – Level I Suspension**

Certain serious or chronic offenses may necessitate more stringent disciplinary action. These offenses may include but are not limited to:

- Habitual School Offender (5) discipline referrals in one term
- Failure to attend detention
- Habitual tardiness
- Two (2) discipline cards in one (1) day
- Fighting and/or threatening behavior
- Offensive or obscene language or gestures
- Defacing school property
- Forgery
- Insubordination to school staff
- Smoking and related offenses (including the use or distribution of e-cigarettes & vaping devices)/ possession of smoking devices
- Refusal to identify oneself to school personnel
- Gambling
- Presence in a restricted area

- Loitering
- Altering a pass or note
- Truancy or in-school truancy
- Dress Code infractions or wearing of head-coverings
- Second and subsequent class-cuts
- Conduct unbecoming a student
- Inappropriate use of computers or the Internet
- Violation of the drug and alcohol policy
- Other infractions that are mentioned in this handbook and that reference “suspension”
- Repetition or combination of disciplinary infractions of rules included in this handbook but that are not, in and of themselves, deserving of a suspension.

Appropriate disciplinary action may include:

1. Parental notification and/or conference
2. Level I Suspension for up to **five (5) days (either in school or out)**, for serious infractions that threaten the health and safety of the school community
3. Social probation
4. Notation on the record of the student.

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

Students who are absent because of suspensions may make up classroom assignments, tests and quizzes, they will not get credit for class participation on those days of absence.

## **SPECIFIC INCIDENTS**

### **Fighting**

Students involved in fighting in the building or on school grounds will be subject to suspension from school for a **minimum of three days**. Students involved in a fight outside of school (a fight that was initiated by an event that began in school) will also be subject to a three-day suspension.

### **Vandalism**

In addition to receiving a Level I or II disciplinary action, students will be held responsible for making restitution for damages. Vandalism is also a criminal offense and will be reported to law enforcement officials for appropriate legal action.

### **Cell Phones**

Electronic communication devices are not to be activated or used in any way in the building or on school grounds during the hours of the school day (7:00 A.M.-3:15 P.M.) or during recess and regular school day detention. An electronic communication device must be locked in the student’s locker unless it is being used as a medium of instruction facilitated by a classroom teacher.

These items, when found in a student’s possession, whether they are in use or not, will be confiscated by school personnel. Student who are not in compliance with the policy are subject to the following:

**First Offense:** referral to the Principal or Assistant Principal; confiscation of the item; and office or lunch detention. Parents/guardians are notified; student may retrieve the item at the close of the school day.

**Second Offense:** referral to the Principal or Assistant Principal; confiscation of the item; or office or lunch detention. Parent meeting will be requested.

**Third and each Subsequent Offense:** referral to the Principal or Assistant Principal; office or lunch detention; or Level 1 suspension. Parent meeting will be requested.

The building principal reserves the right to consider appeals based on extenuating circumstances.

Students who need to contact a parent during the school day should ask to use the office phone. Parents who need to contact their child during the school day should contact the secretary at 781-393-2333, who will either pass along the message or call into the classroom to arrange for the student to report to the office.

## **DRESS CODE**

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

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

Students may not come to school shirtless, pantless, shoeless, or visibly displaying their underwear. More specifically, shirts/tops must be long enough to reach the top of the pants and clothing that is see-through is not permitted. Hats and hoods are not permitted in school.

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

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

At this time, per the DESE's guidance in June of 2020:

***"Students in grade 2 and above are required to wear a mask/face covering that covers their nose and mouth...Face shields may be an option for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings... Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors."*** (DESE guidance, June, 2020)

## **HABITUAL SCHOOL OFFENDER**

Habitual Offender (any student who demonstrates a pattern of misconduct, repeatedly violates school rules that cause a classroom disruption, and/or is referred to administration 5 or more times in a given term may be considered a habitual offender) If a student has been referred to the office five times during one term, the fifth referral will deem the student as a Habitual School Offender and result in a one day suspension as a consequence which can continue until the next term begins.

## **TARDINESS TO CLASS**

Students tardy for class must be admitted to that class with or without a note. Tardiness to class is a disciplinary matter between the teacher and the student. Repeated tardiness to class will be reported to the Assistant Principal by the teacher on *Schoolbrains*.

## **POLICY ON CHEATING**

Cheating is intolerable in an academic institution and will be dealt with seriously.

The purpose of this Cheating Policy is to encourage academic honesty and to assure that students conduct themselves in an academically professional way.

Cheating includes but is not limited to:

1. Illicitly sharing or learning specific questions on an exercise or assessment before it is given.
2. Illicitly sharing or obtaining information during an exercise (including any type of assessment or homework) or accessing information from a disk, etc.
3. Submitting another person's work or ideas as one's own. This includes homework, copying from another student's work, copying by exchanging answers in the form of a social media or electronic message, from book or from any electronic source including the Internet.
4. Stealing quizzes or tests.
5. Altering rank book/computer grades.

Consequences for cheating include:

1. The teacher will provide the student with their due process if cheating/plagiarism is suspected.
2. If cheating or plagiarism is suspected, the teacher will document the event in Schoolbrains and notify the Assistant Principal.
3. The student will receive a failing grade on the exercise. In addition, the student shall be subjected to detention or further disciplinary action.
4. The Junior National Honors Society faculty council will be notified.
5. The parents will be notified.
6. Further occurrences will result in more serious action.

## **PHASE II – Level II Suspension or Expulsion**

All major violations, as determined by the Medford School Committee, may be subjected to Level II suspension or expulsion. Such violations include:

- Arson
- Weapons
- Assault
- Battery
- Explosives (Fireworks, etc.)
- Drugs
- Alcohol
- Extortion
- Blackmail
- Coercion
- Larceny-theft
- Vandalism
- Intimidation of school personnel
- Violates any city ordinances and the general laws of the Commonwealth of Massachusetts

Level II Suspension is up to **ten (10) days** and all such violations will be reported to the Superintendent of Schools.

Recommendations for expulsion are handled through the Superintendent. These procedures and policies have been mandated by the Medford School Committee. The administration will respond to any behavior which interferes with academic decorum or threatens the safety of any student.

