

Maynard High School



**2015-2016
Student/Parent Handbook**

Respect-Understanding-Trust

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

www.maynardschools.org

STUDENT HANDBOOK

**IF YOU NEED THIS DOCUMENT TRANSLATED, WE WILL SEND YOU
THE HANDBOOK 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
Maynard, MA 01754
978 897-2222**

Manual do Aluno

**Se você precisar deste documento traduzido, nós lhe enviaremos
O MANUAL em sua língua nativa**

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

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www.maynardschools.org

Dear Students, Parents/Guardians,

In an effort to keep our schools safe and orderly, we have begun to revise our handbooks to reflect common items in all of the Maynard Public Schools. Each year we plan on improving 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 student and Parent/Guardian read this handbook together so that when you sign the forms on these two pages, you will be fully informed.

Sincerely,

Robert J. Gerardi, Jr. Ph.D.
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 sign and return the form below to signify that you have seen your School Handbook and reviewed the contents. An electronic copy of the handbook is available on the School website or a physical copy can be requested from the main office.

I have reviewed and understand the Student and Parent Handbook for the 2015-2016 school year.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

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Please read all contents on this page and sign acknowledging your acceptance. If you do not want to authorize the use of your child's picture or work please send the principal a letter stating your request.

PARENT/GUARDIAN PERMISSION FOR MEDIA PUBLISHING

In publicizing special events and programs that take place within our schools during the year, there may be times when a newspaper, radio or TV reporter/photographer will want to feature our classes in action or times when the district will want to highlight a student's or school's accomplishments on our website. By signing this form, you are authorizing permission that your son/daughter may be interviewed/or photographed during the course of the year and/or have his/her name appear in a media publication.

PERMISSION TO USE STUDENT PICTURE

I give permission for my son/daughter's picture to be published on the Maynard Public School's website. A picture could take the form of a photograph, video or multimedia project. No name, home address of telephone number will appear on such picture.

PUBLISHING OF STUDENT WORK ON SCHOOL DISTRICT'S HOME PAGE

I give permission for my son/daughter's work to be published on the Maynard Public School's website. I understand that the copyright and ownership of the work or writing remain my son/daughter's property. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without written permission. In the event anyone requests such permission, those requests will be forwarded to me as a parent/guardian. No last name, home address, or telephone number will appear with the work.

Student Name (print): _____

Student Signature: _____ Date _____

Parent/Guardian Name (Print): _____

Parent/ Guardian Signature: _____ Date: _____

Maynard High School

2015-2016

One Tiger Drive • Maynard, MA 01754

<http://www.maynardschools.org/mhs>

Principal: Charles Caragianes, M.Ed.

Assistant Principal: Kevin Caruso C.A.G.S., CAA

Superintendent: Dr. Robert J. Gerardi Jr. Ph.D.

Welcome to Students & Parents/Guardians

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.

District Policies and School Committee Regulations

The policies of the school district apply to all students and staff of the Maynard Public Schools. A complete list of the district's policies can be found online at <http://www.maynard.k12.ma.us/>

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.

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CORE VALUES & 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 21st 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.

EXPECTATIONS FOR STUDENT LEARNING

Academic Competencies

- Communicate effectively both written and oral in professional and academic context
- Demonstrate problem-solving skills, apply knowledge, think critically and creatively
- Read for understanding, to synthesize information and to 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 and respect themselves by making positive decisions to maintain balance, health, and safety in their social and academic life

Civic Competencies

- Become informed and active citizens

DISTRICT POLICIES & ADMINISTRATIVE REGULATIONS

For a complete list of district policies: <http://www.maynard.k12.ma.us>

DIRECTORY

MAYNARD HIGH SCHOOL

Principal	897-8891
Charles Caragianes, M.Ed.		
Assistant Principal	897-8891
Kevin Caruso, C.A.G.S., CAA		
Athletic Director	897-6168
Kevin Caruso		
Guidance Director	897-0406
Lisa MacLean		
Chris DeVine	
Renee Muise	
School Nurse	897-9374
Patricia Trahman		
WAVM	897-5213
Mark Minasian		
Maynard Food Service	978-6100
Maynard High School Fax	897-6089

<https://sites.google.com/a/maynard.k12.ma.us/maynard-high-school/>

MAYNARD PUBLIC SCHOOLS: DISTRICT INFORMATION

Superintendent's Office	897-2222
Student Services	897-2138
Business Office	897-8257
Fowler School	897-6700
Green Meadow	897-8246
Adult Basic Education	897-4203

