



# Maynard High School



## 2021-2022 Student and Family Handbook

*The Maynard Public Schools are committed to a superior academic experience for Maynard's students that prepare them to be productive citizens in an interconnected technological world.*

**MAYNARD PUBLIC SCHOOLS**

<https://www.maynard.k12.ma.us/>

**If you need this document translated  
we will send it in your native  
language.**

**Maynard Public Schools  
3-R Tiger Drive  
Maynard, MA 01754  
978 897-2222**

**MANUAL DEL ESTUDIANTE**

**Si necesita este documento traducido,  
LE ENVIAREMOS  
EL MANUAL EN SU LENGUA  
MATERNA**

**Maynard Escuelas Públicas  
3-R Tiger Drive**



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**Escolas Publicas Maynard  
3-R Tiger Drive  
Maynard, MA 01754  
978 897-2222**

### **RESPECT-UNDERSTANDING- TRUST**

## Superintendent's Welcome

*September, 2021*

*Dear Students, Parents/Guardians,*

*In an effort to keep our schools safe and orderly, we continue to update our handbooks to reflect recent safety changes and common items in all of the Maynard Public Schools. Each year we work to improve our communication with our constituents.*

*The Administrative team is providing this handbook so that you will be informed of your rights and our expectations. We recommend that all students and Parent/Guardians read this handbook together so that when you sign the forms on these two pages, you are fully informed. Thank you for your attention to this matter as we look forward to the beginning of the 2021-2022 school year.*

Be well and stay strong,

Brian Haas  
Superintendent of Schools  
3-R Tiger Drive  
Maynard, MA 01754

Voice: (978) 897-2222  
Fax: (978) 897-4610

### *Student and Parent/Guardian Signature Page*

Please fill this form out to signify that you have seen your School

Handbook and reviewed the contents. An electronic copy of the handbook is available at this link:



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Student

Signature:

Date:

Parent/Guardian

Name

(please

print):

Parent/Guardian

Signature:  
Date:

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## II. The Welcome Section

### To Students and Families

This handbook has been prepared to explain the policies, procedures, and regulations at Maynard High School. It is the intent of the faculty and staff to work with students and parents in a positive environment. We encourage parents to be actively involved with the education of their student. We hope to work together to make each student's experience at Maynard High School challenging and rewarding. Please read and review the content of this handbook.



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*Public Schools. A complete list of the district's policies can be found online at the Maynard Public Schools' website.*

***The Maynard Public Schools** ensures equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness in compliance with Title VI, Title IX, section 504/ADA and G.L. c151b and 157c.*

### Anti-Discrimination Policy

*Maynard High School and Maynard Public Schools insure equal access to all educational and employment opportunities regardless of race, color, sex, national origin, religion, sexual orientation, sexual identity, or disability in accordance with federal and state laws.*

### School Committee Vision

All students achieve their full potential  
in an interconnected world

### Maynard Public Schools Mission

The Maynard Public Schools are committed to a superior academic experience for Maynard's students that prepare them to be productive citizens in an interconnected technological world.

We will achieve this through incorporation of 21st century learning skills and opportunities across



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Environment for the students.

We will also provide an educational environment that is supportive of individual differences where all people are valued and respected. Parents and community members are our partners in the educational process and require frequent communication on the state and activities of the Maynard Public Schools. We will constantly pursue a path of continuous improvement in all of our efforts to keep pace with an ever changing world.

### Maynard High School Core Values and Beliefs

Maynard High School is a community of adult and student learners who believe that students learn best in a safe environment where there is mutual respect between faculty, students, administrators, and community members. We further believe that students need to be provided with the opportunity and means to become effective communicators and to attain competency in content areas through curricula and instruction that offer opportunities to reflect, refine, and develop real world 21<sup>st</sup> century skills. We believe that collaboration with parents and the community best supports the academic and personal growth of our students as they become active members of society.

### Vision Statement

Maynard High School will provide an emotionally and physically safe environment that will allow students to become well-rounded and resilient through academics, athletics and extra-curricular activities.

Students will become creative problem solvers and respectful, productive





## Learning

### Academic Competencies

- Communicate academically, professionally and effectively through writing and through speech
- Demonstrate problem-solving skills, apply knowledge, and think critically and creatively
- Read for understanding in order to synthesize information and develop a coherent argument
- Access, utilize, and gain proficiency in evolving technologies to enhance learning and understanding

### Social Competencies

- Work effectively with others by listening, communicating, and collaborating while demonstrating respect, tolerance and acceptance of different perspectives
- Act as independently functioning adults by learning to self-advocate, to demonstrate self-respect, and to make positive decisions

### Civic Competencies

- Become informed and active citizens

## School Committee



## Maynard High School

Principal of Curriculum Instruction and Assessment, Charles Caragianes, M.Ed.	978- 897- 8891
Principal of Leadership and Operations, Kevin Caruso, C.A.G.S.	978- 897- 8891
Athletic Director Michael Arria	978- 897- 8891
Guidance Counselors Amy Petroskey Nicole Fernald Dana MacPhee	
School Nurse, Janet Lamy,	978- 897- 9374
WAVM, Mark Minasian	978- 897- 5213
Maynard Food Service, Heather Schastany	978- 978- 6100
Head	978-



## District Information

<b>Superintendent's Office</b>	978-
<b><i>Superintendent</i></b> , Brian Haas	897- 2222
<b><i>Asst. Super. for Curriculum, Assessment &amp; Instruction,</i></b> <i>Jennifer Gaudet</i> jgaudet@maynard.k12.ma.us	978-
<b><i>Director of Student Services,</i></b> <i>Jeff Feranti</i> jferranti@maynard.k12.ma.us	897- 2138
<b>Finance Director</b> , Wayne White wwhite@maynard.k12.ma.us	978- 897- 8527
<b>Technology Director</b> , Adam Steiner asteiner@maynard.k12.ma.us	978- 897- 8246



## **Maynard Public Schools Calendar**

### **AUGUST**

**30-** Teachers First Day- No School

**31-** Professional Day- No School

### **SEPTEMBER**

**1-** Professional Day- No School

**2-** Student First Day

**3-** Student Second Day

**6-** Labor Day- No School

**7-** No School

**8-** Student Third Day

**24-** Early Release- All Schools

### **OCTOBER**

**8-** Early Release- Fowler Only

**11-** Indigenous Peoples Day- No School

**22-** Early Release- All Schools

### **NOVEMBER**

**11-** Veterans Day- No School

**24-** No School

**25-26-** Thanksgiving Holiday

### **DECEMBER**

**2-** Early Release- GM Only

**3-** Early Release- All Schools

**24-31-** Winter Break

### **JANUARY**

**3-** First Student Day From Break

**7-** Early Release- All Schools

**17-** Martin Luther King Day- No School

**28-** Early Release All Schools

### **FEBRUARY**

**4-** Early Release- All Schools



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### **APRIL**

**1-** Early Release- All Schools

**18-22-** April Vacation

### **MAY**

**6-** Early Release- All Schools

**13-** Early Release- All Schools

**30-** Memorial Day- No School

### **JUNE**

**3- Early Release- GM Only**

**10-** MHS Graduation

**15-** 180th Day of School

**20-** Juneteenth- No School

**23-** 185th Day of School

**30-** Potential Contingency Days

### **Early Release Dismissal**

**MHS: 10:55**

**FS: 11:15**

**GM: 11:45**

## **MHS Academic Calendar**

Term 1: **September 2  
- November  
5**

Term 2: **November 8  
- January 21**

**Mid Year  
Exams: January 18-  
21**

Term 3: **January 24-  
April 1**

Term 4: **April 4 -  
June 15**



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Underclassmen  
Final Exams:

**June 9th-  
June 15th**  
(Subject to  
Change)

185th day

**June 23**  
(Subject to  
change due to  
school  
cancellations)

## Aspen Student Information System

The district is changing its student information system(SIS) to ASPEN. Student accounts will be ready on day 1. Parents/guardians will be provided with an Aspen account, which will allow them to view student grades, attendance, and discipline. Once the accounts have been activated, you may contact the helpdesk at [helpdesk@maynard.k12.ma.us](mailto:helpdesk@maynard.k12.ma.us) for any questions.

Information about Maynard Public Schools and the high school can also be found at the following web address. <http://www.maynard.k12.ma.us/>



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In the event that school is canceled or delayed due to inclement weather, the Maynard Public Schools will provide notice for parents via the following:

1. An automated phone call to each home between 6:00-6:30 a.m. or in rare instances, the evening before.

This phone call is based on the home phone number provided on the student's emergency contacts form filled out at the beginning of the year and the phone numbers in iParent. Parents need to be sure their child's school has the correct phone and email contact information.

2. WBZ TV – Channel 4 ONLY

Radio 1030AM (WBZ)

Web:

<http://wbztv.com/schoolclosings>

**Please do not call the Fire or Police Department for School Information. DO NOT CALL "911".**

### **Delayed Opening**

In the event of a delayed opening, school will open two (2) hours after the regular starting time. School will be dismissed at the usual time on delayed opening days. If there is a delayed opening, no breakfast will be served on those days.

Occasionally a delayed opening will be later revised to a no school announcement if conditions worsen. Please stay tuned to the TV or radio for a possible cancellation notice after a delayed opening announcement or listen for the town whistle.

### **Early Emergency Dismissal**

In the event that an emergency early dismissal is required, the Maynard Public Schools will make every effort to contact parents via a mass notification through Tyler SIS



Only students attending Maynard High School may ride on the school Maynard bus. Busing is coordinated by the Central Office. Spaces are limited and are on a first come/first serve basis. Families need to apply for a bus pass in accordance with the Transportation Policy set forth by the Maynard Public School Committee.

### **III. Student Conduct and Attendance**

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall





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conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

The School Committee also believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication and made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and/or attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

### **We expect that the conduct of our students will enable us to:**

1. Establish and maintain a favorable learning atmosphere that is free from distraction, and
2. Develop within each student consideration for others and ideals, habits, skills and



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discourtesy or disobedience will be dealt with. The administration and staff expect the following from all our students.

1. Respect yourself, others, and all property.
2. Attend all scheduled classes and meetings.
3. Do not leave school without permission.
4. Comply with reasonable requests from adults in and out of the classroom. Realize that teachers may establish rules to govern their classroom that exceed stated rules.
5. Students are encouraged and expected to share information that may assist in ensuring the safety and well being of the school population.

### Student Masking Policy

Due to the continued threat of COVID 19 transmission, and the decision by the school committee to mandate masks, the following are guidelines regarding mask wearing.

All students must wear masks in the school building. Gaiter masks, masks with vents and bandanas used as face coverings will not be allowed. The requirement is a multi-layer cloth mask with earloops or head strap OR a surgical mask. The mask must cover the nose and mouth completely. Any designs or language on masks must be school appropriate and should not include profanity and/or reference drugs and/or alcohol. Students may remove their masks when a staff member has given permission for a mask break, during outside socially



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member will remind them to put their mask on or wear it properly. The staff member issuing the reminder should let the administration know at their earliest convenience. The administrator will log this as a disciplinary event with a warning as a consequence.