## **Summary of the Provisions of Chapter 222: An Act Relative to Students' Access to Educational Services and Exclusion from School.**

### **I. Access to Education – All Disciplinary Exclusions**

- Students excluded for **more than 10 consecutive school days**, whether in or out of school, are entitled to educational services so they have **an opportunity to make academic progress** during the period of exclusion, to make up assignments and earn credits missed, including but not limited to homework, quizzes, exams, papers and projects missed.
- Principals shall develop a school-wide education service plan for all such students excluded more than 10 days. Such plans **may include**, but are not limited to:
  - **Tutoring,**
  - **Alternative placement,**
  - **Saturday school, and**
  - **Online or distance learning.**
- Schools shall provide the student and the parent or guardian with a list of alternative educational services. Upon selection of an alternative educational service by the student and parent or guardian, the school shall facilitate and verify enrollment in the service.
- If the **student moves to another school district** during the period of exclusion, the new district shall either admit the student or provide educational services in the education service plan.
- Students suspended for **10 or fewer consecutive days**, whether in or out of school, shall have an opportunity to:
  - **Make academic progress** during the period of suspension,

- Make up assignments and earn credits missed, including but not limited to:
  - Homework,
  - Quizzes,
  - Exams,
  - Papers and projects.

## II. State Oversight and Responsibility for School Exclusion

- Instructional costs of alternative educational services may be eligible for **state reimbursement**. DESE shall submit an annual report to the Legislature on the alternative education instructional costs.
- School districts shall report to DESE the specific reasons for all exclusions, **regardless of duration** or type. On an annual basis, DESE shall make district level de-identified data and analysis, including the **total number of days each student is excluded** during the school year, available to the public. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- Under regulations promulgated by the commissioner, for each school that excludes a significant number of students for more than 10 cumulative days in a school year, the **commissioner shall**:
  - **Investigate** and,
  - As appropriate, shall recommend models that incorporate intermediary steps prior to the use of exclusion.
  - The results of the analysis shall be publicly reported.

## III. Due Process rights and Protections: Exclusions for Non-serious Offenses

- **Non-serious offenses** are those that **do not involve drugs, weapons, and assaults on school staff, and those that do not involve felony charges filed in court.**
- School officials, when deciding the disciplinary consequences for a student, shall:
  - Exercise **discretion**,
  - Consider ways to re-engage the student in the learning process, and
  - Avoid using expulsion as a consequence until **other remedies and consequences have been employed.**
- No student shall be excluded for a time period that exceeds 90 school days.
- Principals shall provide to the student and parent or guardian **notice** of the charges and the reason for exclusion in English and in the primary language spoken in the home.
- Students shall receive the written notification and have **the opportunity to meet** with the principal or designee to discuss the charges and reasons prior to the exclusion taking effect.
- The principal or designee shall ensure that **the parent or guardian is included** in the meeting, unless the principal or designee can document reasonable efforts to include the parent or guardian.
- DESE shall promulgate regulations regarding the principal's duties and the procedures for including parents.
- The principal or designee shall update the notification for an exclusion. If the student is excluded for more than 10 days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and parent or guardian shall also receive written notification of a **right to appeal** and the process for appealing in English and the primary language spoken in the home.
- The principal or designee shall notify the superintendent of an exclusion imposed on a student enrolled **in kindergarten through grade 3** prior to such exclusion taking effect, describing the alleged misconduct and reason for exclusion.
- A student who has been excluded for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the **right to appeal** to the superintendent.
- The student or parent or guardian shall **request the appeal** within 5 calendar days of the effective date of the exclusion, but can request and shall be granted an extension of up to 7 calendar days.
- The superintendent or designee shall **hold a hearing** with the student or parent or guardian within 3 school days of the request, but the student or parent or guardian can request and shall be granted extension of up to 7 calendar days.
- **At the hearing**, the student shall have the right to present oral and written testimony and cross-examine witnesses, and the right to counsel.
- The superintendent shall **render a decision** in writing with 5 calendar days of the hearing.

## DISCIPLINE OF SPECIAL EDUCATION STUDENTS

All students are expected to meet the requirements for conduct and behavior as set forth in this student handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act (IDEA) and related

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

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

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

If the Team determines the behavior was not related to the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was related to the disability, the student may not be excluded from the current educational placement (except in the case of weapons or drugs) until the Team develops and the parent(s) consent to a new IEP.

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

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

## **SUSPENSION OF STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION**

1. If, prior to a disciplinary action that may result in a suspension of longer than 10 consecutive days, or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern, a district had knowledge that the student may be a student with a disability, then the district makes all special education 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
  - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.
2. The district may not be considered to have had prior knowledge if the parent has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
3. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district will conduct an expedited evaluation to determine eligibility consistent with federal requirements.
4. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

### **MEDFORD PUBLIC SCHOOLS DRUG AND ALCOHOL POLICY**

*with specific McGlynn Middle School Regulations (in italics)*

## **Goals**

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

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

## **Definition of Drugs**

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

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

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

On an annual basis, all students will sign an acknowledgment of having read the drug and alcohol policy after they have done so. School property, including lockers, may be periodically checked for drugs/alcohol at the discretion of the administration when there is reasonable suspicion of a violation of school rules. Students will not be allowed access to their cars/vehicles during the school day unless accompanied by a school official *or dismissed appropriately by the student's Assistant Principal.*

## **Prevention**

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

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

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

## **Definition of Suspicion of Substance Use or Abuse**

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

## **Policy Enforcement**

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

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

Any staff member who suspects that a student is in violation of the school drug/alcohol policy is required to report the situation immediately to the appropriate administrator of that building (*Assistant Principal/ Principal*) for evaluation. The appropriate administrator is then responsible to notify the school resource officer or designee. Staff members must be assured of confidentiality in reporting.

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

Where there are reasonable grounds to believe or where facts and circumstances give rise to reasonable suspicion that a person has violated or is violating either the law or the rules of the school as outlined in this policy and that a search will turn up evidence, a search conducted by school officials will be permissible if its scope is reasonably related to the objectives of the search. This Drug and Alcohol Policy in no way limits or restricts existing search policies.