MAYNARD PUBLIC SCHOOLS CALENDAR

2015 – 2016

<u>August</u>	31	Teachers - First Day
<u>September</u>	1	Professional Day – No School
	2	Professional Day – No School
	3	Student First Day
	7	Labor Day - No School
	14	Rosh Hashanah - No School
	23	Yom Kippur – No School
<u>October</u>	9	Early Release - GM & FS Only
	12	Columbus Day - No School
	22	Early Release - FS Only
	23	Early Release - All Schools Veterans Day Observed - No School
<u>November</u>	11	School
	20	Early Release - All Schools
	25	Early Release - All Schools
	26 - 27	Thanksgiving Holiday
<u>December</u>	4	Early Release - All Schools
	10	Early Release - GM Only
	11	Early Release - GM Only
	24 - 1-Jan-16	Christmas Vacation
<u>January</u>	1	No School
	15	Early Release - All Schools
	18	Martin Luther King Day - No School
	29	Early Release - GM Only
<u>February</u>	5	Early Release - All Schools
	15 - 19	February Vacation
<u>March</u>	4	Early Release - GM Only
	11	Early Release - GM Only
	18	Early Release - GM Only
	25	Good Friday – No School

<u>April</u>	7	Early Release – GM Only
	8	Early Release - All Schools
	18 - 22	April Vacation
<u>May</u>	6	Early Release - All Schools
	13	Early Release - All Schools
	30	Memorial Day - No School
<u>June</u>	3	Early Release - All Schools
	11	MHS Graduation
	17	180th Day of School
	30	Potential Contingency Days

Early Release Dismissal

MHS: 10:55
 FS: 11:15
 GM: 11:45

ACADEMIC CALENDAR 2015-2016

Term 1:	September 3 – November 10
Term 2:	November 12 - January 27
Mid Year Exams:	January 22, 25, 26, 27
Term 3:	January 28 – April 8
Term 4:	April 11 - June 17
Seniors' Last Day:	June 3
Graduation:	June 11
Underclassmen Final Exams:	June 13, 14, 15, 16
180th Day of School:	June 17

STUDENT SERVICE/GUIDANCE

The following services are available to all students and parents as needed:

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 guidance curriculum works 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 Guidance Department is the central agency for addressing these concerns.

Guidance helps 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 guidance curriculum. The guidance 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 Guidance services includes school adjustment counseling, School-to-Career, Virtual High School, Future Teachers Program, Work Study, School Safety Task Force, non-standard testing.

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such 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.

ACADEMIC COURSES/PROMOTION/CREDIT REQUIREMENTS

Academic Requirements

Minimum number of academic courses per semester

8th Grade 7

Freshmen 7

Sophomores 7

Juniors 7

Seniors 7 (regardless of number of credits accumulated)

5th Year Students (As recommended by the guidance staff and approved by the principal)

Academic credit for full year courses is based on the final average for the year for that course. Students who earn a "60" or better as the final average for 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 three years.

Science Pass three years.

Social Studies Pass three years of Social Studies, including one year of U.S. History.

Physical Education 2 Credits

Senior Requirement for Class of 2015 and beyond

Choice of:

a) Senior Project

b) Electronic Portfolio

c) Mentoring

Promotion Requirements

100 credits from academic majors

2 credits from physical education

8 credits from other areas (music or other areas)

110 total credits

Credits Needed

Freshmen	½ Year	13.75	Year	27.5
Sophomore	½ Year	41.25	Year	55.0
Junior	½ Year	68.75	Year	82.5
Senior	½ Year	96.25	Year	110.0

Course and Promotion Requirements Grade 8:

8th Grade students shall take the following courses:

English (Full year)

World History (Full Year)

Math (Full year)

Earth Science (Full Year)

World Language (Full Year)

Exploration (4 different classes, each 1 marking period in duration)

Topics Course (4 different core academic classes), each 1 marking period in duration.
Students may alternatively be enrolled in Band, Mentoring, or Study Skills)

To be promoted to the 9th grade a student must pass 3 or more of their 5 core classes (English, world history, math, earth science, world language) otherwise a summer school course approved by the principal must be satisfactorily completed.

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.

GRADING SYSTEM

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60 = F

Pass = P Withdraw = W Fail = F

EXAMS MUST BE PASSED FOR GRADUATION

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.

MCAS REQUIREMENT

The Massachusetts Department of Education mandates that students pass 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 8-12: Promotion of students is determined by the number of course credits accumulated by a student at the end of a given school year.

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; they are challenging in their own right. AP provides talented and diligent students the opportunity to go beyond high school work in selected classes that reflect their interests and strengths. All students who take AP are required to sign a contract, complete summer 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.
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.
7. Expect to participate fully in all class activities, including all oral and written assignments. There will be additional study sessions prior to the exams and students will be expected to attend them.

GPA & CLASS RANK

Both systems utilize a weighted GPA based on a 5.0 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.