- Students who refuse to immediately comply will be sent to the office and will not be permitted in class or in the hallways at that time.
- In the event a student is sent to the office for not wearing a mask, the parents will be immediately notified to discuss disciplinary actions, the necessity of the mask rule and about the consequence of continued disregard for this rule.
- If a student violates the policy for a second time or is reported a second time, the student's parents/guardians will be called into a meeting with the Administration to discuss next steps. This will also be logged in as a discipline event.
- If the student violates the mask policy for a 3rd time or is reported a third time, the student will be subject to a suspension hearing.

August 25, 2021

### **General Discipline Philosophy Guidelines**



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2. Counselor referral
3. Parent-teacher conferences
4. Parent-teacher-administration conference
5. Office detention
6. Saturday school
7. External or internal suspension
8. Police intervention
9. Court intervention
10. Exclusion
11. Expulsion

The degree of consequences will be in proportion to the severity and/or frequency of the interaction(s). The administration reserves the right to make decisions based on the best interest of the school and its students, which at times may supersede the current handbook guidelines.

## **Harassment and Bullying Policy**

The Maynard Public Schools are committed to maintain a school environment free of harassment based on race, color, sex, religion, national origin or sexual orientation, gender identity, age, or disability. Harassment by administrators, certified and support personnel, students, volunteers,



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then renew employees, students and all members of the school community.

Harassment includes communications such a jokes, comments, innuendoes, notes, emails, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, sex, national origin, age, sexual orientation or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by the other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Maynard Public Schools is also committed to preventing all forms of bullying. While bullying can occur with a single incident, it generally involves a pattern of conduct over time directed at a person. Bullying may include any written or verbal expression, or physical acts or gesture, directed at another person(s) to intimidate, frighten, ridicule, humiliate or cause harm to the other person, where the conduct is not related to the person's membership in a protected class (e.g. race, sex). Bullying may include, but is not limited to, repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying through emails, instant messaging or websites; pushing, kicking, hitting, spitting, or taking or damaging another's personal property. Bullying behavior may also constitute a crime.

In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has



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limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements. This policy will be enforced by the Superintendent or appointed designee. The Maynard Public School urges all individuals in the school community to bring any concerns or complaints of harassment or bullying to the attention of appropriate school personnel so that they can resolve the issue.

### Bullying Policy Explained

Bullying, as defined in MGL c.71, section 370 is the repeated use by one or more students or staff members of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: causes physical or emotional harm to the target or damage to the target's property; places the target in reasonable fear of harm to himself or of damage to his/her property; creates a hostile environment at school for the target; infringes on the rights of the target at school; or materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying: is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See MGL c. 71 s. 370 for the legal definition of cyber bullying.

Hostile Environment: is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.



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**Staff:** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

**Target:** is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

**Reporting:** Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written.

Oral reports made by or to a staff member shall be recorded in writing.

A school or district staff member is required to report immediately to the Principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses.

Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. If a school community member would like to make a report of bullying or retaliation, he/she should contact the school's Administration. Copies of the Bullying and Retaliation Reporting Form are available on the district website and in each school office.

**Reporting by Staff:** A staff member will report immediately, preferably in writing but not required, to the Principal of Leadership & Operations or other administrator when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

**Investigation:** The Principal or designee will investigate all reports of bullying within five school days of receiving the report. To the extent practicable, the investigation will maintain confidentiality during the



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recurrence and to ensure that the target is not restricted in participating in school or benefiting from school activities. The Principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

The Principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and if bullying or retaliation is found, and what action is being taken to prevent further acts of bullying or retaliation.

LEGAL REF.: M.G.L. 71:37H; 71:37H1/2; 71:37H3/4; 71:37L; 76:16; 76:17; 603 CMR 53.00

## Sexual Harassment

The Maynard Public Schools requires all employees, students and visitors to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Sexual harassment includes but is not limited to unsolicited remarks, gestures, or physical contact, or expression of sexual interest, which continues after being informed that the interest is not welcome, or favoritism to an individual because of a sexual relationship, or display or circulation of written materials or pictures derogatory to either gender. The determination of what constitutes sexual harassment will vary with the particular circumstances. Generally, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Acceptance of, submission to, or rejection of such advances, requests or conduct is made





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basis for educational disciplinary or other decisions affecting a student;

3. Such conduct interferes with the individual's job duties, education, or participation in extracurricular activities;
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Any employee or member of the school community found to have engaged in sexual harassment shall be subject to sanctions including, but not limited to; warning, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements. Any attempt by an employee or a student to retaliate against a person who makes a claim of sexual harassment or provides information regarding a claim of sexual harassment is strictly prohibited and may result in any of the sanctions described in the previous sentence.

## Hazing

### Chapter 536

#### The Commonwealth of Massachusetts

#### In the Year One Thousand Nine Hundred and Eighty-five

#### An Act Prohibiting the Practice of Hazing

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:



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one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical and mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**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, and each individual receiving a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of



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

### Athletic Code of Behavior

Involvement in athletics can be a rewarding and valuable experience for the student at Maynard High School.

In order to benefit fully from this involvement, certain commitments must be made. Coaches and athletes are expected to conduct themselves at all times in a manner that is appropriate.

The student-athlete must be a student first and must comply with all regulations of MHS and the Massachusetts Secondary School Principals Association.

1. The student-athlete must make the commitment to maintain his/her body and mind in top physical and mental condition.  
To be at one's best requires adequate rest, nourishing food and abstention from all things that impair peak mental and physical performance, i.e. tobacco, smokeless tobacco, alcohol, marijuana, drugs, etc.  
The use of any of the above as well as frequenting drinking establishments and breaking curfews will result in suspension from the squad, in accordance with MIAA policy.
2. The student-athlete must maintain an attitude and mode of behavior that reflects positively on him/her as well as his/her coach, teammates, school, family, community and school athletics in general.  
This attitude and behavior must be demonstrated by



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- ~~will not be tolerated.~~
3. The student-athlete must exhibit self-discipline, common sense, and respect for other individuals and property of the school and community. All squad members are responsible for equipment issued to them and will be assessed for the replacement cost if any article is lost. Stealing will not be tolerated. Stolen money and school equipment will be repaid or replaced. First offenses will result in suspension from athletics for one school year; a second offense will result in permanent exclusion from athletics.
  4. Squad members must respect rules and regulations set forth by individual coaches. Disciplinary action for the violation of team rules may result in suspension or exclusion from the team as well as school disciplinary action, if warranted.
  5. The Administration (i.e. Principal, Athletic Director), agree that violations of sportsmanship will be handled by the coach. However, repeat offenders or extreme cases of unsportsmanlike behavior will be reported to the administration for review. Student-athletes are reminded that sporting events are an extension of the school day and all rules apply. The administration reserves the right to impose penalties that exceed the coach's in situations of repeat or extreme cases.

The major objective of the Athletic Program at Maynard High School is to provide a learning situation through interscholastic competition under the most conducive conditions to help develop more well-rounded individuals. By meeting the objectives



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## Behavior Policy

Students who violate ANY part of the Athletic Code of Behavior will be placed on athletic/activity probation. For example, students who violate the following regulations will be placed on probation.

- Students who violate the alcohol, drug, and tobacco policy – **probation is in addition to any and all MIAA sanctions.**
- Students who fail to maintain an attitude and mode of behavior that reflects positively on him/her as well as his/her coach, teammates, school, family, community, and school athletics in general.
- Students who do not exhibit self-discipline, common sense, and respect for other individuals and/or property of the school and community.
- Students who disrespect rules and regulations set forth by individual coaches.

The coach and the school administration (Principal and Athletic Director) will meet with the student regarding the incident and will make the final decision for probation.

The probation period will consist of six weeks. During the six-week probationary period, students are expected to be model citizens.

Students who have any other school, athletic or community issues/problems during their probationary period will be removed from that particular team/activity/group.

Students who violate the Athletic Code of Behavior for their second offense **MAY** not be allowed to participate in team/activity/group sponsored school events for the remainder of the school year. A meeting with the coach,



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(Alcohol/Tobacco/Drugs) MHS.21-22

### Rule 62

*A student shall not, regardless of the quantity, use or consume, possess, buy, sell or give away any beverage containing alcohol, any tobacco product, marijuana, steroids or any controlled substance. This includes products such as "NA or near beer."*

*Administrators shall use their best judgement and gather credible information in all cases where the chemical health policy is in question.*

1. The rule is in effect from the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest). For clubs and activities this goes into effect from the first meeting date and ends the last meeting date
2. Students and parents will be required to sign a contract stating they understand the rules and policies associated with drugs and alcohol.
3. First offense: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for 25% of the season or next season of participation. Penalties carry to the following season. If the student is unable to participate due to injury, academics or otherwise, the penalty will not take effect until that student is able to participate again. For those in extracurricular activities or clubs an appropriate length of suspension will be decided by the Principal and club advisor.
4. Second offense: The student will lose eligibility for 60% of the season or next season of participation. For those in extracurricular activities or clubs an appropriate length of



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### SESSIONS.

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*Students found in the presence of any beverage containing alcohol, any tobacco product, marijuana, steroids or any controlled substance shall likewise be deemed in violation of the chemical health policy. This includes products such as non-alcoholic or “near beer.”*

*Exceptions to the policy of being “in the presence” shall be made in the cases of restaurants, venues and family events where adults of lawful age are consuming alcoholic beverage or adults of lawful age are using tobacco products and Maynard High School students are present but not using such products.*

## Actions Taken For Unacceptable Behavior

**Students are expected to assume responsibility for their behavior.**

**The following is a list of unacceptable behaviors and the actions that may result. The administration reserves the right to impose more severe penalties if deemed appropriate. This list is not an exhaustive list of offenses and consequences. If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.**

<b>Offense</b>	<b>Consequence/Penalty</b>
Poor conduct/Attitude in class	First offense – Handled by the teacher at his/her discretion. Subsequent offenses may be reported to the administration for review.
Failure to report to detention	First offense – Handled by the teacher at his/her discretion.