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

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

### **Violation**

Notwithstanding the possibility of exclusion, the following disciplinary policy is recommended. The principal reserves the right to increase the penalty (*for all violations of this policy*), based on the circumstances of each case. *For all violations in the entire Drug and Alcohol Policy, the Assistant Principal, in consultation with witnesses, will complete incident reports and forward them to the Principal.*

### **First Offense**

The school administrator notifies the school resource officer or designee. A student in violation will be suspended for a *minimum* of three days. The student will be immediately removed from the school by parent/guardian or transported to the nearest medical facility if necessary. Social probation (*from the date of the suspension*) will be imposed for a *minimum* of one calendar month (e.g., from March 3 to April 3).\*

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

*Second and third offenses not within one year of the first offense will be treated as a first offense unless there are other facts that apply.*

### **Second Offense within One Year of First Violation**

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

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

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

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



### **Distributing**

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

### **Confiscated Drug/Alcohol Paraphernalia**

All confiscated drugs/alcohol or paraphernalia must be immediately turned over to the police resource officer or his/her designee. A receipt should be obtained.

### **Rehabilitation**

The Medford Public School System is committed to the academic achievement of all students. A student who is experiencing difficulty with drugs/alcohol will be supported through health services, counseling services, and administration. The school system will make every attempt to provide the parent/guardian with a referral for available community resources. The schools will annually review all policies and health curriculum to discourage students from engaging in risk-taking behaviors and encourage positive, healthy, life choices.

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

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

**\*Social Probation** – Violation of the drug/alcohol policy is a serious infraction of the Code of Discipline in the Medford Public Schools. Students will lose the privilege of attending (*and participating in*) all school-sponsored events (*including but not limited to dances, performances, sporting events*) for the duration indicated. Grade 8 students in violation of the drug/alcohol code will jeopardize participation in the Moving on Ceremony. (*These students may NOT be allowed to attend or participate in the Moving on Ceremony.*)

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

## **ALCOHOLIC BEVERAGES**

### **Gift, Sale, Delivery or Possession on Public School Premises**

Whoever gives, sells, delivers or has in his/her possession any alcoholic beverage, except for medical purposes, in any school building, or any premises used for public school purposes, and, under the charge of the School Committee or other public board or officer, shall be punished by imprisonment for not more than thirty days, or by a fine of not more than one hundred dollars, or both. The same procedures as in drug abuse cases will hold for alcoholic beverages.

## **NO-SMOKING POLICY**

The Educational Reform Act of 1993 shall prohibit the use of any tobacco products within the school building, the school facilities, or on the school grounds or on school buses by any individual including students, faculty, staff, and visitors at any time of the day or night. *The use and possession of e-cigarettes and other vaping devices are also strictly prohibited on school property.* This includes all extra-curricular activities, i.e., athletic games, school dances, etc., on school property or at another location. In addition, smoking is not allowed at any time within one thousand feet of school property.

The administration, department heads, teachers, and all supervisory personnel are responsible for enforcing this law.

## **City of Medford Tobacco Ordinance**

The City of Medford, County of Middlesex, Massachusetts, hereby makes the following ordinance in the interest of and for the preservation of public health:

"A regulation affecting smoking and the sale, vending and distribution of tobacco and tobacco products in the City of Medford:

**Sec. 1. Purpose** The City Council declares that the purpose of this ordinance is provide for local enforcement of existing state laws regarding sales to minors and smoking on school property.

**Sec. 2. Definitions** The following words and phrases, whenever used in this article, shall be construed as defined in this section: "Establishment" means any sole proprietorship, partnership, joint venture, corporation, or any other business entity formed for profit-making purposes, including retail establishments where goods are sold. "Municipal Buildings" means any and all buildings owned or occupied by any department or agency of the City of Medford. "Smoking" means inhaling, *vaping*, exhaling, chewing, burning, or carrying any lighted cigar, *e-cigarette*, *vaping device*, cigarette, weed or other plant in any manner or in any form. "Tobacco" means cigarettes, *e-cigarettes*, *vaping devices*, chewing or spitting tobacco, snuff, or tobacco in any of its forms.

### **Sec. 3. Prohibition of Smoking in Schools and Municipal Buildings**

Smoking by any individual, including school personnel, shall be prohibited in all schools, as defined above, within the City of Medford. This prohibition shall be effective 24 hours a day, 7 days a week and shall include private offices, private areas, school grounds, school buses, and all school events such as banquets, award dinners, dances, and athletic events.

Students who are in possession of tobacco products or paraphernalia or are in an area where active cigarette smoke is evident will be suspended for one day and will be placed on social probation for one month.

### **APPLICABILITY OF STATE AND FEDERAL LAWS**

All state and Federal laws obviously apply at all times on school property. Violations of state and Federal laws will result in action by law enforcement personnel and in appropriate disciplinary action by school officials.

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

Students have the right of freedom of speech, press, and assembly, provided that such does not disrupt the educational process. Any student or students disrupting the school process would be immediately subject to disciplinary action resulting in suspension or exclusion.

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

It is the responsibility of the Medford School Committee to establish school policies; the rules and regulations pertaining to discipline must be available, and in print, and must not be in conflict with local, state, or federal laws. It is the responsibility of the parents to see that their children arrive on time on all scheduled school days and attend all classes.

1. Reasonable punishment is permissible when a written rule filed with the State Department of Education has been violated.
2. Students may obtain their attendance, academic and discipline records with reasonable notice.

### **NON-DISCRIMINATION POLICY**

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

### **603 CMR sect.46.00 RESTRAINT POLICY**

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

### **VIOLATION OF CHAPTER 536 –HAZING**

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

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

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

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

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

## **MPS BULLYING AND CYBER-BULLYING POLICY**

It is the policy of the Medford Public Schools to provide a learning environment that is free from bullying and cyber-bullying (similar policies exist and define sexual harassment and hazing). It is a violation of this policy for any student to engage in bullying or cyber-bullying, or for any employee of the Medford Public Schools to condone or fail to report acts of bullying or cyberbullying that they witness or become aware of (i) on school grounds and property immediately adjacent to school grounds; (ii) at school-sponsored or school-related activities, functions or programs, whether on or off school grounds; (iii) at school bus stops; (iv) on school buses or other vehicles owned, leased or used by the school district; or (v) through the use of technology or an electronic device owned, leased or used by the school district.

It is also a violation of this policy for any student to engage in bullying or cyber-bullying 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 school district, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

The MPS School District will not tolerate retaliation against a person who reports bullying or cyber-bullying, provides information during an investigation of bullying or cyber-bullying, or witnesses or has reliable information about bullying or cyber-bullying.