IPASS

Parents/guardians will be provided with an iParent account which will allow them to view student grades, attendance, and discipline. Parents must create their on-line account and need their student's four digit student ID to proceed with that process. Student iPASS accounts may also be set up with parental permission. Parents can contact the main office secretary with any questions.

SEMESTER & 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 on-line through iParent. Please notify the Main Office if you do not have internet access.

EXTRA HELP SESSIONS

1. Teachers after school. See teachers' schedules.
2. Peer tutoring. See Guidance.
3. Homework Club. 2:05-3:00 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.

SCHOOL HOURS/STUDENT 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 extracurricular events. Staff members are not responsible for the supervision of students during non-school hours. Students found being disruptive during non-school hours will be asked to leave the school grounds and a parent/guardian will be notified.

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).
5. Return completed form to Guidance.
6. Until the procedure is complete, the student must continue to attend the course in which he or she is currently enrolled.
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.

INCOMPLETE GRADES & MAKEUP POLICY

It is important for students to be present in class to have access to the numerous learning experiences that 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."

MAKEUP 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 by the end of the day he/she return to class.

WITHDRAWAL FROM SCHOOL/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 required to pay for the books or materials. No grades or report cards will be issued unless the student in question is free from any and all financial obligations to the school. Transfer students are required to have a minimum of one semester of education at Maynard High School in order to receive a Maynard High School diploma.

COURSES TAKEN OUTSIDE MHS

A maximum of ten transfer credits 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, night school, and dual enrollment courses are not leveled and are not included in quality points. Virtual High School courses are level three provided a numerical grade is received rather than a Pass/Fail grade.

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 guidance counselor and approval from the Principal.
2. Written parental permission.

STUDENT RECORDS

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. These each school building within the District maintain copies of Massachusetts *et seq.* 20 U.S.C. § 1232g.

Please see Addendum A for the complete provisions.

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 attend Maynard High School, your proof of age is on file. Students ages 14-17 should obtain an Employment Permit Application to be signed by the employer, their parent/guardian and physician (for 14 and 15 year-olds only). Upon receipt of application form, the permit will be completed and returned to the student to be submitted to their new employer.

CAFETERIA

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 will result in suspension and possible removal of cafeteria privileges, as will unruly conduct or failure to observe the above rules and regulations.

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.

CONTRACT FOR SAFETY

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.

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, 14 computers, 30 wireless iPad keyboards, 4 projectors with Apple TV and more than 30 online databases, 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.

For more information, please visit the Media Center's website:
<https://sites.google.com/a/maynard.k12.ma.us/mhs-library/home>

HOMEWORK POLICY

Time Guidelines for Homework

Grades 8 1-1½ hours per day

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.

BUS POLICY

Only students attending Maynard High School may ride on the school bus. Bussing 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.

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 any class work missed due to field trip.

CLASS DUES

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.

LOCKS & LOCKERS

Locker assignments will be kept by the Assistant Principal. 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 Assistant 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 Assistant 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.*

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 restraint. All physical restraints will be documented.

STOLEN ARTICLES/LOST OR DAMAGED SCHOOL PROPERTY

Lost or stolen items should be reported to the Assistant 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.

ACTIVITY FEE

All students participating in 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 amount, please see the district policies on the district website.

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, and sometimes ten (10) cumulative school days, then the school must convene a manifestation determination meeting. At this 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 BIP if necessary to address the

behavior, and unless an Interim Alternative Educational Setting is in place, return the student to his/her previous placement, unless the school and parents agree to a change in placement 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.

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.
- Have the school district advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a 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 reasonable time, and advise you of the right to appeal.

- File a local grievance if you believe you or your child has been discriminated against under Section 504 (see Non-Discrimination 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 health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete their education and graduate high school is provided.

NON-DISCRIMINATION 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. Within ten (10) school days of that meeting, the Superintendent will issue a written response to the appeal.
- 3) In the event that the complaint is not resolved through Step 2, the complainant may file a request for a hearing before an 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

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in the 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	Green Committee
Concert Chorus	Gay-Straight Alliance
Concert Band	International Club
Jazz Band	Math League
Madrigals	Mock Trial
Musicals/Plays	National Honor Society
Stage Band	Peer Leaders
Wind Ensemble	Student Council
Anime Club	Student Government
Best Buddies	WAVM
Class Activities	Yearbook
Cooking Club	

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 2-3 and is an academic class. About 1/3 of the school is in Chorus! Like the Band, we perform concerts, go to competitions, trips and audition for state honor groups. We 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. We 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. We 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. Students must be in Band to be in the Jazz Band.