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Laser Pointers	Laser pointers are not to be brought to school without specific permission from the administration. If inappropriately used, laser pointers will be confiscated. Repeated violations may result in additional consequences.
Displays of affection Leaving trash in cafe Horseplay/roughhousing  Behavior which results in removal from assembly Disrespect toward staff Refusing to report to office when requested	May result in detention, phone call home or Saturday School. Repeated violations may result in more consequences up to suspension.
Cutting Class Leaving School Grounds	<p><b>Cutting Class:</b> Students who cut a class may be required to serve an office detention. Repeat offenders may serve Saturday School or might be subject to an in-school or out-of-school detention. Students who cut a class are not eligible to participate in extracurricular activities on the day the cut is confirmed.</p> <p><b>Leaving School Grounds/Building:</b> Students who leave the building or school grounds without authorization may be required to attend Saturday School. Repeat offenders may serve an in-school or out-of-school suspension. Repeat offenders may also lose the privilege of participating in school-sponsored activities (class trips, prom, dances, graduation ceremonies, sports, clubs, etc.)</p> <p>Additionally, students who drive off of school grounds without authorization or transport other students off of school grounds without authorization may lose driving privileges for two weeks and parents will be notified. Subsequent offenses may result</p>





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Cheating Policy	<p>The faculty and administration regard cheating as a very serious offense. The term “cheating” includes the following:</p> <ul style="list-style-type: none"> <li>• Copying answers from others on tests, quizzes or homework</li> <li>• Providing answers to others on tests, quizzes, or homework</li> <li>• Obtaining answers or other information during quizzes or tests using methods of cheating</li> <li>• Plagiarism, not attributing sources</li> </ul> <p><b>First offense</b> – Handled by the teacher with notification given to the administration and the parents. A teacher may give the student a zero for the assignment. A Parent conference can be made available if either party wishes.</p> <p><b>Second offense</b> – May result in a possible failure for the term and or the course in question as well as up to a two day suspension.</p> <p><b>Third and subsequent offenses</b> of cheating may result in a change of class placement. For instance, students found cheating (Third offense) in an advanced placement course may be dropped to an honors level. Students may also lose eligibility for awards or extracurricular activities.</p>
Forgery/Falsifying Letters/Phone Calls	<p>Students found forging letters of any kind or falsifying phone calls in order to be dismissed or excused from school may receive consequences of up to a two day external suspension from school, including parent notification and a parent conference. Subsequent offenses may result in additional consequences including external suspension.</p>
Being in unauthorized	<p><b>First offense</b> – Consequences up</p>



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Computer Piracy Stealing* Vandalism*	*Students in violation of these rules will be obligated to repay/return stolen or damaged property
Physical, Verbal, or Sexual Harassment	See district policies for in depth definitions of physical, verbal, or sexual harassment.  Students using this type of behavior toward another student(s) may be suspended for up to ten school days. All incidents of harassment will be reported to the police.
Fighting When two students engage in the act of fighting	First offense – Consequences up to a three day external suspension and parent notification  Second offense – Consequences up to a five day external suspension and parent notification
Possession of a weapon or weapons	Weapons are not permitted on school grounds. Firearms, whether loaded or unloaded, are prohibited by law. These and other potentially dangerous weapons/items will be confiscated and the Maynard Police Department will be contacted.  First offense – Students may be suspended for up to ten school days. Students will be subject to an expulsion hearing.
Threats of Physical Violence	Acts/Threats of physical violence on a student or staff member may result in a suspension of up to ten days. Physical violence or an attack on a student or staff member may result in a ten day suspension. Violent acts may require participation in counseling. Request for expulsion will result when there has been an assault on an employee of the school district. All assaults, threats, and violent acts will be reported to the police.



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	<p>possession of tobacco products or caught in the act of smoking, 'dipping' or vaping may be suspended and the tobacco/product will be confiscated. The act of smoking includes, but is not limited to, holding a lit cigarette in one's hand or mouth. MHS also prohibits the use or possession of any tobacco products or nicotine delivery devices (for example, e-cigarettes, hookah pens, vaping), or other tobacco products in school, on school grounds, on school buses, or in school facilities.</p> <p>First offense – Consequences of up to a one day external suspension through a suspension hearing</p> <p>Second offense – Consequences of up to two days external suspension through a suspension hearing</p> <p>Subsequent offenses will be handled by the administration. Violators may be subject to mandatory enrollment in an anti-smoking program.</p>
Drug and Alcohol Disciplinary Code	<p>Students found possessing drugs and/or alcohol, under the influence of drugs/alcohol, or selling drugs/alcohol on school property or at a school function will be treated in the following manner:</p> <ol style="list-style-type: none"><li>1. Immediate notification of the Maynard Police Department.</li><li>2. Notification and conference with parent(s) before the student returns to MHS.<ul style="list-style-type: none"><li>• Up to ten day suspension. May be subject to expulsion.</li><li>• Referred to school counselor for mandatory drug/alcohol</li></ul></li></ol>



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	<p>with the Principal reinstating student privileges at his/her discretion.</p> <ul style="list-style-type: none"> <li>• Referred to the Superintendent of Schools.</li> </ul> <p>3. Students found selling drugs or alcohol on school grounds or at school activities may be recommended for exclusion/expulsion from the school system.</p> <p>4. Students caught in an area where drugs or alcohol are being used may be subject to suspension for up to five days.</p>
Fire Alarms Bomb Threats	Students found guilty of pulling the fire alarm will receive a consequence of up to a five day suspension. Students responsible for bomb scares or any other threat, real or fake, against the school, will be prosecuted in court and may be expelled from school.

## Food Policy

There is no food allowed in the classrooms unless specifically allowed due to medical reasons. Certain areas in the building are also designated food friendly places.

## Hall Pass Policy

Students have the right to use the school bathrooms when necessary. Students are to use the bathroom nearest to the classroom from which they came. Teachers may request that students make up class time missed AFTER school.



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### CLASSROOM.

Emergency requests to the school counselor must have a time out and time in signed on the request during study.

## Disciplinary Consequences and Due Process

### **Detention**

A teacher may assign a classroom detention which will be held from 2:10 to 3:00 p.m. Students may be assigned detention for breaking a variety of school rules or attendance regulations.

Failure to report to detention will result in further, more serious disciplinary action which may include a parent notification and office referral.

### **Saturday School**

Students may be assigned Saturday School for violations of the code of conduct including but not limited to: skipping detention, cutting class, smoking, violation of the cell phone policy, disrespect to staff, and leaving the building. The rules of Saturday School Detention are listed below:

- Transportation to and from Maynard High School will be the responsibility of the student and his/her parents or guardians.
- Students will report to the supervising teacher prior to 8:00 a.m. with sufficient materials to remain occupied in academic work until they are dismissed at 12:00 p.m.
- Students who arrive tardy to Saturday School will not be allowed to enter and will be assigned to a future date.
- Students will not be allowed to converse, engage in disruptive behavior, or use electronic



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- will be arranged by the supervising teacher.
- Failure to report to Saturday School, disruptive behavior while attending Saturday School, or refusal to accept the authority of the supervising teacher may result in the assignment of additional Saturday School time or out-of-school suspension.

### **In-School Suspension**

An in-school suspension is defined as removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or fewer, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process and appeal purposes.

### **Emergency Removal**

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.



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the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

**Short-Term Suspension**

A short-term suspension is defined as the removal of a student from the school premises and regular classroom activities for ten (10) or fewer consecutive school days. A Principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Notice of Suspension**

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in



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shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

### **Principal's Hearing – Short Term Suspension of up to 10 Days**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

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

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is





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in writing and may be in the form of an update to the original written notice.

### **Long-Term Suspension**

A long-term suspension is defined as the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A Principal may, in his or her discretion, allow a student to serve a long-term suspension in school.

Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Except for students who are charged with offenses under M.G.L. c. 71, §37H or §37H½ *i.e.*, with possession of drugs or weapons on school grounds, assault on a staff member, or are charged with or convicted of a felony or felony delinquency, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school.

Offenses under §§37H or 37H½ are not subject to §37H¾ as to the duration of your child's removal from school and may result in an expulsion for longer than ninety (90) days. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

### **Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to



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At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other



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place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

**Superintendent's Hearing**

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.



The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

**Expulsion**

Expulsion is defined as the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90)



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delinquency, complaint or conviction, or adjudication or admission of guilt with respect to such felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½.

### Weapons Law/Policy

In response to the statewide issue of weapons in schools, Massachusetts law has been strengthened as follows:

*“...Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife...may be subject to expulsion from the school or school district by the Principal...”*

(Chapter 71, Section 36 of the Acts of 1993. The section also provides expulsion for possession of a controlled substance—alcohol or drugs—or for an assault of school personnel. The law provides for due process and requires the school to furnish out-of-school services to special needs students.)

It is the policy of the Maynard Public Schools strictly to enforce this law.

The following further explains the language.

In plain language, NO STUDENTS SHOULD EVER BRING A WEAPON TO SCHOOL OR TO A SCHOOL-RELATED ACTIVITY. The only way to guarantee all children a safe school environment is to enforce this law absolutely.

POSSESSION of a weapon includes both the student who brought the weapon and any student who handled it. Possession also includes an object on a school bus, in a student's locker, book bag, or car on the parking lot on



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the remainder of a school year, for twelve months, or forever.

DANGEROUS WEAPONS are not limited in the law only to guns or knives. A dangerous weapon also could be handmade and includes a wide range of objects: any type of knife (pocket knife, kitchen knife, hunting knife, or any other cutting object); pipe or club; acid; explosive; gun, including a pellet gun or BB gun; live ammunition or other dangerous objects, including laser pointers.

The law also recognizes that many objects commonly found in schools (such as a geometry compass, a baseball bat, or a student's boot) could be used as a weapon. If an object is used to threaten, intimidate, or assault a person in any way, the object would be considered a weapon. The Maynard Public Schools realize that it is impossible to publish an all-inclusive list of weapons and it is our intent to inform parents and students that we will consider each situation carefully to determine if an object was used as a weapon.

Consequences for breaking the weapons law in grade 9-12: If a student possesses a weapon with no additional complicating factors, he/she may be suspended from the school for up to five school days and may be subject to expulsion. If there is an additional factor (examples: brandishing weapon, verbal or written threat, assaultive behavior, fighting prior possession of a weapon, prior threat, fight or assault, etc.) he/she may be suspended for up to ten school days and may be subject to expulsion.

Every incident involving a weapon will be reported to the Maynard Police Department.

### **Academic Progress**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments,



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the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

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



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annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

LEGAL REF: M.G.L. 71:37H; 71:37H ½; 71:37H3/4; 76:17; 603 CMR 53.00

### **School Wide Education Plan**

If you (a student 18 or older) or your child is to be suspended for more than ten (10) consecutive days, you/your child may be eligible to continue to receive educational services under a school-wide education plan, a document developed by the building Principal, in accordance with G.L. c. 76 §21. The plan includes a list of education and services available to students who are expelled or suspended from school for any reason, or under any law including M.G.L. c. 71 §§37H or 37H½, for more than ten (10) consecutive days. These plans are intended to allow eligible students to continue to access academic opportunities while suspended or excluded for any reason.

### **Summary of Notice of Hearing Rights and Procedures**

Except in cases of in-school suspensions or emergency removals, you or your child are entitled to oral and written notice of the charges prior





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### **Principal's Authority to Suspend and/or Expel**

Under the terms of the Education Reform Act and MGL, Section 37 H, the Principal of a school containing grades nine through twelve has the authority to immediately suspend and/or expel a student under the following conditions:

- Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun or a knife; or possession of a controlled substance as defined in MGL 94 C
- Assault of a Principal, teacher, teacher's aide or education staff member on school premises or at a school-sponsored or school-related event, including athletic events
- A student who is charged with a violation of the above two paragraphs shall be notified in writing of the opportunity for a hearing.