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

“Cyber-bullying” is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile. Cyber6 bullying includes (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyberbullying also includes 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 is a violation of the law.

It is the responsibility of every student, parent and employee of the school district to recognize acts of bullying, cyber-bullying and retaliation. Any student who believes that he or she has been the victim of bullying, cyber-bullying or retaliation should report it immediately to his or her teacher or principal.

Students, parents and members of the school staff ( including but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, coaches, advisors, advisors to an extracurricular activity, or paraprofessionals), who witness or become aware of bullying cyber-bullying or retaliation should immediately report it to the principal.

Reports of bullying or cyber-bullying will be promptly investigated. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee will (i) notify the police if the principal or designee believes that criminal charges may be pursued against the perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of the perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

The School district will provide age-appropriate instruction on bullying prevention and provide professional development to build the skills of staff members, as required by law. (see chart below) The Superintendent will develop a Bullying Prevention and Intervention Plan, which shall sets forth the administrative guidelines and procedures for the implementation of this policy. Such Bullying Prevention and Intervention Plan shall include, but not be limited to: procedures for reporting, responding to and investigating reports of bullying or retaliation; the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation or against someone for making a false accusation of bullying; procedures for remedying incidents of bullying and restoring a sense of safety for a victim and assessing that victim’s needs for protection; strategies for protecting from bullying or retaliation a person who reports bullying or provides information during an investigation; any notification requirements consistent with state and federal law; a strategy for providing counseling or referral to appropriate services for perpetrators, victims and

family members; and provisions for educating and informing parents about bullying and the School District's bullying prevention curriculum.

Students and parents or guardians will receive notice of the relevant student-related section of the Plan annually and faculty and staff at each school shall be trained annually on the plan applicable to the school. (see chart below) Each building principal shall be responsible for the implementation and oversight of the Plan at his or her school. The building principal or designee shall assist students, parents, and employees of the School District who seek guidance or support in addressing matters relating to any form of bullying, cyber-bullying or retaliation.

Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action including, but not limited to reprimand, detention, loss of privileges, and/or suspension. An educational component will be part of the actions taken. If the false accusations have civil and/or criminal elements then further actions may be taken by appropriate law enforcement agencies.

Any staff member, parent, and/or community member who knowingly engage in false accusations will be subject to appropriate consequences administered by the school system and/or law enforcement agencies.

Complaints of bullying or retaliation may be made anonymously on the school's website at:

<https://www.mps02155.org/schools-2/mcglynn-middle-school/bullying-cyberbullying-and-internet-safety/>;

however, no disciplinary action shall be taken against a student, staff member, parent, or community member solely on the basis of an anonymous report.

## **HARASSMENT**

Medford Public Schools will not allow any student to be a target of harassment. This applies in or around the school building, at lunch, hallways, on the athletic fields, at all school sponsored events and on school buses. The Medford Public Schools Harassment and Prevention Policy was developed to ensure that the educational opportunities of all students are not threatened or limited by such harassment and to ensure that individuals are free to learn and develop relationships without fear of intimidation, humiliation or degradation. Harassment can include any form of behavior that interferes with another person's sense of safety, dignity, or productivity in the school environment. Harassment based on a person's race, color, national origin, religion, age, disability or sexual orientation is unlawful and prohibited.

If you feel you have been a target of harassment, please talk to a school counselor about this matter or see the Principal who can assist you in filing a complaint form. Once the complaint is thoroughly investigated, student(s) aggressors may be subject to disciplinary action. Harassment incidents may result in a wide range of consequences, including but not limited, to a conference with parents, detentions, suspension, expulsion from school and contact with the Medford Police Department depending on the nature of the harassment. A parent/student reentry meeting to school is mandatory if you are involved in the harassment of another student(s). Mr. David Blauch, Assistant Principal at Medford High School, and Mrs. Doreen Andrews, Assistant Principal at the McGlynn Elementary School, are the Medford Public Schools designated Harassment Coordinators.

## **POLICY PROHIBITING HARASSMENT AND VIOLENCE**

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

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

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

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

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

## II. Definition of Sexual Harassment

### A. Sexual Harassment Definition

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

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

*Sexual Harassment may include but is not limited to:*

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity;
3. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. unwelcome behavior or words directed to an individual because of gender;
6. unwelcome behavior or words directed to an individual because of sexual orientation.

### B. Sexual Violence Definition

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

Sexual violence may include but is not limited to:

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

### C. "Assault" Definition

Assault is:

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

## III. Reporting Procedures

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

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

### A. In Each School Building

The building's Principal is the person responsible for receiving oral or written reports of sexual harassment or violence at the building level. Any adult school district personnel who receives a report of sexual harassment or violence shall inform the building Principal immediately. Upon receipt of a report, the Principal must notify the school district designee immediately, without screening or investigating the report. The Principal may request, but may not insist upon, a written complaint. A written

statement of the facts alleged will be forwarded as soon as practicable by the Principal to the designee. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the Principal. If the complaint involves the building Principal, the complaint should be made or filed directly with the Superintendent or the designee by the reporting party or complainant.

#### B. In the District

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

#### IV. Investigation

By authority of the school district, the designee, upon receipt of a report or complaint alleging sexual harassment and violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school department officials or by a third party designated by the school district. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

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

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

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

#### V. School District Action

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

#### VI. Reprisals

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

#### VII. Right to Alternative Complaint Procedures

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

#### VIII. Harassment or Violence as Abuse

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

## IX. Dissemination Policy and Training

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

## X. False Accusations

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

## TITLE IX - CHAPTER 622

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

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

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

The Medford Public Schools insures against discrimination in education programs and employment on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity and disability. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Neil Osbourne, Esq., Director of Diversity & Inclusion  
Medford City Hall, Room 214  
Medford, MA 02155  
781-393-2501

Section 504 Coordinator  
Special Education Director  
Medford Public Schools  
489 Winthrop Street  
Medford, MA 02155

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

## **SEARCH AND SEIZURE LAW**

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

## **POLICY ON STUDENTS LOCKERS OR DESKS**

Medford School Department is making students aware of the following:

1. Master keys or copies of combinations for lockers are retained by the school.
2. Certain items may not be stored in lockers or desks (including, for example, weapons, illegal drugs, smoking materials like e-cigarettes, vaping devices, alcoholic beverages, stolen property, etc.)
3. The school retains the right to inspect lockers and desks periodically in compliance with these rules.
4. Lockers will be assigned to students at the McGlynn Middle School. Locks will be provided to students at the McGlynn Middle School upon request or need. Students should notify the Assistant Principal if their locker or lock is not functioning properly. Valuables should not be left unattended at any time.