Madrigals

The Madrigal Group is the honors, audition-only chorus. It is a small group of elite singers who sing both a cappella and with accompaniment. We perform at the State House and at concerts. Most of the music is classical in nature, but in the spring we also sing a few pieces that are from musicals or current literature. This group meets once a week in the evening. You must be in Chorus to be in the Madrigal Group.

Musicals/Plays

The MHS Musical or Play is open to any student at MHS. It's an amazing 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.

Stage Band

Students are selected to participate in the Stage Band. Rehearsals are held on Thursday evening from 6:00 to 7:30 p.m. Music rehearsal is composed of jazz, rock and contemporary ballads. Good technical skills and musical ability and membership in the Concert Band are qualifications for membership.

Wind Ensemble

Wind Ensemble is an audition-only honors band. We 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. We play in concerts and at the State House. Students must be in Band to be in the wind ensemble.

Anime Club

For students passionate about the Japanese art forms of Manga (comic books) and Anime (cartoons), the Anime Club is the group to join. Every other week, the Anime Club turns the Media Center into a movie theater and watches Anime on the silver screen. Additionally, the Anime Club puts on an art show each year at the Maynard Public Library.

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 nurturing peer relationships in and out of school.

Class Activities

Preparation for dances, musicals, plays, Prom Committee, etc.

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.

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.

Gay-Straight Alliance

The Gay-Straight Alliance is a club that works to promote acceptance of lesbian, gay, bisexual, and transgender students. It 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, pot luck dinners, etc.

Math League

Members of the Mathematics League take a set of six tests that occur once per month. Our school competes with other schools in our county of Massachusetts. Each test has six questions and our school reports the top five scores per 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 data information sheet which will include 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. 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 the advisor of the National Honor Society.

A candlelight induction ceremony and reception for new members is held each fall. The National Honor Society members are expected to help with a fundraiser each year to help defray the cost of operating expenses of the chapter. 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

Classes elect a president, vice president, secretary, treasurer and two representatives. This is the governing body of the class through which its social functions are carried out.

Student Government

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.

WAVM

The WAVM Radio and Television Program at Maynard High School is open to all students. It offers a wide variety of activities including broadcasting, technical work, and working behind the scenes. WAVM offers an excellent opportunity for those students who merely want to dabble in the communications arts, but is 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.

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 or Assistant Principal. This does not include the prom, which may have longer hours.
- No one will be admitted into the dance after 8:30 p.m. Anyone who leaves the dance will not be permitted to re-enter.
- 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 or Assistant Principal.
- All school dances/proms are considered an extension of the school day; therefore, all rules/policies apply to such events.

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 or Assistant 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

Students may only travel to/from school events with school-provided transportation or their parent/guardian. Students may not travel from games or events with friends. 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 must:

1. Pass at least four major subjects, plus an additional class. A major subject is one that is worth the equivalent of five credits per year.
 - a. A student who passes at least four major subjects, but gets one or more “F” per term will become provisionally eligible (see below).
 - b. Earn ten credits in major subjects per semester, i.e. at the end of the 2nd term and 4th term, students must not only pass four major subjects, but also earn credit.

Provisional Eligibility

Students who pass at least four major courses, but fail at least 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 eligibility until receiving a satisfactory report at the next bi-weekly review. Students who do not get a satisfactory report may appeal to the administration.

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.

Fall	Football Cheerleading Golf (co-ed) Soccer (Boys/Girls) Field Hockey Cross Country Club	Varsity, Junior Varsity Varsity Varsity Varsity, Junior Varsity Varsity, Junior Varsity Grades 9-12
Winter	Basketball (Boys/Girls) Cheerleading Ice Hockey	Varsity, Junior Varsity Varsity Varsity, Junior Varsity (collaborative w/Assabet)
Spring	Baseball Softball Outdoor Track Lacrosse (Boys) Rugby (Girls)	Varsity, Junior Varsity Varsity, Junior Varsity Varsity Varsity, Junior Varsity (collaborative w/Bromfield) Varsity, Junior Varsity (collaborative w/Lincoln/Sudbury)

CONCUSSION POLICY/PROTOCOL

Maynard High School follows the policies set forth by the Massachusetts Interscholastic Athletic Association (MIAA). For a complete list of MIAA policies see their website at: www.miaa.org

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 appropriate conduct at all times. Also, appropriate attire, responsibility and dedication to the team and respect for officials is expected. **The use of profanity and unsportsmanlike behavior conduct 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, Assistant 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 of the above rules and regulations all will realize the benefits available and intended by the athletic program at Maynard High School.

ATHLETIC CODE OF BEHAVIOR PROBATIONARY 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, Assistant 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, Principal, Assistant Principal and athletic director will be held to determine the student's status.

CHEMICAL HEALTH POLICY

(ALCOHOL/TOBACCO/DRUGS) MIAA 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."