*Note: A student who has been charged with and/or convicted of a felony (or felony delinquency) may also be subject to suspension and/or expulsion by the Principal under the authority of MGL 71, Section 37 H.*

### **School Hours and After School Supervision**

It is the responsibility of parents/guardians to see that their students are picked up from school at a reasonable time after school or from extracurricular events. Staff members are not responsible for the supervision of students during non-school hours this includes students using the weight-room after school. Students found



## Search and Seizure/Breathalyzer

School officials maintain the right to seize items in a student's possession and to search property (lockers, desks, vehicles in parking lot, etc.) assigned to a student under the following guidelines:

1. There is reasonable cause to believe that the items in possession are illegal or in violation of school rules, or constitute a hazard to the health and safety of the student and others.
2. On occasion, in cooperation with the Maynard Police Department, drug sniffing dogs are brought to the school as a deterrent to illicit possession of drugs within the classroom, common areas, as well as lockers.

Examples of items subject to this regulation include, but are not limited to, drugs, weapons (real or facsimile), stolen property, and/or alcohol.

The school reserves the right to utilize a breathalyzer during the school day and at all school-sponsored events.

Students refusing to take the breathalyzer will be presumed to be under the influence of alcohol.

## Physical Restraint

Many faculty and staff have been trained in physical restraint. Staff members may physically restrain a student who is in danger of hurting himself/herself or others. School administrators will be immediately notified of any form of physical



Lost or stolen items should be reported to the Principal as soon as possible.

Items that are found should be taken to the main office. Any student who loses or damages any school property shall be required to reimburse the school department for such loss/damage. The debt must be paid as soon as possible. Any student owing money will be required to pay before they re-enter the next school year or prior to graduation.

### Special Needs Students – Discipline & Behavior Code

Students with special needs as defined by the Individuals with Disabilities Education Act of 2004 and Chapter 71B of the Massachusetts General Laws (Children with Special Needs), shall be subject to all provisions in this handbook with the following stipulations:

1. The Principal (or designee) will keep a record of student suspensions. If a student with special needs is suspended for ten (10) consecutive school days, or a series of suspensions that are shorter than ten (10) cumulative school days but constitute a pattern, then the school must convene a manifestation determination meeting. Please note, A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible.



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directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.”

At the manifestation determination meeting, relevant members of the student’s team shall review all relevant information in the student’s file, the IEP (or 504 plan if applicable), teacher observations, and other relevant information by the parents to determine:

- a. if the conduct in question was caused by, or had a direct and substantial relationship to the child’s disability; and
- b. if the conduct in question was the direct result of the school district’s failure to implement the IEP.

If either (a) or (b) is applicable, the conduct shall be determined to be a manifestation of the student’s disability. If so the team shall conduct a functional behavior assessment (FBA) and implement a behavior intervention plan (BIP) if no FBA had been done prior to the conduct. If a BIP had been developed prior to the conduct, review and modify the existing



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as part of the modification of the behavior plan.

2. A student may be assigned to an Interim Alternative Education Setting (IAES) for forty-five (45) school days if the student is found to:

- be in possession of a weapon in school or at a school function;
- possess or use illegal drugs, including alcohol, in school or at a school function; or
- sell or solicit controlled substances in school or at a school function.

A student may also be placed in an IANES by agreement of the parent(s) and school personnel.

3. The school may seek an order for the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) school days over parental objection if:

- school personnel have demonstrated by substantial evidence that maintaining the current placement is substantially likely to result in injury to the student or others;
- current placement is inappropriate;
- school personnel have made reasonable efforts to minimize the risk of harm in the current placement.

The BSEA has policies and procedures in place to expedite disputes regarding discipline.

## Expectations for School Sponsored Events

1. School-sponsored activities include sporting events, banquets, class



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4. Drugs and/or alcoholic beverages are never permitted at any school-sponsored activity whether on or off the campus. Smoking is not permitted by students on any property where a school-sponsored activity is held.
5. School-sponsored activities held off campus require that students be provided transportation both to and from the activity site, except junior prom and class night (in the event these are held off campus).
6. Any damages incurred will be paid for by the student(s) responsible. If responsibility cannot be established, the class, club, association, or group sponsoring the activity will be charged.
7. Students unable or unwilling to conduct themselves according to the above should either not participate or be prepared to accept the consequences.
8. In case of unlawful use of controlled substances (narcotics, alcohol, marijuana) the school will cooperate fully with proper authorities.
9. Students who attend home or away sporting events must act appropriately towards opposing fans, opposing players, and officials. Any negative comments directed towards anyone will not be tolerated. If a student engages in prohibited behavior, they will be subject to removal from the premises and school enforced consequences, such as, but not limited to detention and Saturday school. Repeat offenders will be banned from attending sporting events for a period of time designated by the Principal and Athletic Director.

*Note A: School-sponsored activities are an extension of the school day and*



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**amend this handbook at any time, with the approval of the School Committee.**

## Dress Code

**Student behavior and the total school environment are strongly influenced by the dress of students.**

**Students are expected to dress in a manner that supports a positive atmosphere for learning. Clothing that distracts, disrupts, or that constitutes a health or safety hazard violates the dress code. Habitual offenders may receive consequences up to suspension.**

The following items ARE NOT to be worn at Maynard High School:

- Any clothing that advertises tobacco or alcohol, displays profanity, racial slurs, disruptive images or words, drugs, gang related symbols, or sexual innuendos.
- No bare midriffs at all. All tops must meet the bottom.
- No exposed undergarments. Students must dress in a manner in which their undergarments are not revealing. Low-rise jeans should not be worn if undergarments can be seen.
- No sheer fabrics that can be seen through.
- No tube tops, halter tops, crop tops
- No tank tops or cut-off tops
- Hats are not to be worn in the auditorium. Students may be required to remove hats within the classroom, based on teacher discretion and classroom rules.
- No excessively short skirts or shorts. The hem of the shorts or skirt must be below the



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will be required to 1) change into something else, 2) change into something provided by the school, 3) have a parent bring a change of clothes to the school, 4) go home to change.

### Cafe Policy

The following rules are to be observed at all times:

1. The students will keep tables and surrounding areas clean.
2. Stealing of food/drink from the cafeteria may result in suspension and possible removal of cafeteria privileges, as will unruly conduct or failure to observe the above rules and regulations.

### School Bus & Field Trip Behavior

All rules of the school apply when students are on school buses or on school-sponsored field trips. Students on a field trip must stay with the group and return with the group and behave appropriately. Failure to do so may result in exclusion from riding the school bus and/or exclusion from future field trips and could possibly include additional school discipline.

### Field Trip Eligibility

Maynard High school reserves the right to establish participation criteria for any school-sponsored field trip.

Based upon academic standing, satisfactory attendance record and good conduct, all teachers must sign approval for students prior to any field trip. Students are required to make up





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Students may use their cell phones at lunch in the cafeteria. Cell phones may not be used at any other time during the school day, except for educational purposes as defined by individual teachers and staff. On the first offense, a staff member will confiscate the cell phone and turn it into the Main Office. Parent/Guardian will be notified and the student may claim the phone after school. On the second offense, a Parent/Guardian must claim the phone. On the third and subsequent offenses, the student may be assigned detention, Saturday School or suspension at the discretion of the Principal and the Parent/Guardian must claim the phone.

### Make-up Policy: Absent, Tardy, Dismissed, Field Trip

1. Students who cut a class will not be allowed to make up work for credit.
2. Makeup work due to absences (including suspension) is allowed for full credit.
3. It is the responsibility of the student to make arrangements with the teacher for completing makeup work.
4. Teachers are not obligated to provide assignments in advance to students who miss class time due to vacations.
5. Work missed due to a field trip is due the day after the trip, or a date set by the teacher.
6. Work missed due to tardiness to a class must be made up on the day he/she is late, or make arrangements with the teacher. Failure to complete work that day will result in a zero.
7. Any student who is dismissed and misses any scheduled class work must make up the work



If a student has been absent for ten unexcused consecutive days without any communication with the school, the Principal must send a notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

If there is no response, or the student still wishes to dropout after the intervention meeting, then the student may be removed from the school roster. At any time after this happens, the student is welcome to re-enroll without question.



Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children 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 family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with 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 his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents 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. See next page regarding the differences between unexcused and excused absences.

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.

## Student Absence Notification Program



with any student, and that student's parent/guardian, 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. 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.

## Attendance Regulations

1. **All students are allowed seven unexcused(parent excused) absences each semester without requiring a physician's note.**
2. Excessive unexcused absences:  
**Regular attendance in school is a critical factor in academic success. Therefore, students are expected to be present at school daily. Students who have more than seven unexcused absences in a semester will receive "administrative F" or "55" for that semester. The earned quarter grades will still appear as earned on the transcript and report cards, *however the grade for the semester will be a "55."* Students will have ten school days after the close of the semester to appeal an "administrative F." However, please note that in accordance with item 3 in the Attendance Regulation section, *all doctor's notes/faxes/emails/calls are required within 48 hours of a student returning to school in order to excuse the absence.***
3. Excused absences:
  - Death in the family



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semester of their junior year.

Seniors are allowed three excused visits beginning in September of their senior year.

All visits must be set up and confirmed by Guidance. Forty-eight hours notice is required in order for approval.

- Extenuating Circumstances (at discretion of administration)

*All doctors'*

*notes/faxes/emails/calls are required within 48 hours of absence.*

4. Unexcused absences/Parent excused absences:

- Illness not requiring a doctor's attention/visit
- Vacations during school time

5. Tardy to school:

- First block will begin at 7:45 a.m. Students arriving to school after 7:45 must sign in at the main office.

6. Tardy consequences:

First block begins at 7:45. A student who arrives at school after 7:45 is tardy. Three unexcused tardies are equivalent to one unexcused absence. Excused tardies fall under the same guidelines as excused absence. **Any combination of unexcused tardies and unexcused absences that exceeds the limit for unexcused absences for a semester will result in the student receiving an administrative F or "55" for all of his/her courses for that semester.**

7. Tardy to class:

If a student arrives to school on time, but is tardy to class later in the day the following consequences will be imposed:

- Up to three tardies will be handled by the teacher
- Beyond three tardies, handled by administration



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**particular class that exceeds the limit for unexcused absences for a semester will result in the student receiving an administrative “F” or “55” for this particular course.**

## Dismissals

1. Dismissal notes must be submitted to the Main Office first thing in the morning. Notes must have a parent signature, a telephone number, and a reason for dismissal.
2. All non-medical dismissals must be approved by the Main Office. Dismissals due to illness are processed through the Nurse’s Office.
3. Students are to sign out in the Main Office when they leave and sign in upon return. Failure to do so could result in disciplinary action.
4. Students requesting to be dismissed due to illness must have the nurse make contact with a parent/guardian before the student can be dismissed. The nurse or Main Office may also make an attempt to verify dismissal notes that have been turned in.
5. Telephone requests for dismissals other than medical purposes are strongly discouraged.
6. We strongly discourage students from driving themselves home if they are being dismissed from school due to illness.

## Truancy



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2. The school resource officer and/or the District Juvenile District Court may be notified.