## **WEAPONS**

- *'Students that sell, possess, or carry weapons to school may be expelled. The weapons are to include, but are not limited to, knives, firearms and clubs. Also , students may be expelled or suspended or other serious violations such as: arson, assault, battery, explosives (including fireworks), possession or selling drugs, alcohol, extortion, blackmail, coercion, larceny, theft, vandalism, intimidation of school personnel. These rules apply to middle school, and after hours activities. The school staff may utilize metal detectors consistent with the Medford Public School policy. Penalty for the first offense shall be suspension for not less than fifteen (15) days and/or possible expulsion. Penalty for the second offense shall be mandatory expulsion.'*

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

**STATE LAW 37 H 1/2 (Excerpts)  
Felony Complaint or Conviction of Student;  
Suspension; Expulsion; Right to Appeal**

“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 or headmaster 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 the suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension remain in effect prior to any appeal hearing conducted by the superintendent.”

“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 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 expulsion prior to such expulsion taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such expulsion; provided, however, that such expulsion remain in effect prior to any appeal hearing conducted by the superintendent.”

“Upon expulsion of such student, no school or school district shall be required to provide educational services to the student.”

N. B. The term *suspension*, as noted in paragraph #1 of this section, may include the usual meaning of the term (absence from school) or suspension from after-school or evening activities (social probation).

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

**I. General Principles**

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

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

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

- A law enforcement response in a school setting;
- A law enforcement response during any school-sponsored activity including events that do not take place on school grounds;
- A law enforcement response in a community setting involving students of the Medford Public Schools.

**TEAM POLICY**



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

### **HOMEWORK POLICY**

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

### **MAKE UP WORK POLICY**

- 1.) Work is due on the date due for full credit.
- 2.) Work due on a day absent is due the day the student returns. Work assigned while a student is absent must be made up within one week.
- 3.) Assignments may be turned in late for partial credit per team policy.
- 4.) Projects and major assignments can only be passed in on due date except in the case of absence.
- 5.) Cases of extended legitimate absence or illness will be handled on a case-by-case basis based with proper documentation.
- 6.) Work assigned on out of school suspensions is due within one week of return to school. Work assigned during a Saturday School is due on that day.
- 7.) Teams may adjust policies for special accommodations.

### **BUS INFORMATION**

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

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

The Medford Public Schools provides a comprehensive system of transportation for its students. Students should behave appropriately at all times. Any behavior considered inappropriate may result *in* consequences. Inappropriate behaviors include but are not limited to the following: vandalism of any type including graffiti to any part of the vehicle, use of smoking materials like e-cigarettes and vaping devices, inappropriate language, unreasonable loudness for any reason, not remaining seated, asking to get off at non-designated stops, harassment of another student, attempts to create preferential/group/or discriminatory seating, disrespect for the driver of the vehicle, the use of any electronic device including beepers, cell phones, headphones, and any act deemed to be unacceptable by the operators of the transportation service of the school administration.

***Please note, masks/face coverings are required to be worn by everyone on the bus during school bus transportation until further notice. Exceptions to mask/face covering requirements will be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. (DESE guidance, 6/2020)***

In the event of an infraction of the rules, students will be subject to:

- Parent Notification
- School imposed disciplinary consequences
- The loss of bus privileges

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

Parent/Guardians may drive their child to and from school. They must drop their child off in the Parent/Guardian Drop Off Lane, the second lane up from the school building. Parents/Guardians should pull up to the curb to drop their child off and not stop in the

middle of the lane. Parents/ Guardians driving their child must drop their child off by 7:50 in the morning. Parents/ Guardians picking students up may park at Hormel Stadium. Parents/Guardians may not park in any of the bus pick-up lanes until all buses have departed.

### **NO-IDLE ZONE:**

The McGlynn Middle School in partnership with the City of Medford has created the school as a no idle zone. This means if you are parked on school grounds waiting for your child you must turn off your car's engine. **Do not park your vehicle and wait for your child while blocking another parked car in our faculty parking lot.**

### **LATE BUSES**

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

To report problems on the bus, please call the School Office.

### **ACADEMIC SUPPORT AND EXTRA HELP**

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

### **EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities is a privilege available to students. Students whose attendance, punctuality or conduct is problematic may lose that privilege.

### **ACCESSIBILITY OF EXTRACURRICULAR ACTIVITIES**

The provision of equal educational opportunities shall guide all decision-making related to school district facilities, selection of educational materials, equipment, curriculum, and regulations affecting students. The district shall make reasonable accommodations for students with identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

Medford Public Schools ensures that all of Medford's students have equal access to extracurricular activities, including intramural and interscholastic sports, clubs, and school activities sponsored by the district. Extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, gender identity, disability, or homelessness.

Extracurricular programs are routinely examined and to make sure that program organizers provide reasonable accommodations for students with identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. The District also ensures equal access for students with disabilities to after school activities such as clubs, sports, or evening activities and will provide, as recommended by the IEP Team appropriate services to enable this participation. Students, who are receiving education in out-of-District facilities, as recommended by the IEP Team, shall also have an equal opportunity to participate in these activities, as deemed appropriate to meet their individualized needs.

### **AFTER-SCHOOL PROGRAMS**

The McGlynn Middle School offers a wide variety of special interest after-school clubs for students. Clubs meet once a week from 2:20-3:00. We run two sessions of clubs (pending funding) from late September through the end of January and March through to May. Clubs are run by educators and offer students an opportunity to explore interests outside of the school day.

The school hosts an after-school Club Fair for Students to sign-up for clubs. Watch the school website for club information.

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

The National Junior Honor Society chapter of the John J. McGlynn Middle School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national

office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, which is appointed by the principal. The members of the Faculty Council shall remain anonymous per the chapter bylaws.

Students in the second semester of the seventh grade are eligible for membership. For the scholarship criterion, a student must have earned Honor Roll status for the last 6 quarters (all 4 quarters of 6<sup>th</sup> grade and the first 2 quarters of 7<sup>th</sup> grade) of their academic career. The requirements for Honor Roll status can be found within the student handbook. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with a history of leadership experiences and participation in school or community service.