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).
2. Students and parents will be required to sign a contract stating they understand the rules and policies associated with drugs and alcohol.
3. 1st 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.
4. 2nd Offense: The student will lose eligibility for 60% of the season or next season of participation.

EXTRACURRICULAR AGREEMENT/ATHLETICS

This agreement between students, their parents or guardians, and Maynard High School is designed to serve several purposes. It is intended to influence students to make wise and legally sound decisions. It is also designed:

- to help ensure the physical and mental health of students;
- to enable student athletes and leaders to set an example of responsible behavior;
- to promote zero-tolerance of under-age (21 years) drinking, as defined by federal and state laws, as well as of the use of illegal and harmful chemical substances among our youth;
- to bind the community together in support of its students.

This agreement was first developed by the Massachusetts Interscholastic Athletic Association (MIAA) and was created pursuant to the rules of the MIAA. Our high school membership in this association allows our athletic teams to compete in the Mid-Wach League. To maintain membership, adherence to and enforcement of the MIAA policy is required.

STUDENT ABSENCES & EXCUSES

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 for 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

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

Each Principal or designee shall meet 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 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
- Doctor verified visit
- Religious holidays
- Court/Legal matters
- College Visits. Juniors are allowed two excused visits beginning their second 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:

- 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 to 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 3 tardies will be handled by the teacher
- Beyond 3 tardies - handled by administration
- Three tardies to a particular class are equal to one unexcused absence in *this class*.
- **Any combination of unexcused absences and unexcused tardies for a 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 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

1. Truancy is absence from school without school permission or parental/guardian knowledge.
2. Parents/guardians will be notified immediately, and a conference must be held before the student can return to school.
3. Students who are truant will not be allowed to make up class/school work. Truancy may result in Saturday School or suspension.
4. The school resource officer and/or Maynard Police Department will be informed of all trancies.

DROPOUT PREVENTION

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. 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.

LEGAL REFS.: M.G.L. 76:1; 76:1B; 76:16; 76:18; 76:20

AGE OF MAJORITY

Any student reaching the age of eighteen 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 will 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 absent note in accordance with the Student/Parent Handbook procedures.

STUDENT PARKING/TAGS/FEEES

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 permits 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.

5. Maynard High School assumes no responsibility for stolen or missing items, or damage to a vehicle.
6. Automobiles parked on school property may be searched by the administration at any time, 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).
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 set will receive the following penalties:
 - 1st Offense: Written warning and parent notification
 - 2nd Offense: Loss of parking privilege for two weeks. Parent notification.
 - 3rd Offense: Loss of parking privilege for the remainder of the school year. Parent conference.

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. Any student wishing to bring a visitor to school must first request permission from the Principal at least 24 hours in advance.

A request to bring a visitor should be in writing, stating the purpose of the visit, the date of the visit and should be signed by the parent of 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.

STUDENT PHOTOS/VIDEOS

Maynard High School maintains a website as well as local access television (WAVM) and newsletters/brochures. At times, student images may be transmitted to the public to promote activities and events at the school. If you do not want your child's image to be displayed, please contact the Principal.

GUIDELINES FOR PHOTOGRAPHERS AT STUDENT ACTIVITIES

- All pictures to be distributed to individual students are to be given to the coach, athletic director or activity coordinator.
- Any participating student or parent is to notify the coach or activity coordinator if they do not want individual or action pictures taken.
- The game manager, coach, or activity coordinator may bar any person(s) from taking pictures, protecting the wishes of the student and parent.

IPOD RULE

Students will be allowed to listen to headphones at the discretion of the supervising teacher and during lunch time. Students may not wear headphones in the halls. Students are expected to keep the volume low enough to not disrupt the surrounding area. Students violating any part of this rule will be required to turn over the iPod to the teacher and claim it from the Assistant Principal after school.

CELL PHONE POLICY

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 or Assistant Principal and the Parent /Guardian must claim the phone.

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.

IPAD/CHROME BOOK STUDENT EXPECTATIONS

All school rules for technology apply for the iPad/Chrome Books as it is property of Maynard High School (see the Acceptable Use Policy for details).

Expectations:

- The iPads/Chrome books will be used as a learning tool.
- Students will not abuse or misuse any iPad/Chrome books.
- The students will adhere to the iPad/Chrome book License rules at all times.

Students are responsible for:

- Keeping the iPad/Chrome book safe and well protected.
- Cleaning the screen with an appropriate cloth.
- Charging the iPad/Chrome book each evening.
- Organizing the iPad/Chrome book as per school guidelines.
- Bringing the iPad/Chrome book 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 iPad/Chrome book in a bag with liquids.
- Games/Apps that are downloaded onto the iPad/Chrome book 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 (Federal Law).