### Electronic Device Information

#### Server Space

Students are permitted 1 GB of storage space on the school's server. Students may request additional space through the technology department. When storage reaches capacity, students will be unable to save until old materials are deleted and space is freed up.

### Computer Acceptable Use School Committee Policy

The Maynard Public School District's computer network environment is a valuable resource that allows us all to learn, work, explore, and play. It can be used to open doorways to other people, places, ideas, and experiences that would otherwise be unavailable to us. It can also expose unwary users to the following risks:

1. Risks to personal safety posed by unquestioning trust of others online.
2. Risks of viewing harmful material, either accidentally or intentionally.
3. Risks to personal privacy and the confidentiality of personal information.
4. Risks of potential criminal, civil, and/or disciplinary liabilities.

As a community it is our responsibility to mitigate these risks through the education and guidance of our users. As users it is our responsibility to treat this valuable resource with respect by



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communication and interaction, behavior within the environment affects others and has consequences. Most of the time there is a clear parallel between online behavior and face to face behavior—what's acceptable in person is acceptable online, and what's not acceptable in person is not acceptable online. But online communication is limited and doesn't provide the same level of continuous feedback we get from personal interactions so we must be careful not to let the lack of physical presence and feedback from those we're interacting with lead to misinterpretations or inappropriate behavior. When in doubt, let common sense prevail and ask yourself "would I still be doing this if the person were standing right next to me?"

Besides communication, the environment allows us to manipulate various forms of digital media in ways that continue to evolve. Text, music, video, speech, graphics, animations, software, and more can all be duplicated, transported, modified, and accessed with ease. This ease does not change the users' responsibilities to the authors and creators of these songs, movies, photographs, texts, etc. They are still subject to the same rules regarding plagiarism, copyright infringement, and theft that apply outside the environment.

We can also interact directly with the environment itself or use it to interact with other networks and environments world-wide, potentially transforming the environments through those interactions. As with all shared infrastructure, users should refrain from destroying, damaging, or disrupting the environment just as we refrain from destroying, damaging, or disrupting public roads, electricity supplies, and water supplies.

It takes an ongoing investment in computer and network equipment, software and data services, and technical and teaching personnel to





that disrupt, damage, or degrade the environment or the activities and services that it supports.

## Chromebook Expectations

**All school rules for technology apply for the Chromebooks as it is the property of**

**Maynard High School (see the Acceptable Use Policy for details).**

### **Expectations:**

- The Chromebooks will be used as a learning tool.
- Students will not abuse or misuse any Chromebooks.
- The students will adhere to the Chromebook License rules at all times.

### **Students are responsible for:**

- Keeping the Chromebook safe and well protected.
- Cleaning the screen with an appropriate cloth.
- Charging the Chromebook each evening.
- Organizing the Chromebook as per school guidelines.
- Bringing the Chromebook to school each day, fully charged, and appropriately protected.

### **Guidelines:**

- Never record anyone (audio or video) without your teacher's permission.
- Do not put your Chromebook in a bag with liquids.
- Games/Apps that are downloaded onto the Chromebook must be educationally based.
- Do not go to any inappropriate websites.
- Do not stream YouTube, Pandora, or other high bandwidth sites on the school network unless instructed by your teacher.
- Do not audio or video record anyone without their knowledge



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and they are not their own personal entertainment system.

- Any damage to the Chromebooks will be the responsibility of the student's family.
- The school has the right to revoke Chromebook privileges should a student mistreat or misuse the device.
- On the first offense, a staff member will confiscate the Chromebook and turn it into the Main Office. A Parent/Guardian will be notified and the student may claim the Chromebook after school. On the second offense, a Parent/Guardian must claim the Chromebook. On the third and subsequent offenses, the student may be assigned detention, Saturday School, or suspension at the discretion of the Principal and the Parent /Guardian must claim the phone iPad and Chromebook.
- The school can track the location of the Chromebook.

### **Apps on Chromebooks:**

- The school can track software that has been installed.
- You may not download Chromebook apps. Those will be installed by the district.
- If you require an app for your class that is free, you are responsible for downloading that app and making sure it remains up to date.
- Any game apps that are played during class must be education-based and part of the lesson or the teacher reserves the right to take away the chromebook, possibly leaving the student without the device to complete or work on the lesson.

## **IV. Academics and Student Services**



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1. Educational, college and career planning, and counseling
2. Scheduling and orientation of new students
3. Review of student's educational progress
4. Modification of student's schedules
5. Information sharing and consultation with parents
6. Career and Information Center
7. Referrals to community resources
8. Student/teacher/parent conferences
9. Short term personal counseling
10. Referral to community mental health services

The school counseling curriculum is aligned with the Massachusetts Health Framework. Since good health is linked with better school performance, schools have a vested interest in discouraging behaviors that have a negative impact on health. The School Counseling Department is the central agency for addressing these concerns.

School Counselors help to build a bridge of communication between families and schools to facilitate healthy decision making by students.

Building resilience is the theme that serves as the primary focus of the school counseling curriculum. The curriculum addresses these issues both formally and informally: growth and development; nutrition; physical education; sexuality; emotionally healthy relationships; safety and injury prevention; tobacco, alcohol and substance use/abuse prevention; consumer health and resource management; disease prevention; group and community health.

Additional school counseling services include: school adjustment counseling, School-to-Career, Virtual High School,



If a student demonstrates behavior or makes oral/written statements which raise a concern about the physical/emotional/mental safety of the child or of others, the school administration may initiate or have the parents/guardians initiate an assessment of the student to determine well-being/safety of the student or others. Students who are out of school for mental or physical health needs may be required to show medical documentation that they are cleared by a clinician to return to school.

Students who have been hospitalized due to mental illness need to have a reentry meeting with their parent, guidance counselor, and school administrator. The parent and representatives from the school will sign a contract for safety.

## Nurse's Office

The school nurse is on duty during regular school hours to assist students with their medical needs. Students must obtain a written pass from their classroom or study teacher before visiting the nurse's room. The nurse's room will not be used as an excuse to miss class.

The nurse will dismiss students for medical purposes only.

Students may not be given any medication (prescription or over-the-counter) without written direction from their doctor and written permission of their parent/guardian.

Accidents and injuries that occur during the school day must be reported to the school nurse. An accident report will be filled out.

All immunizations must be updated according to state laws.



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regulations regarding concussions protocols.

### Comprehensive Health Education Plan

The Maynard School District has implemented a K-12 Health Education Program with multi-faceted topics occurring throughout the school years. Topics will range from health behaviors at the elementary level, nutrition in middle school, and human sexuality components occurring from grade five and beyond. The School Committee has approved our curriculum to ensure the present and future health of our children. Maynard High School requires all its students to take a wellness class, incorporating physical education and health-related issues.

### Media Center

The mission of the Maynard High School Media Center is to provide students and faculty with the materials and resources necessary to support the curriculum, and to instruct students to be skilled, effective and ethical users of information.

Containing 7,500+ books, 4 projectors with Apple TV, more than 30 online databases, 2 Virtual Reality headsets, and a 3D printer, the Maynard High School Media Center is a safe environment that exists to support the curriculum, and provide students with the skills and resources necessary to become lifelong learners.

Food and drink other than water are not permitted in the media center.

Students found being disruptive in the media center will be asked to leave and a parent/guardian will be notified.



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## LOCKERS

Locker assignments will be kept by the administration. Students must use only the locker assigned to them and should be locked when not in actual use.

Students are responsible for all belongings (including books) missing from unlocked lockers. Please report anything missing immediately to the Principal.

Students are responsible for their personal property at all times, including property in locked lockers or athletic lockers. Valuables should be given to a coach or the Principal for safekeeping. The school is not responsible for students' personal property, musical instruments, or athletic equipment stored anywhere in the school, gym, or lockers with or without locks.

Lockers should be kept neat at all times. Overdue library books or food (except for daily lunches) may not be stored in the locker. *Alcoholic beverages, stolen property, knives, razor blades, guns, and drugs of any kind (prescribed medicine should be deposited with the school nurse) are illegal and will be reported to the police.* No oversized items are to be brought to school if they do not fit in student lockers (i.e. skateboards, roller blades, radios, etc). *Lockers are loaned to students. The school retains the right to inspect the lockers periodically for compliance with these regulations.*

## Work Permits

The state requires every person between the ages of 14-17 to have a work permit in order to hold a job. Forms are available in the Main Office.

The state requires that you furnish a birth certificate or driver's license as proof of age; however, if you currently



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form, the permit will be completed and returned to the student to be submitted to their new employer.

## Age of Majority

Any student reaching the age of eighteen (18) may apply for the age of majority status. Parents/Guardians must sign a form of consent. Before consent is granted, a telephone conversation or parent conference with an administrator may take place. Age of Majority, in effect, allows the student to be recognized by the school as an adult so that he/she may be accorded the privileges of an adult, such as the signing of attendance records to include dismissal notes, requesting records, and/or other similar type activities. However, the student must have any dismissals, tardies, and absences approved by the administration. A student with Age of Majority must call himself/herself in sick and write an excused absence note in accordance with the Student/Parent Handbook procedures.

## Senior Privilege

Seniors may leave the building/campus during lunch time only. To be eligible for Senior Privilege, students must be enrolled in enough credits and proper courses to be able to graduate that year, i.e. be a senior. In addition, seniors must pass at least four major courses per quarter to maintain their eligibility for Senior Privilege. Students who do not pass at least four major courses will lose their Senior Privilege for the following term. Senior Privilege may be suspended or eliminated when students violate the code of conduct.

Students who do not return to school on time for class will have their Senior Privilege suspended for one week.



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Forms are available at the Main Office. Privileges will not be granted until the student and parent/guardian have signed the form and Principal has signed acknowledgement of receipt.

During the school day, the back patio will be designated a senior only patio.

**STUDENTS MUST SIGN OUT AT THE MAIN OFFICE WHEN LEAVING THE BUILDING AND SIGN IN UPON RETURN.**

### Student Parking

Maynard High School provides the privilege of parking a private registered vehicle in the MHS parking lot to a registered student, subject to the following regulations. However, the administration reserves the right to tow unauthorized vehicles and/or revoke student parking/driving privileges without warning for any student not following these rules, or for other violations of school policy.

1. The speed of vehicles may not exceed 15 mph.
2. Students will park in the designated student lot only on a first-come, first-served basis. Repeated failure to do so will result in loss of privilege/disciplinary action.
3. Students will display the Maynard High School parking tag from the center mirror of the windshield of the registered vehicle. Automobiles without parking tag may have their vehicle towed or ticketed (by local police) at owner's expense.
4. Students will park on school property at his/her own risk and assume all liability connected with the vehicle.