To evaluate a candidate’s character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s service activities, character, citizenship, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony will be held to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, participation in the chapter service projects(s), as well as twenty (20) hours of individual community service. Students or parents with questions regarding the selection process or membership obligations may contact the chapter advisers, Mr. Foster Hoyt (fhoyt@medford.k12.ma.us) or Mrs. Kristin Zeckman,(kzeckman@medford.k12.ma.us) by phone at (781) 393-2333 or email.

**SCHOOL DANCES/SPORTS/FUN NIGHTS**

The school, in conjunction with the P.T.O., sponsors several dances and fun nights throughout the year. Most dances begin at 6:00 p.m. and end at 9:00 p.m. We ask that students arrive at the dance on time and that Parent/Guardians are here to pick their child up promptly at 9:00. To attend or participate in after-school or evening activities or events, students must be in attendance on the day of the event (present at school for at least three hours and fifteen minutes of a regular school day and more than three hours of an early release day). Protocol for purchasing tickets will be announced during the school days prior to the event. The same school rules for behavior and dress apply to all dances and sports nights. If a student does not follow the behavior rules, or comes to a dance dressed inappropriately, a Parent/Guardian will be called and will need to pick their child up. Students who have been suspended or had repeated after-school detentions will not be permitted to attend the dance. Students who are on the social probation list will not be permitted to attend the dance.

**FIELD TRIPS**

Medford Public Schools Field Trip Policy Table of Contents

1. Introduction.....

2. Definition and Standards.....

3. General Conditions for Approval.....

4. Authority to Approve/Disapprove/Cancel.....

5. Approval Documentation.....

6. Fundraising and Financial Assistance.....

7. Discipline of Students.....

8. Administration of Medication.....

9. Transportation, Lodging, and Scheduling.....

10. Permission, Consent, and Release Forms.....

11. Forms.....

Introduction

The Medford Public Schools recognizes that it is desirable and valuable, on occasion, to supplement and extend learning opportunities with voluntary and optional academic field trips, field work, and domestic and international student travel to broaden the perspectives and educational experiences of students. We encourage activities that augment classroom instruction and promote healthy social development. No field trips, academic fieldwork or student travel should be planned without first obtaining the approval of the appropriate building administrator to begin such planning. The approval process for a specific field-trip shall be completed prior to promoting, advertising, or making any preparations for the trip, taking deposits from students, or engaging students in fundraising activities for the trip. Additionally the medical needs of students shall be considered in the planning

process. We encourage the use of vendors who provide medical supervision and emergency care of students. The Medford Public Schools is committed to ensuring that district field trips are accessible to all students. The policy adheres to all requirements set forth in both the Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 . 2 The district has developed a set of standards for planning, organizing, and running school sponsored trips and student travel to ensure student safety and the academic integrity of the educational program. We have used the Massachusetts Field Trip Tool Kit developed by the Essential School Health Services Evaluation Team as a guide in developing this policy. This policy applies to all domestic and international field trips.

**DEFINITIONS AND STANDARDS** (the following definitions apply for the purpose of this policy): Trips as referred to in this policy include all academic field work trips, extracurricular school field trips, and athletic or academic school trips, as defined above. Academic fieldwork trips include all off-campus trips organized as part of the class curriculum. There must be pre-and post-trip instructional activities and/or assessment. Participation of all members of the class is recommended. Provisions for comparable instructional experiences during the school day must be made for students not on the academic field work trip. Extracurricular school field trips are those off-campus trips that are organized by a faculty sponsor or a school-sponsored club, group, or PTO. Participation is optional and voluntary. Athletic or academic school trips are those away competitions, games, matches, scrimmages, and training camps that are part of the academic and or athletic programs of Medford Public Schools. Overnight travel: When an academic field work trip, an extracurricular school field trip, or an athletic and/or academic school trip is planned which requires a student to stay overnight away from home, or which involves travel that is to occur between midnight and 6:00 a.m., the procedures for planning and approving overnight trips apply, including School Committee approval. It is understood that overnight trips include all such travel within Massachusetts, in other states, and internationally. Chaperones: Any employee of Medford Public Schools or parent/guardian, or any adult that attends a trip and is vested or non-vested with the responsibility of monitoring student safety. A Criminal Offender Record Information (CORI) check of all chaperones must be on file in the Superintendent's Office at least seven (7) days prior to the date of the trip.

#### **GENERAL CONDITIONS FOR APPROVAL – day and overnight**

The approval process for a specific field-trip shall be completed prior to promoting, advertising, or making any preparations for the trip, taking deposits from students, or engaging students in fundraising activities for the trip. Only trips meeting the following conditions are permitted. The sponsoring faculty member shall ensure that: a. Trips are appropriate for the age group involved in the activity; b. Trips are reasonable in terms of time, distance and cost; c. Extracurricular school field trips which involve overnight travel should occur during nonschool time if possible and in no event during the last fifteen (15) days of school; d. Trips should not be scheduled during state mandated testing periods for students taking the state mandated exams. e. Trips are planned with careful consideration of student safety which includes, without limitation, an appropriate number of adult chaperones as specified in Section D of this document and confirmation that all chaperones have approved Criminal Offender Record Information (CORI) checks on file with the Superintendent; f. Students and parents, guardians, and chaperones will receive written notice that all school expectations for student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will apply and be in effect at all times for academic fieldwork trips, extracurricular school field trips, and athletic and academic school trips; g. When school bus transportation is required, the transportation contractor used must be consistent with the district transportation contract. h. Any contract with a private carrier prohibits the use of subcontractors unless approved 4 k. Participants in activities shall wear safety equipment at all times which is appropriate to the specific activity, e.g., suitable helmets for bicycle trips; l. Trip cancellation insurance is required for all multiple day out-of-state travel and international travel and must be built into the cost for all students. Families are responsible for the cost of such insurance. Families must be notified of contract provisions, including any monies that are non-refundable. Parents must be notified of specifics of the travel insurance policy including any deductible which cannot be refunded. m. All chaperones on trips shall agree to adhere to the Medford Public Schools policies and codes of conduct.