Understandings:

- The iPads/Chrome books are being loaned to students and they are an academic tool.
- Students agree that the iPads/Chrome books are for school use and they are not their own personal entertainment system.
- Any damage to the iPad/Chrome books will be the responsibility of the student's family.
- The school has the right to revoke iPad/Chrome book privileges should a student mistreat or misuse the device.
- On the first offense, a staff member will confiscate the iPad/Chrome book and turn it into the Main Office. A Parent/Guardian will be notified and the student may claim the iPad/Chrome book after school. On the second offense, a Parent/Guardian must claim the iPad/Chrome book. On the third and subsequent offenses, the student may be assigned detention, Saturday School or suspension at the discretion of the Principal or Assistant Principal and the Parent /Guardian must claim the phone iPad and Chrome book.
- The school can track the location of the iPad/Chrome book.

Apps on iPads:

- The school can track software that has been installed.
- The iPad Team will update the iPad with any paid apps for school use.
- You may purchase your own apps through your own Apple ID account.
- 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 iPad, possibly leaving the student without the device to complete or work on the lesson.
- The student is ultimately responsible for the apps he/she installs on the iPad. If the school requires a student to have a paid app, the school will be responsible for those specific applications.

SNOW DAYS/DELAYED OPENINGS/EARLY EMERGENCY DISMISSAL

School Closing

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)

**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 iPass including automated phone calls and emails.

FIRE DRILLS

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.

EMERGENCY CODES

Maynard High School will utilize three codes to notify students/staff regarding an incident/emergency.

1. **Code Red = "Lockdown."** Students are to get to a supervised classroom as soon as possible. Once in the room students will be given classroom procedure instructions by the teacher. Code Red will be utilized in the event of an intruder in the building.
2. **Code Yellow = "Evacuation."** Similar to a fire drill, but without the alarm. Students are to evacuate the building with their class and remain together until the school has been cleared for a safe return.
3. **Code Blue = "Medical Emergency."** The announcement of *Code Blue* will indicate to the medical emergency staff/crisis team that they are needed in that area. Students are asked to keep away from the area unless directly involved in the incident, i.e. helping the injured, support.

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. Subsequent offenses may result in a longer suspension or the elimination of privileges.

Senior Privilege will only be allowed beginning 2nd quarter senior year and beyond based on the requirements described above. Senior Privilege 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.

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

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, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with 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 regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Ordinarily video surveillance/electronic monitoring equipment will not be used to make an 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 action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials or other individuals record a specific event (e.g., a play, music performance, athletic contest, graduation, video conferencing, 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.

HALL PASSES

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.

Students are required to have a pass when out of class whether they are going to the Media Center, Guidance, Computer Lab, etc. Violation of this may result in pass restriction or detention. Students on pass restriction must be supervised to be out of the classroom.

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

COMPREHENSIVE HEALTH EDUCATION PROGRAM

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.

STUDENT RECORD INFORMATION

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 copies of any or all records prior to their destruction.

In accordance with the Department of Elementary and Secondary Education regulations, different parts of the record will be destroyed at two points in the future. The majority of the 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 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.

MILITARY RECRUITERS & POST SECONDARY

EDUCATION INSTITUTIONS ACCESS TO STUDENTS RECORDS

The No Child Left Behind Act of 2001 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.

HAZING

CHAPTER 536

The Commonwealth of Massachusetts

In the Year One Thousand Nine Hundred and Eight–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:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or 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 education, certifying that such institution has complied with the provisions of this section and also certifying the said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of 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.

COMPUTER ACCEPTABLE USE 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 using it appropriately and by taking proper care of it.

Software and services running within the computer network environment provide tools and opportunities for communicating and interacting with others. Like traditional forms of 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 maintain the utility and value of the environment. It is our collective responsibility to ensure that we do our best to protect our

investment and maintain this resource by keeping it and its components in good working order and not engaging in behaviors that disrupt, damage, or degrade the environment or the activities and services that it supports.

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 school property where a Maynard school event is taking place, even outside of Maynard. Possession includes a student who “only brought it (a knife or other weapon) to show his friend a birthday gift he received.”

EXPULSION from school could be for 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 8-12: 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.

HARASSMENT & BULLYING POLICY

See [HTTP://WWW.MAYNARDSCHOOLS.ORG/SC/POLICIES/INDEX.HTM](http://www.maynardschools.org/sc/policies/index.htm) for a complete list of policies.

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, age, or disability. Harassment by administrators, certified and support personnel, students, volunteers, vendors and other individuals at school or at school-sponsored or related events is unlawful and is strictly prohibited. The Maynard Public Schools requires all employees, student and visitors to conduct themselves in an appropriate manner with respect to their fellow 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 cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Maynard Public Schools. Persons who engage in harassment, bullying, or retaliation may be subject to disciplinary action, including, but not 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 police 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.