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- per the guidelines stated in this handbook (see Search and Seizure).
7. Students who violate driving/parking policy may forfeit his/her parking privilege for a designated amount of time determined by the administration.
  8. Students must register for a parking tag during the third week of school. There will be a fee of \$30 for a full year of parking and is prorated to \$15 for a half year (beginning second semester). **If the fees are not paid upfront the fee will be attached to the student account.**
  9. All students and passengers of motor vehicles are required to properly fasten seat belts while on school property. Any operator of a vehicle in which the driver or any other passenger is not wearing a safety belt or otherwise properly restrained in an infant or child seat will receive the following penalties:
    - First offense: Written warning and parent notification
    - Second offense: Loss of parking privilege for two weeks and parent notification.
    - Third offense: Loss of parking privilege for the remainder of the school year and parent conference.

## Homeless Students

The Maynard Public Schools follows the McKinney-Vento Homeless Education Act ensuring educational rights and protections for children and



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temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.”

This definition shall include: 1) children and youth who share the housing of other persons due to loss of housing, economic hardship, live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or wait for foster care placement; 2) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; 3) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; 4) migratory children who qualify as homeless because they are living in circumstances described above; and 5) unaccompanied youth not in the physical custody of a parent or guardian.

The district will work with homeless students and their families to provide stability in school attendance and ensure students are able to participate in our free meal programs.

For more information contact the Maynard Public Schools Homeless Liaison, Director of Student Services or Green Meadow Principal.

(See also, Maynard Public Schools “School Committee Policy #525” in “Selected Policies and Procedures.”)



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means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Students—and their parents and/or guardians—who believe that a student has received unfair treatment may bring forward their grievance. Appeals of individual disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent and on to the School Committee if a policy needs to be approved or changed.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.

### Section 504: Procedural Safeguards

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling conditions.



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free, appropriate, public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations, and/or receive auxiliary aids/devices, or related services as to allow your child an equal opportunity to participate in school and school-related activities.

- Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- Examine all relevant records to decisions regarding your child's identification, evaluation, educational program and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate or misleading. If the school district refuses this request for amendment, it shall notify you within a



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### Grievance Procedures.

- Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement in the event that the grievance procedure had led to a decision with which you disagree. You and the student may take part in the hearing and have an attorney represent you.

All programs, activities and employment practices of the Maynard Public School District are offered without regard to age, disability, national origin, color, race, religion, gender, sexual orientation, or housing status.

## Pregnant Students

The Maynard Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

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

The Maynard Public Schools 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.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that



## Nondiscrimination Grievance Procedures

The Maynard Public School District is committed to ensuring that all of its programs and facilities are accessible to all students, employees, and members of the public. We do not discriminate on the basis of age, disability, national origin, color, race, religion, gender, sexual orientation, or housing status with regard to our education programs, activities, or employment practices.

Any alleged discriminatory practices within the scope of Title IV, Title IX, Section 504, or any other civil rights laws should be addressed through the following grievance procedures.

1. If you believe you or your child has been discriminated against, you should file a complaint with the Director of Student Services. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance. The Director of Student Services will investigate and document the complaint and mail a written reply to the complainant within ten (10) school days of meeting with the complainant.
2. If the complaint is not satisfactorily resolved through Step 1, the complainant may file a written appeal to the Superintendent. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the Superintendent's Office within ten (10) school days of receiving the Director of Student Services' response. The Superintendent shall review all written materials and schedule a meeting to hear the appeal at the earliest possible date after receipt of the appeal.



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impartial hearing officer. Such a request must be filed no later than ten (10) school days after the date of the Superintendent's decision in Step 2. The impartial hearing officer shall not be an employee of the District and will be an attorney or educator knowledgeable about civil rights laws. The hearing officer will provide the complainant and the District with the opportunity to present oral and/or written information on the grievance. The complainant and the District may be represented by counsel of their choosing and at their own expense. The hearing officer will render a decision as expeditiously as possible after the conclusion of the hearing.

Director of Student Services, 3-R Tiger Drive, Maynard, MA- 978-897-2138  
Superintendent, 3-R Tiger Drive, Maynard, MA - 978-897-2222  
Office of Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491 – 617-223-9662

## Academic Requirements

Minimum number of academic courses per semester

Freshmen-7

Sophomores-7

Juniors-7

Seniors-7 (This may include Teachers Aid, Directed Study, Work Study, Etc)



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*the year in a full year course will receive the credits for a full-year course. Academic credit for half year courses is based on the final average for the semester for that course.*

*Students who earn a “60” or better for a final semester average will receive the credits for a half-year course.*

### Specific Course Requirements (minimum)

English Pass four years. Includes one year each of

Grades 9, 10, 11, 12

Mathematics Pass four years

Science Pass three years

Social Studies Pass three years of Social Studies, including one year

of U.S. History

Physical Education Pass four years of physical education prior to graduation.

In the academic year(s) in which a student is not enrolled in a health or physical education course, they must participate in a Physical Education and Wellness activity.

Activities like interscholastic or club sports as well as health and wellness focused advisories meet this requirement.

Health 2.5 Credits

### Credits Needed

Freshmen	$\frac{1}{2}$		
Year	13.75	Year	25.00
Sophomore	$\frac{1}{2}$		
Year	41.25	Year	55.0
Junior	$\frac{1}{2}$		
Year	68.75	Year	82.5





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In order to graduate with their class, seniors must earn 110 credits by the end of their senior year. 20 of those credits must be earned during their senior year and exams must be passed senior year.

"All students will be required to take Senior Project I and Senior Project II prior to graduation. Exceptions from this requirement must go through an appeal process and will be determined by the high school administration. "

## Grading System

The high school will be assigning letter grades on report cards and transcripts according to the following grading scale.

Grade	AP (Level 5)	Honors (Level 4)	College Prep 1 (Level 3)	College Prep 2 (Level 2)
A+ (100- 97)	4.50	4.25	4.00	3.75
A (96- 93)	4.25	4.00	3.75	3.50
A- (92- 90)	4.00	3.75	3.50	3.25
B+ (89- 87)	3.75	3.50	3.25	3.00
B (86- 83)	3.50	3.25	3.00	2.75
B- (82- 80)	3.25	3.00	2.75	2.50
C+ (79- 77)	3.00	2.75	2.50	2.25



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D+ (69-67)	2.25	2.00	1.75	1.50
D (66-63)	2.00	1.75	1.50	1.25
D- (62-60)	1.75	1.50	1.25	1.00
F (59-0)	0.00	0.00	0.00	0.00

## Graduation Eligibility Policy 631.1

The eligibility of students to receive diplomas with their graduating class will be determined by the marks earned and the number of credits accumulated no later than the end of the fourth term for seniors.

Students ineligible to receive diplomas because they have not met graduation requirements by this date will not be permitted to participate in commencement exercises. Exceptions may be made upon recommendation of the Principal and the consent of the Superintendent for Special Education Students receiving Certificates of Attendance and for Foreign Exchange Students receiving Certificates of Attendance.

Students who, because of academic deficiencies, may not graduate with their class will be notified by certified mail. At that time, those students and their parents or guardians will receive a schedule of classes for the coming year. Adjustment to the student's schedule will be made only at the beginning of each semester and acknowledged in writing. Specific graduation requirements to be met by the student and a timetable for possible graduation will be included in the letter of notification to students and parents or guardians.



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the MCAS Tests for mathematics, English, and science. Students will have multiple opportunities to pass each MCAS test. Students who do not pass the test prior to the graduation date of their class will receive a certificate of attendance instead of a diploma.

### Retention of Students

Grades 9-12: Promotion of students is determined by the number of course credits accumulated by a student at the end of a given school year.

Students need to have a minimum grade of 50 in order to be eligible to make up credit in summer school.

### Honor Roll

A list of all students who make the honor roll is published at the end of each academic term.

1. To attain high honors, a student must attain an average of 90% with no mark lower than 85.
2. To attain honors, a student must attain an average of 85% with no mark lower than 80.
3. To attain honorable mention, a student must attain an average of 80% with no mark below 75.

Student Recognition for achievement will be honored through letters, certificates, presentation and/or receptions.

### Advanced Placement

Students who elect Advanced Placement courses recognize that AP is college level work and requires a substantial commitment. These classes are not designed to be honors courses;



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work, and take the exam in May.

There will be no allowance for late or incomplete work or attendance problems. The following are expectations that all AP students are expected to meet.

1. Students must sign and agree to the terms of a course contract.  
Summer work must be completed and submitted by the due date or student will be withdrawn from the course.  
There will be no exceptions.
2. Students must have a minimum of an 85 average in prerequisite courses and the recommendation of the teacher to be enrolled in AP. Students without this requirement must file a Request to Elect AP form with the Principal to be considered for the class.
3. Juniors may take one AP course if duly qualified. Any junior who intends to enroll in two AP classes must file a Request to Elect AP form with the Principal.
  - a. Seniors may take two AP courses if duly qualified. Any senior who intends to enroll in three AP classes must file a Request to Elect AP form with the Principal.
4. Students who are enrolled in AP classes may only take two field trips per year, excluding college visits. Attendance in class is critical.
5. There will be no unexcused tardies to AP class. The door will be closed and tardy students will miss the class.
6. There will be no allowances for late work. Class will be taught to the highest standard and students who fall behind will have to catch up on their own time.



## GPA & Class Rank

Both systems utilize a weighted GPA based on a 4.0 scale.

Course levels are indicated on the transcript.

Level 2 – Modified Course

Level 3 – College Preparatory

Level 4 – Honors/Accelerated

Level 5 – Advance Placement/Dual Enrollment

Rank is a calculated average based on weighted GPA.

## Homework Policy

It is sound educational practice to develop good study habits by encouraging students to take upon themselves school assigned responsibilities at home at an early age. It is equally important to make each school-assigned home responsibility an effective part of the student's learning program. Homework should: A) Contribute to a love of learning, therefore be productive, not busy work; B) Be an outgrowth of and preparation for class activities; C) Be used to build study habits and time management; D) Be a vehicle to develop or reinforce skills; E) Be a child's responsibility; and F) Contribute to home/school communication and child/parent communication. Work done at home will be evaluated promptly by the teacher and returned to the student. When homework is assigned, deadlines are expected to be met. However, latitude for an extension of time must remain with the teacher in consideration of extenuating circumstances. The teacher should instruct and explain so that the student



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which seem clear in the classroom reveal hidden difficulties once the student is on his/her own. Herein lies much of the value of homework. Anything a parent can do to explain, discuss, or remove confusion, is heartily encouraged. The parent should be especially careful to follow the procedure being used in the classroom. When in doubt, a parent should feel free to consult the teacher involved; the teacher will gladly provide an explanation.

### **Time Guidelines for Homework**

**Grades 9-12:** Homework is based upon the course level and is assigned accordingly. Generally, homework will average 2 - 2½ hours per course per week and/or a sum of 2 - 2½ hours per day for all courses. Homework is to be completed as assigned for full credit. Partial credit for homework may be granted at the discretion of the teacher for work handed in late.

### **Semester and Final Exams**

All students are required to take mid-year exams in all major subjects. Any student with a 90 or better for the course may be excused from final exams at the discretion of the teacher.

### **Report Cards & Progress Checks**

Ongoing academic progress and quarterly report cards are posted online through Tyler SIS.

### **Extra Help Sessions**



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p.m., Monday through Thursday. Parents and students sign a contract for the days the student will attend. This is monitored by a staff member.