#### **AUTHORITY TO APPROVE/DISAPPROVE/CANCEL**

All school-sponsored trips must receive the approval of the Principal, School Nurse, and appropriate curriculum administrator/supervisor when the trip is applicable to a specific content area 20 calendar days prior to the trip. b. All school-sponsored trips which involve domestic overnight travel must receive prior approval of the Superintendent and a vote by the Medford School Committee in a timely way; c. All school-sponsored trips which involve international overnight travel must receive prior approval of the Superintendent and a vote by the Medford School Committee at least 6 months prior to the trip unless there are extenuating circumstances - an appeal can be made through the Superintendent's office; d. Medford Public Schools, acting through the School Committee or the Superintendent, reserves the right (i) to cancel trips up to departure and (ii) to recall trips in progress, if national and/or international conditions so warrant or if security and safety concerns over which Medford Public Schools has no control render it appropriate to cancel the trip. The following criteria will be taken into consideration: (iii) U.S. Department of State Travel Advisory; (iv) Homeland Security Advisory (alert status); and/or (v) Declaration of War or

armed conflict. Additionally, the critical judgment of the School Committee, with input from the Superintendent, principal, and faculty sponsor, will be taken into consideration. e. While there must be adequate supervision the Principal must minimize the number of teachers who will miss classes due to performing activities as chaperones. 5 f. Pursuant to M.G.L. Chapter 71, Section 37 N and MA Department of Elementary and Secondary Education (DESE) Regulations 603 CMR 27.00, the School Committee is responsible for approving out-of-state and/or overnight trips. However, in the event that approval is required for an academic or athletic contest, competition or tournament and the schedule is such that the contest, competition, or tournament will occur before the next regularly scheduled School Committee meeting, said approval authority is delegated to the Superintendent of Schools with email notification to school committee members.

## APPROVAL DOCUMENTATION

Approval for all trips which involve contractual arrangements with any third party (ies) must be obtained prior to making any such arrangements. All trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request approval of a trip must include: a. Proposed dates and itinerary; b. Criteria for student eligibility; c. Estimated number of students expected and percentage of eligible students participating; d. Cost per student (if applicable) including the provision for nursing or support services if necessary as well as travel insurance; e. Mode(s) of transportation and schedule; f. The ratio of chaperones/teachers to students for the trip. The recommended ratios for extracurricular school field trips, academic school trips, and overnight travel are as follows: HS 1:10 minimum; MS 1:10 minimum; Elementary 1:10 minimum; International 1:6 minimum); g. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students; h. Description of security features for transportation and accommodations; i. Means of financing; j. Draft copy of all contract(s) and copies of the travel company's insurance policy (and relevant riders), and refund policies associated with the trip; k. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the Medford Public School student conduct policies, student handbook rules or regulations, and the Massachusetts Interscholastic Athletic Association (MIAA) rules and 6 regulations. For international trips, the sponsoring faculty member will provide parents/guardians a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited; l. Teachers must be cognizant of the educational needs of those students who are not participating in a field trip. In the case of academic field work, a description of the educational alternative and mapping of that alternative for students who are not participating, if applicable; m. A Criminal Offender Record Information (CORI) check of all chaperones, which must be on file in the Superintendent's Office; n. For international trip requests a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited. Additional information may be requested by the appropriate authority prior to making a decision. Should external circumstances change after the initial trip approval, detailed modifications to the relevant approval documentation (see above) will be required; o. Students over the age of 18 must comply with all applicable federal laws regarding travel.

## FUNDRAISING AND FINANCIAL ASSISTANCE

Fundraising events and activities may be planned to offset the costs for trips. Any such fundraising shall take place in accordance with the Medford Public Schools' and district policy on fundraising. i. In planning field trips, staff members are expected to be aware of and sensitive to the cost to families. Therefore, single-day field trips will not be approved unless maximum efforts are made to assure that costs remain reasonable, and that no student is denied the opportunity to participate because of his/her family's inability to pay. ii. In all cases, students and their parents are responsible for the cost of multiday and foreign field trips. All multi-day and foreign field trips are strictly voluntary. No student will receive extra credit or special grading considerations for attending, or not attending a multi-day or foreign field trip.

## DISCIPLINE OF STUDENTS

All Medford Public Schools policies on student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section B, Item f above, regarding student conduct will apply and be in effect at all times for trips. 7 b. A student may not be allowed (at Principal's discretion) to participate in a field trip if he/she is serving a suspension, expulsion or other form of exclusion from school due to violations of the school district's code of conduct and/or school-based rules at the time of the field trip. c. A student at the high school level who will miss two or more school days for a field trip must receive permission from his/her Principal. d. Student safety is of the utmost concern on any field trip. i. Special attention should be paid to any activities that include swimming, boating, fishing or any other experience that will require students to be in or near a body of water. A review of the principles of water safety should be completed prior to the start of the trip. ii. Students are prohibited from operating or being a passenger on any motorbike during a field trip. e. If a student violates any Medford Public Schools student conduct policies, student handbook rules or regulations, MIAA rules and regulations, trip rules as specified in Section F, item 1 above, or otherwise misbehaves while on a trip, the student will be immediately suspended from the trip and sent back to school or home, if that is appropriate, practical, and can be done in a manner which protects the student's safety, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the student will be subject to the consequences for the action/infracton upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MIAA rules and regulations. f. Medford

Public Schools policies on student behavior, student handbook rules and regulations, MIAA rules and regulations, and trip rules as specified in Section B, item f above, regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in disqualification from acting as a chaperone for future trips.

#### **ADMINISTRATION OF MEDICATIONS**

In accordance with the Medford Public Schools Procedure on Medication Administration/Delegation, the administration of medications while on a day trip is discouraged if medically feasible. In the event that it is medically necessary for a student to be administered medication while on a trip the procedures promulgated in the Procedure on Medication Administration/Delegation will apply. Parents/legal guardians will receive a copy of the Medford Public Schools Procedure for Medication Delegation in advance of the trip as part of the trip materials. Students (if appropriate) 8 and parents/guardians must sign a Medication Administration Plan in order for the student to participate in the trip.