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 either explicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a 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.

BULLYING POLICY

Bullying, as defined in MGL c.71, section 370 is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a 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.

Retaliation: is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation or bullying, or witnesses or has reliable information about bullying.

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 either the school's Principal or Assistant Principal. Copies of the Bullying and Retaliation Reporting Form are available on the district website and in each school office.

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 investigative process. The Principal or designee will maintain a written record of the investigation.

If, after the investigation, bullying or retaliation is substantiated, the Principal or designee will take steps to reasonably calculate to prevent 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, what action is being taken to prevent further acts of bullying or retaliation.

STUDENT CONDUCT & DISCIPLINE

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 determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher 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 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 interests that will make for self-government and good citizenship.

The students are encouraged to assume responsibility for their personal conduct. All blatant examples of 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.

The following are examples of what can occur when rules are not met:

1. teacher detention
2. parent-teacher conferences
3. parent-teacher-administration conference
4. office detention
5. Saturday school
6. external suspension
7. police intervention
8. court intervention
9. exclusion
10. expulsion

The degree of consequences will be 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.

DISCIPLINARY CONSEQUENCES

Detention

The Principal or the Assistant Principal may assign office 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 office detention will result in further, more serious disciplinary action, up to and including suspension.

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 devices from 8:00 a.m.—12:00 p.m.
- Students will not request permission to leave the assigned room at any time. Breaks to use the bathroom and to get more school work 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.

Suspension

Suspensions are issued when it is deemed in the best interest of the school and other students to remove a student from the general school population. Only the Principal or the Assistant Principal will determine suspension, and for a varying number of days. The Principal and Assistant Principal determine the number of days of suspension by the frequency of the offense and by the severity of the situation.

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

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 such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice 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.

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.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: 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.

In School Suspension – Not More Than 10 Days Consecutively or Cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

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 suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

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

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 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, 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 method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as 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.

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

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 hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

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 school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of 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 Department of Elementary and Secondary Education.

Reporting

The school district shall collect and 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

Definitions:

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.

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.

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 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 §37H ¾ 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.

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) school days, indefinitely, or permanently, as permitted under G.L. C 71, §§37H or 37H½ for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if 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.

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.

NOTICE OF HEARING RIGHTS & 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 to a decision to impose on a student a long-term suspension or expulsion. Specific hearing and notice rights are based on the potential consequences attending to the alleged rules violations.

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 eight 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, Assistant 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.

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.

Offense	Consequence/Penalty
Poor conduct/Attitude in class	1 st offense – Handled by the teacher at his/her discretion. Subsequent offense may be reported to the administration for review.
Failure to report to detention	1 st offense – Handled by teacher at his/her discretion. Subsequent offenses may be reported to the administration for review.
Conduct which results in removal from class	Students <u>must</u> report to Assistant Principal's or Principal's Office. She/he will use her/his discretion as to the penalty for the student.
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 Improper use of courtyard Leaving trash in cafe Horseplay/rough housing Behavior which results in removal from assembly Disrespect toward staff Refusing to report to office when requested	May result in detention or Saturday School. Repeated violations may result consequences up to suspension.
Cutting Class Leaving School Grounds	<p>Cutting Class: Students who cut a class will be required to serve up to five days of office detention. Repeat offenders will serve Saturday School or be suspended from school. Students who cut a class are not eligible to participate in extracurricular activities on the day the cut is confirmed.</p> <p>Leaving School Grounds/Building: Students who leave the building or school grounds without authorization will be required to attend Saturday School. Repeat offenders may be suspended.</p> <ul style="list-style-type: none"> • Additionally, students who drive off of school grounds without authorization or transport other students off of school grounds without authorization will lose driving privileges for two weeks and parents will be notified. Subsequent offenses may result in loss of

	<p>parking privilege for the remainder of the year.</p> <ul style="list-style-type: none"> Seniors in violation of any part of this rule may have their senior privilege suspended/terminated. <p>Cutting Class and Leaving School Grounds: Students who cut class and leave campus will be assigned to Saturday School. Parents will be contacted. Repeat offenders may be suspended and lose the privilege of participating in school-sponsored activities (class trips, prom, dances, graduation ceremonies, sports, clubs, etc.)</p>
<p>Cheating Policy</p>	<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"> Copying answers from others on tests, quizzes or homework Providing answers to others on tests, quizzes, or homework Obtaining answers or other information during quizzes or tests using methods of cheating Plagiarism, not attributing sources <p>First offense – Handled by the teacher with notification given to the administration and the parents. Parent conference.</p> <p>Second offense – 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>Second and subsequent offenses of cheating may result in a change of class placement. For instance, students found cheating (second offense) in an advanced placement course may be dropped to an honors level. Students may also lose eligibility for awards or extracurricular activities.</p>
<p>Forgery/Falsifying Letters/Phone Calls</p>	<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>
<p>Being in unauthorized areas / assigned spaces (this includes the buildings at Alumni field; auditorium when not in class)</p>	<p>1st offense – Consequences up to five days of office detention 2nd offense – Repeated violations may result in consequences up to suspension</p>