## Course Change Procedure

**Course changes must be made within the first six days of the course.**

The established procedures are designed to allow and facilitate communication between all the interested parties. For that reason, it is important that students, parents, and staff follow the established procedures.

For any proposed course change, the first step is that the student discuss the course change with parents. Parental approval is necessary for all course changes. Next, the student must discuss the proposed change with the counselor and current teacher (if dropping a class). It is the responsibility of the student to speak to the teacher of the new class to make sure this is appropriate. Assuming that the proposed change meets with parental approval, falls within the course change guidelines, and is in the student's best interest, the student must complete the following process.

To change a course at the beginning of the semester:

1. Obtain an add/drop slip from a guidance counselor.
2. List the course(s) that the student intends to add or delete.
3. Obtain approval from every teacher affected by the change.
4. Get signed parent permission (unless discussed previously via telephone or through a parental note).



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7. Students will not be officially dropped from a class unless all books and other course materials are returned to the teacher of the course being dropped.

*Please note the number of minimum courses must be determined by the administration.*

### VHS: Add/Drop Policy

Maynard High School purchases twenty-five student spots from Virtual High School. It is a privilege for the school to get these spots and for students to have the opportunity to enroll in VHS courses. For this reason, once a student is enrolled in a VHS course, the student is obligated to continue with the course throughout the semester. Students are not permitted to drop a VHS course. Any student refusing to complete a VHS course will fail the course. Like other Maynard High School courses, VHS courses will appear on the student's final transcript and will count toward the student's GPA. **If a student has an issue with a grade submitted by a VHS teacher, all inquiries must go through Maynard High School.**

**Students are not permitted to contact VHS directly. If students take an AP VHS course, there is a \$75 fee in addition to the cost of the exam. All AP VHS students must take the AP exam. If students take an AP course that has a lab, additional fees may be required.**

Students enrolled in VHS courses must adhere to MHS and VHS policies at all times. Students enrolling in VHS will be required to sign a contract signifying their recognition of this policy.





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take place in the classroom. When students miss a class, it is expected that students will complete the assignments they missed due to absence.

Incomplete grades may be issued for two purposes:

1. At the close of each marking period, teachers may designate course grades as “incomplete” if assignments have not been completed due to absences. It is the responsibility of the student to make arrangements with the teacher to complete work. Grades will not be designated as incomplete for more than two weeks after the close of the marking period. If, after two weeks, work has not been made up, teachers will change the incomplete grade factoring in a zero for the missing work.
2. At the end of a course (semester or year) a teacher may issue a grade of incomplete if materials have not been returned. This will include textbooks and other related materials distributed to students. The student will not receive credit for the course until the obligation has been met by payment or returning materials. If, after the next report card the obligation has not been met, the incomplete will turn into an “F.”

## Withdrawal/Transfer

When a student wishes to withdraw from school, he/she must obtain and complete a withdrawal form from the guidance counselor. All textbooks, library books, and other school materials must be turned in before officially withdrawing or transferring. Students are responsible for books and materials not returned and thus will be



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Education at Maynard High School in order to receive a Maynard High School diploma.

### Courses Taken Outside MHS

A maximum of ten (10) transfer credits per year from an accredited summer or night school program is accepted for a diploma from Maynard High School.

These ten credits are for courses failed at Maynard High School or courses not offered at Maynard High School.

Students may not take courses outside of Maynard High School while they are currently being offered here. Dual enrollment courses with colleges and virtual high school courses are not included in the ten point transfer credit limits. Such courses will be permitted for academic credit upon the approval of the Principal. All courses must be approved by the Principal.

Summer school and night school are not leveled and are not included in quality points. Dual enrollment courses are considered advanced level courses and level five. Virtual High School courses are level three, four or five depending on the course.

A student may graduate from Maynard High School after earning 110 credits in an approved program of study.

Any student may embark on an accelerated program that would allow him/her to earn 110 credits in fewer than four years if the following criteria have been met:

1. Recommendation from school counselor and approval from the Principal.
2. Written parental permission.

## V. Extra Curricular Activities and



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Class dues will be \$30 for each year. Attendance at the Junior Prom requires that dues through the junior year are paid. Senior dues must be paid to receive cap and gown and records. Unpaid fees will be cumulative.

All students participating in activity fee-based school activities must pay the activity fee at the beginning of the school year. This fee covers any activity the student may wish to join for the entire year. For additional information regarding activity fees including specific fee amounts, please see the district policies on the district website.

### Available Activities

Students are encouraged to participate in co-curricular and/or extracurricular activities of the school. The decision to offer an extracurricular activity belongs to the Administrator and School Committee based upon student interest and requests by the student government. The following activities are available to all students who are academically eligible:

A Cappella Singers Concert Chorus	Green Committee SAGA
Concert Band	International Club
Jazz Band	Math League
Madrigals	Mock Trial
Musicals/Plays	National Honor Society
Wind Ensemble	Peer Leaders
Best Buddies	Student Council
Class Officers	WAVM
Cooking Club	Yearbook



### **A Cappella Singers**

The A Cappella Singers are modeled after the university a cappella groups (think "Sing Off"). They sing only pop literature, only a cappella (without accompaniment), with beat boxing. This is a student run, audition-only group which meets once a week in the evenings. You must be in Chorus to **audition** and be eligible to join this group.

### **Concert Chorus**

Chorus meets twice a week after school from 2:00-3:00 and is an academic class. About 1/3 of the school is in Chorus! Like the Band, they perform concerts, go to competitions, trips, and audition for state honor groups. They perform a variety of literature from classical to pop.

### **Concert Band**

Band is an academic class that meets every day during school. The Band puts on concerts, pops night, competes in state, regional and national competitions, goes on trips, and students can audition for Districts and All-State if a member of this group. They perform a variety of literature from classical to pop.

### **Jazz Band**

Jazz Band is an audition-only group that meets once a week in the evening. They play many types of jazz/swing/funk music as well as some arrangements of rock songs. Jazz Band plays at several venues throughout the year as well as school concerts.

### **Madrigals**

The Madrigal Group is the honors, audition-only chorus that meets once a week in the evening. It is a small group of elite singers who sing both a cappella and with accompaniment. They perform at the State House and at concerts. Most of the music is classical in nature, but in the spring



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opportunity to be involved in a big production with many other MHS students. You'll have a blast and work hard. Singers, actors, dancers, tech and stage crews are all formed (and actors/singers/dancers auditioned) in the fall. The production takes place in March and is something students say was one of the highlights of their experience at MHS.

### **Wind Ensemble**

Wind Ensemble is an audition-only honors band. They meet once a week after school. This is an excellent group to be in if you are serious about being a high level musician and you want the extra challenge that this offers. They play in concerts and at the State House.

### **Research Club**

The Maynard High School Research Club is an afterschool science program that aims to promote awareness and interest in science. This club brings students together to conduct fun and engaging scientific investigations. Students interested in science can meet other students with the same interest and explore career opportunities in science. Students have the opportunity to attend the regional science fair and participate in field trips.

### **Best Buddies**

Best Buddies is an open club where special needs and regular education students are paired to foster positive social relationships for all members. It is part of the International Best Buddies organization and Maynard's chapter is linked to the Massachusetts program. Students meet weekly as well as participate in out of school events that encourage



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gathering place of the club through which its social functions are carried out.

### **Cooking Club**

The cooking club is a fun club for all grades to join and to cook, bake, and hang out with friends. Students meet every Tuesday until 3pm.

Some examples of what students have made are cake pops, cookies, chicken dinner, and lots of other delicious foods.

### **Amnesty International**

The Amnesty International club at MHS is a chapter of the larger organization Amnesty International. Amnesty works to protect and enforce human rights all over the globe. They, as a club, strive to spread activism and awareness locally. They meet once a week in room C207.

### **Green Committee**

The Green Committee is an environmental club that works to promote greener acts both in the school setting and in the community. By maintaining the school's recycling system, helping out in town-wide cleanups, and working with its sponsor, ACE (Alliance for Climate Education), it hopes to spread the message that a greener future is a better future.

### **SAGA**

The Sexuality And Gender Acceptance Club works to promote acceptance of LGBTQ+ students. It participates in activities and strives to ensure our school is a safe place for all students through its awareness events.

### **International Club**

The purpose of the club is to bring students together who are interested in learning more about the cultures of various countries. Some activities include trips to ethnic restaurants, films, potluck dinners, etc.

### **Math League**



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month. Certificates are awarded to the top five students in our school at the end of the academic year.

### **Mock Trial**

Mock Trial is a team that competes against other schools in conducting actual trials of fictitious cases. Students act as lawyers and witnesses and argue as the prosecution or defense in an actual courtroom trial.

### **National Honor Society**

The Maynard High School Chapter of the National Honor Society recognizes members of the junior and senior classes who have demonstrated the qualities of scholarship, leadership, character, and service to both the school and the community.

Each year new members are inducted into this group. The faculty committee has determined that the qualifying average for all Juniors and Seniors is 90. All potential inductees must have attended Maynard High School for at least one year. Qualified students are invited, by letter, to fill out a portfolio which will include documented community service and leadership and the names of three adult references from the school and community who will verify the service, leadership, and character qualities he or she possesses. All teachers are given the opportunity to comment on character, leadership and service of each applicant. A faculty committee, appointed by the Principal, makes the final selection for membership. Those candidates not selected for admittance will have the opportunity to appeal the committee's decision to the Principal.

Students who have been inducted into a chapter of the National Honor Society in another school may transfer their membership to this chapter upon presentation of their membership card and certificate to



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school events per semester and any fundraisers the chapter agrees on sponsoring. They are also expected to be ready to tutor all high school/middle school students who request this service.

**Dismissal of Members:** Members who fall below the standard shall be promptly warned in writing by the chapter advisor and given one academic term to correct the deficiency. In the case of flagrant violation of school rules or civic laws, a member does not necessarily have to be warned, i.e. suspension from school, absences resulting in loss of credit, not attending chapter meetings, failure to participate in the National Honor Society. Members who resign or are dismissed are never again eligible for membership or its benefits.

### **Peer Leaders**

Peer Leaders is a student run organization that focuses on community service and peer building activities. They host events such as Toys for Tots Drive and Personal Awareness Month.

### **Student Council**

The Maynard High School Student Government is a student organization that promotes student rights and responsibilities. It is made up of a student body president, vice president, secretary, and treasurer who are elected school-wide. In addition, each class is represented by a president and two representatives. The students of Maynard High School, through their representatives on Student Government, have a means through which they can address school-wide issues in a democratic manner.





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offers an excellent opportunity for those students who merely want to dabble in the communications arts, but it also offers a tremendous head start to those who seriously want to pursue communications as a career. The WAVM Studio is equipped with a full color, state of the art, television production facility.

Opportunities exist to learn camera work, studio production, lighting, and editing. In addition, a complete 150 watt stereo radio station with a range of twenty-two miles is available for student use. Daily radio shows are broadcast on WAVM from 2:00-9:00 p.m.