#### **TRANSPORTATION, LODGING, AND SCHEDULING**

The use of private vans and automobiles for student travel is not permitted. Such trips will use commercial vans or motor coaches or designated school vehicles. (See Vehicle Request Form) b. With student safety and security in mind, the faculty sponsor shall ensure that the travel company with which he/she has contracted has an emergency evacuation plan in place should the need arise to evacuate students from their location to a secure location. c. With student safety and security in mind, the faculty sponsor shall arrange for security personnel to be on the premises during the overnight hours when staying in a hotel, motel, guesthouse, dormitory or any other place of overnight accommodation in the parts of the world where it is possible to arrange for such security personnel to be on the premises. d. Accommodations shall include enough rooms so that no chaperones are rooming with students. e. Parents, who are also chaperones, may only share a room with their own children. f. Whenever possible, the faculty sponsor shall avoid planning student road travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time period. g. Trip itineraries must allow sufficient time for drivers to rest in conformity with federal hours-of-service requirements and common sense. If a planned trip exceeds ten (10) consecutive hours of driving, a second driver must be utilized or the driver must be off duty for eight (8) consecutive hours before driving again

#### **PERMISSION, CONSENT AND RELEASE FORMS**

A condition of participation in any trip is execution of an agreement by the participant and by his/her parent/legal guardian to hold Medford Public Schools harmless and to indemnify Medford Public Schools for any and all claims, liabilities, damages, losses, or other harm resulting from the trip, from activities associated with the trip, from the actions of third persons, or from the participant's own actions. Such agreement must also hold harmless and indemnify Medford Public Schools from any and all claims, liabilities, damages, losses or other harm resulting from cancellation of a trip at any time. For purposes of this Section I "Medford Public Schools" shall include Medford Public Schools, the Medford School Committee, the City of Medford, and their members, officers, officials, employees, agents, insurers, and representatives. Accordingly, every student who intends to participate in a trip must submit a properly 9 completed and signed Parent/Guardian Permission Form and Release from Liability form. This consent /release form must be signed by the student (if age 18 or over) and in any event by the student's parent or legal guardian prior to a student taking part in any trip. No fundraising activities or other preparations for the trip may be undertaken until the completed and signed documents are obtained from every student who will participate in the trip. b. In the case of unique circumstances, such as, but not limited to, changes in student medical, physical, and/or social-emotional status, the MPS school administration reserves the right to impose conditions for student participation in any trip to ensure student safety. c. For athletic and/or academic teams or other extracurricular school groups that routinely travel as part of their activities, the student (if appropriate) and the student's parents/legal guardians may submit one consent/release form to cover all events for the season. d. All field-trip related forms will be posted to the district website.

#### **The Inappropriate Use of the Elevator**

The elevators in the school may be used by students only when they have received an elevator pass from the Nurse's Office or Principal/Assistant Principal. Unauthorized students activating the elevator will be disciplined by the Assistant Principal.

#### **LOST AND FOUND**

All lost articles should be reported to the Main Office immediately. All articles found should be brought to the Main Office. The school's *Lost and Found* is located in the PTG room in the main foyer of the school.

#### **RETURN OF SCHOOL PROPERTY**

Students shall be responsible for the return of all school property in satisfactory and usable condition. This includes all school-issued devices such as Chromebooks, textbooks, software, video/technology equipment, library materials, and athletic equipment

including uniforms. Although students will not be penalized academically, they will be subject to social probation, disciplinary action, and delays in the availability of transcripts and other school documents.

### **Shadow Day Requests**

Requests for Shadow Day Visitor Passes must be made at least one week in advance at the Office of the Assistant Principal. These requests are reviewed by school administration and the health office. A guest may request a Shadow Day Request Form from the Principal or Assistant Principal. Only the Assistant Principal and the Principal may issue Shadow Day Passes. Shadow Day requests may be denied at the discretion of school administration based on a number of factors. A request for a Shadow Day Pass should be made by a person with the intention of enrolling as a McGlynn Middle School student.

### **Important Health Information For Parents**

The nurse will be on call during the day for students who require health services. A health record is kept for each child. Physical examinations are required for all students as they start Grade 7 and for any new student to the system. State law requires that all immunizations be held up to date. Non-conformance will necessitate exclusion from school. Check with your pediatrician or Medford Board of Health in City Hall to arrange immunizations. Vision and hearing tests will be done periodically. Scoliosis screening will be done each year for all students in grades 6 through 8. It is imperative that parents notify the school of all injuries or extended illnesses which occur to their children, i.e., fractures, concussions or other disabilities which may cause a problem for their child. Home tutoring may be available for long term absences. If a student has been unable to participate for medical reasons, a doctor's note for reentry into the gym program is needed.

In accordance with School Committee policy, parents are required to contact the school nurse with written notice from a healthcare provider before a student may attend school on crutches.

### **MEDICATION**

In accordance with state law, no school personnel are allowed to dispense medication, including aspirin, to students without proper authority. Parents whose children are required to take medication must contact the school nurse and/or a building administrator, so that they can be advised as to proper procedure. Any request for medication to be taken by a pupil during the school day must be in writing from the parent and signed by your family physician. This includes over the counter medication. The forms may be obtained by contacting the school. The parent or authorized adult needs to bring the medicine to the nurse. Doctors' orders and parent forms need to be rewritten every school year. Students who have a prescription on file for the school year may carry their own inhaler or Epipen. No students may bring pills or liquid medicine to school.

### **COMMUNICABLE DISEASES**

In order to assist the school nurse in performing her duties, it is essential that we be informed of any child who has communicable illness. If your child contracts a communicable disease such as, but not limited to, measles, mumps, chicken pox, etc., please notify the school as soon as possible. We have several youngsters who must receive a particular medication if exposed to chicken pox. It is imperative that you notify the school if your child contracts chicken pox.

### **STUDENT PREGANCY POLICY**

Medford Public Schools wishes to encourage pregnant or parenting students to complete the free and public education to which they are entitled. While pregnancy is not an illness, it is a short-term condition (like other short term conditions) that may impact a student's ability to function optimally in the school environment.

The school administration will request verification from a pregnant student's physician to ensure that they are receiving necessary prenatal care. The school administration may seek a release to speak with such the student's physician so that needed accommodations may be made to benefit this special population of students. Examples of such accommodations may include, but are not limited to, modifications of physical education, elevator pass or vocational school program adjustments (avoiding chemicals, etc.). However, the district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school

Students who suspect they may be pregnant will be treated in a confidential manner in the health office. The school nurse will assist the student to receive the necessary health care.

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

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