<p>Hazing Vile/Vulgar Behavior Computer Piracy *Stealing *Vandalism</p>	<p>Up to a five day suspension.</p> <p>*Students in violation of these rules will be obligated to repay/return stolen or damaged property</p>
<p>Physical, Verbal or Sexual Harassment</p>	<p>See district policies for in depth definitions of physical, verbal, or sexual harassment.</p> <p>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.</p>
<p>Fighting When two students engage in the act of fighting</p>	<p>1st offense – Consequences up to a three day external suspension and parent notification</p> <p>2nd offense – Consequences up to a five day external suspension and parent notification</p>
<p>Possession of a weapon/or weapons</p>	<p>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.</p> <p>1st offense – Students may be suspended for up to ten school days. Students will be subject to an expulsion hearing.</p>
<p>Threats of Physical Violence</p>	<p>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 will result in a ten day suspension. Violent acts will 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.</p>
<p>Smoking, Chewing of Tobacco Products Possession of Tobacco Products Possession of Electronic Cigarettes</p>	<p>Massachusetts State Law prohibits smoking or the use of smokeless tobacco in any part of the building, on school grounds, on school transportation or on school-sponsored field trips. Students found to be in possession of tobacco products or caught in the act of smoking or 'dipping' may be suspended and the tobacco will be confiscated. The act of smoking includes, but is not limited to, holding a lit cigarette in one's hand or mouth.</p> <p>First offense – Consequences of up to a one day external suspension.</p> <p>Second offense – Consequences of up a two day external suspension.</p>

	Subsequent offenses will be handled by the administration. Violators may be subject to mandatory enrollment in an anti-smoking program.
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"> 1. Immediate notification of the Maynard Police Department. 2. Notification and conference with parent(s) before the student returns to MHS. <ul style="list-style-type: none"> • Up to ten day suspension. May be subject to expulsion. • Referred to Guidance counselor for mandatory drug/alcohol counseling within a certified/approved program. • Indefinite suspension from school activities with the Principal reinstating student privileges at his/her discretion. • Referred to the Superintendent of Schools. 3. Students found selling drugs or alcohol on school grounds or at school activities may be recommended for exclusion/expulsion from the school system. 4. Students caught in an area where drugs or alcohol are being used may be subject to suspension for up to five days.
Bomb Threats and Fire Alarms	Students found guilty of pulling the fire alarm will receive a consequence of up to a five day suspension. Students responsible for bomb scares will be prosecuted in court and may be expelled from school.

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, or 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 or halter 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 finger tips of the student when arms are straight.

Students who do not cooperate or who are habitual offenders will face consequences that may result in detention or suspension. Students in violation of any part of the dress code 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.

CODE OF CONDUCT FOR

SCHOOL-SPONSORED ACTIVITIES/SPORTING EVENTS

1. School-sponsored activities include sporting events, banquets, class trips, club field trips, fundraisers, course activities, and any in town/out of town activities.
2. Dress appropriately for the occasion.
3. Respond in a positive manner to reasonable request of chaperones.
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, Assistant Principal and Athletic Director.

Note A: School-sponsored activities are an extension of the school day and all school rules will apply.

Note B: School grounds also include Alumni field and all structures within it.

The Principal and Assistant Principal have the authority to amend this handbook at any time, with the approval of the School Committee.

Addendum A

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 separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their 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, administrative office staff, and clerical personnel. Authorized school personnel include those employed by the District or under contract with the District as an independent contractor. Authorized school personnel 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), guardians, 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>).

B. Directory Information Notice

The Maynard Public Schools has designated certain information contained in the education records of its 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 by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 15th 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 access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the 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

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in 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 promptly take such steps as may be necessary to put the decision into effect.

(c) If the principal's decision is not satisfactory to the 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 later than seven (7) years after that student transfers, graduates, or withdraws from Maynard Public Schools. Parents/Guardians are notified, by inclusion of this document in the 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 school 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 in the student Handbook, that there will be occasions when student work is seen and is on display within the school; for example, at open houses, exhibits, fairs, on bulletin boards, etc. Unless a parent/guardian informs the District in writing no later than September 15 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

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