**Yearbook**

The yearbook staff has the opportunity to learn about publishing a book. Since the yearbook is not just for the graduating class, but the entire school, students from all four grades may serve on staff. Students learn copywriting, layout and design, photography, telemarketing, and advertising. Students share in the joy of capturing the events of a school year between the pages of a book.

**Young Authors' Club**

Young Authors Club is a student led and student driven group that meets once a week during the school year. They offer a safe environment to share works and offer constructive criticism and encouragement. They practice all types of writing and welcome everyone.

## Dances/Prom

- High School dance hours are from 7:00 p.m. to 10:00 p.m. Any exceptions to these times must be approved by the Principal. This does not



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- The administration has the right to restrict school dances to Maynard High School students only.
- Guests of the prom, or of school dances, who are not Maynard High School students must be approved in advance by the Principal.
- All school dances/proms are considered an extension of the school day; therefore, all rules/policies apply to such events. Students must attend the entire day of school in order to attend the dance.

### Attendance for Participation in Extracurricular Activities

- Students who wish to participate in extracurricular activities (practice sessions, rehearsals, games, etc.) must attend all their classes on the day of the event.
- Students with excused tardies may participate in activities with approval from the Principal.
- Students without an excused tardy will not be allowed to participate in their respective event for that day/night if they arrive to school after 8:00 a.m.
- Students who are not in school the day before a weekend or vacation event without an excused absence will not be allowed to participate in the next scheduled event/game.

### Transportation for Extracurricular/School Events



Dances and prom are the exception to this policy.

## Eligibility & Participation in Extracurricular Activities

Eligibility is based on term grades and being on track to earn the equivalent of at least ten credits per semester. Any student who is not eligible is ineligible for participation during the following marking period. Fourth term grades and end of year credit determines eligibility for the first term of the following year. An ineligible student may not participate in a sport or activity. This includes practice. To be eligible:

- Students may only fail one class to remain eligible for extracurricular activities/clubs (Failing is below a 60).
  - A student who fails one class, but passes the rest will become provisionally eligible (see below).
  - Earn ten credits in major subjects per semester, i.e. at the end of the second term and fourth term, students must not only pass four major subjects, but also earn credit.

### Provisional Eligibility

*Students who fail one course are considered provisionally eligible. A provisionally eligible student may participate if he/she follows a tutoring plan for each course failed. The plan will be designed by the teacher, with the student, and approved by the administration. The student's progress will be tracked on a bi-weekly basis.*

Any student failing to fulfill the conditions of the plan will lose



## Interscholastic Athletics

All students must meet the Maynard High School eligibility requirements in order to participate in any athletic program. All student-athletes must have proof of a recent physical examination. Student-athletes should review the Maynard High School Athletic Policy and Student Athletic Handbook. The following sports are open to members of the student body. Sports offerings may be subject to change.

<b>Fall</b>	Football	Varsity Junior Varsity
	Golf	Varsity
	Soccer (Boys/Girls)	Varsity Junior Varsity
	Field Hockey	Varsity Junior Varsity
	Cross County(Boys/Girls)	Varsity Junior Varsity
<b>Winter</b>	Basketball (Boys/Girls)	Varsity Junior Varsity
	Ice Hockey	Varsity Junior Varsity (collaborative with Assabet)
<b>Spring</b>	Baseball	Varsity Junior Varsity
	Softball	Varsity Junior Varsity
	Outdoor Track(Boys/Girls)	Varsity Junior Varsity
	Lacrosse (Boys)	Varsity Junior Varsity



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## **VI. Safety and Security**

### **Fire Drill Procedure**

1. Everyone must leave the building.
2. Move rapidly and quietly in your designated direction, but do not run.
3. Quickly move away from all exits in order that they may remain clear for use by the fire department.
4. Remain with your class while outside the building.
5. All student and staff will return to the building at the same time. This will require approval from the fire department.
6. Assume all fire drills are real.

### **A.L.I.C.E**

Maynard High School will be further implementing ALICE protocols in regards to emergency situations. Plain language and communication will be used to instruct the students and staff in the event of an emergency.

### **Visitors to Maynard High School**

Student visitors are not permitted in the school during regular school hours. Exceptions will be made to students indicating that they would be interested in coming to MHS on School Choice.



be signed by the parent or both student sponsor and visitor. A sign-off by the visitor's present school will also be required. In addition, phone numbers of all parties should be included in the request. All visitors must sign in at the Main Office and obtain a visitor's pass.

## Video Surveillance and Electronic Monitoring

The Maynard Public Schools authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect school property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

**Deployment:** The Superintendent or his designees are responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the Main Office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent,



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District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times.

**Preservation of Equipment:** Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera or who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

**Public Notice of Video Policy:** Visible and legible signs shall be placed at the main entrances to buildings and in district vehicles, including school buses, to notify students, staff, and visitors that video or digital cameras may be in use in school buildings and on buses. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students and others will be held responsible for any violations of school rules or laws recorded by the cameras. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff of the use of video surveillance/electronic monitoring systems in their schools.

**Use, Retention, and Access to Video:** Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Maynard Public Schools policy and



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audio recording of conversation occurring on school grounds or property.

The Maynard Public Schools will not use video to obtain information for the purpose of routine staff appraisal/evaluation or monitoring. Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building Principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building Principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

The Maynard Public Schools shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless an investigation is being conducted, recordings may be destroyed after thirty (30) days. If, however, action is taken by the Maynard Public Schools/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the





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event (e.g., a play, music performance, athletic contest, graduation, video teleconferencing, Town Meeting or Maynard Public Schools meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping surveillance/electronic monitoring equipment for educational, instructional and/or research purposes is permitted and is not addressed by this policy. The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Maynard Public Schools.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Maynard Public Schools will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

## VII. FERPA

The Maynard Public Schools will conduct itself in accordance with the requirements of the federal Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g), Massachusetts student record law (M.G.L., c. 71, §§ 34A, 34B, 34D, 34E, 34H), and the accompanying regulations to those laws. Each school building within the District maintains copies of Massachusetts *et seq.* 20 U.S.C. § 1232g.

Student records, which are described below, contain information which may be of importance to you in the future.

Because of this, you have the opportunity to examine and receive



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information will be destroyed within five years.

Specifically, the information to be destroyed within five years from now includes:

- results of standardized tests, including college boards, personality and intelligence tests
- record of school-sponsored extracurricular activities
- evaluations and reports by teachers, counselors and others
- attendance data
- all other information not listed below

The following information may be destroyed after sixty years:

- identifying information regarding student and parent or guardians
- course titles and grades received
- grade level completed and year completed

You have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction. If you have any questions regarding your child's student record, please contact the Guidance Office at 978-897-0406.

Parents are obligated to notify the school of any changes in custody orders. If a student is the subject of any temporary/permanent custody orders, decree or agreement, either signed by the judge of the probate court in the case of an order or decree, or signed by both parents in the case of an agreement should be on file in the Principal's Office. This documentation is necessary to provide a guardian with access to student's records, the right to have a student dismissed, the right to have access to a student's teachers, and similar issues.



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requires that all schools receiving federal funds must provide the names, addresses, and telephone numbers of secondary students to military recruiters and institutions of higher education.

The Act also requires that military recruiters be given the same access to students given to recruiters for post secondary education institutions and employers. Parents who wish to withhold such information from recruiters and institutions must do so in writing.

## Appendix

### Family Educational Rights & Protection Act

#### Student Records

##### A. General Provisions

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student; it consists of the temporary record and the transcript. For purposes of these procedures, custodial parent refers to a divorced or



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child's student record, or may have to follow certain procedures in order to access the student record. See Section C below.

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may, in writing, deny his custodial parent(s)/non-custodial parent(s) access to his/her student record, with the exception of transcripts, report cards and/or progress reports.

Each eligible student and custodial parent/guardian, except as limited herein for certain parents, has the right to see the student record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The District may charge a reasonable fee to cover the costs of reproduction of the records.

The student's record is available to authorized school personnel who work directly with the student, or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term "authorized school personnel" includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, nurses,



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do not need permission to see student records.

No information in the student's record is available to any third party outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party is listed as an exception by the Student Records regulations.

Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records, or upon transfer to another school district. However, eligible students and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school.

This includes, but is not limited to prospective employers, technical schools, and colleges.

An eligible student and parent/guardian have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect.

Parent(s), guardian(s), or students may also request a complete copy of the Massachusetts student record regulations, 603 CMR 23.00 et seq, from the District, or access these regulations on the website of the Department of Elementary and Secondary Education (<http://www.doe.mass.edu/lawsregs/stateregs.html>).



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students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 *et seq.*

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors, and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 *et seq.*

Parents/Guardians are notified, by inclusion of this document in the Student Handbook, that Maynard Public Schools will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required



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written notification to this effect with the Principal on or before the 15<sup>th</sup> day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

### C. Rights Of Certain Divorced or Separated Parents

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the District so that District personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his/her child's record unless

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student, and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows



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distribution of student records to the parent.

The District shall place in the student's record any documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

### Non-Custodial Parent Access:

In the case of a non-custodial parent who is eligible to access the student record, i.e., does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the student record to the school Principal. Upon receipt of the request, the Principal and/or his/her designee shall immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth under 1-4 above.

When the student record is released to the non-custodial parent, the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records will be marked to indicate that they shall not be used to enroll the student in another school.

### D. Amending a Student Record





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writing to the Principal with a written request that the information be added to the student record.

2. A parent has the right to request in writing deletion or correction of any information contained in the student's record, except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process.

Any deletion or amendment shall be made in accordance with the procedure described below:

- a. If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the Principal or his/her designee to make the objections known.
- b. The Principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the Principal or his/her designee shall



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parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the Principal's decision.

The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.

- d. If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

E. Notice On Transfer To Other Schools

Pursuant to 603 CMR 23.07(g), Parents/Guardians are notified, by inclusion of this document in the student Handbook, that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

F. Destruction of Records

1. The temporary record of a student will be destroyed no



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Student Handbook, of this destruction. When the student transfers, graduates, or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than that contained in the Student Handbook, will be provided to the student or his parent/guardian of such destruction.

2. In addition, each year, the Principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the Parent/Guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them, rather than be destroyed. No additional notice, other than that contained in the school Handbook, will be provided to the student or his parent/guardian of such destruction.

### G. Display/Publication of Student Work

Parents/Guardians are notified, by inclusion of this document



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parent/guardian informs the District in writing no later than September 15<sup>th</sup> of each school year, the District will assume that this publication/display of the student work is acceptable to the parent/guardian.

### Complaint Procedure

In addition to the appeal procedure, above, a parent/guardian/eligible student may file a complaint with the Family Policy Compliance Office (FPCO) of the federal Department of Education. The FPCO has the authority to interpret and decide issues involving student records under FERPA. FPCO's address is:

Family Policy Compliance  
Office  
U.S. Department of Education  
400 Maryland Avenue  
Washington D.C. 20202-5920

**The school administration has the authority to amend this handbook at any time, with the approval of the School Committee.**