

MALDEN PUBLIC SCHOOLS K-8 SCHOOL HANDBOOK 2010 – 2011



BEEBE SCHOOL
Environmental and Health Sciences



FERRYWAY SCHOOL
Math, Science and Technology



FORESTDALE SCHOOL
International Studies



LINDEN SCHOOL
Humanities and Communication



SALEMWOOD SCHOOL
Visual and Performing Arts



**MALDEN PUBLIC SCHOOLS
ADMINISTRATION**

SCHOOL COMMITTEE

Mayor Richard Howard	Chairperson	781-397-7000
Mrs. Peg Crowe	Ward 1	781-322-1656
Mr. Steven Ultrino	Ward 2	617-733-7552
Mr. Kevin Duffy	Ward 3	781-397-9723
Mr. Leonard Iovino	Ward 4	781-321-3568
Mr. Adam Weldai	Ward 5	781-264-1629
Ms. Stephen Winslow	Ward 6	781-397-6893
Mr. Kevin Casucci	Ward 7	781-605-3331
Mr. John Froio	Ward 8	781-321-0339

SUPERINTENDENT OF SCHOOLS

Sidney Smith
781-397-7204 or 397-7205

ASSISTANT SUPERINTENDENT

Nancy Kassabian, Teacher Quality and Professional Development
781-397- 7214

DIRECTORS

Margaret Adams, Literacy and English Language Acquisition
781-397-7332

Janice Raymond, Assistant Director of Literacy and Title I
781-388-0682

Thong Phamduy, Technology and Data
781-397-7279

Foreign Languages, International Relations and World Cultures
781-397-7214

Mary Ann Finn, Mathematics and Data Analysis
781-397-7554

Jane Skelton, Humanities
781-397-1524

Daniel Keefe, Physical Education and Athletics
781-397-7269

Manjula Karamcheti, Guidance, Academic Support Services and Testing
781-397-7230

Maura Johnson, Special Education
781-397-7257

Ann O'Connell Hanifan, Early Childhood Learning Center
781-397-7025

Message from the Superintendent

Dear Students and Parents,

I am pleased to have this opportunity to provide you with a copy of the Malden Public Schools K-8 Handbook. As the Superintendent of the Malden Public Schools, I'm extremely excited to be a member of the Malden Education Community and to be of service to each and every one of you.

This handbook is important to all of us. It provides guidance to each of us regarding the expectations we have of one another. While it speaks primarily about the responsibilities students and parents have in the educational process, it also affirms the responsibility of every administrator, teacher and staff member to provide *every* child with the best education possible, to have high expectations of *all* children, and to treat *all* children and their parents and family members with the utmost respect.

We all want the very best for every student. We also believe that every child can be a successful learner if s/he is willing to work hard, treat others with respect, and abide by the policies, rules, and procedures contained in this document. Please take the time to read this entire document as a family and discuss its contents with one another.

I know I speak on behalf of all of the staff when I say that we are very proud of our schools and the children we have the opportunity to serve. We encourage parents to visit the schools on a regular basis, observe the terrific teaching and learning that's going on, and participate in their child's education to the greatest extent possible.

Best wishes for a terrific school year.

Sincerely,

Sidney Smith
Superintendent
Malden Public Schools

Schools and Principals

Beebe:	Principal K-8 Assistant Principal Assistant Principal	Susan Vatalaro Gerard Ruane Richard Bransfield	Phone: 781-388-0622 Phone: 781-388-0629 Phone: 781-388-0634
Ferryway:	Principal K-8 Assistant Principal K-8 Assistant Principal K-8	Thomas DeVito Erin Francescone Michael Ciampa	Phone: 781-388-0659 Phone: 781-388-0654 Phone: 781-388-0661
Forestdale:	Principal K-8 Assistant Principal	Sally Orme Paul McCarthy	Phone: 781-397-1507 Phone: 781-388-0880
Linden:	Principal K-8 Assistant Principal K-8 Assistant Principal K-8	Dael Angelico-Hart Edward Scheld Leba Heigham	Phone: 781-388-0868 Phone: 781-397-1510 Phone: 781-388-0873
Salemwood:	Principal K-4 Principal 5-8 Assistant Principal K-4 Assistant Principal 5-8	Jonathan Ponds Carol Keenan Joanne Lanergan Michael Dube	Phone: 781-388-0643 Phone: 781-388-0647 Phone: 781-388-0642 Phone: 781-388-0648
Supervisor of Attendance:		John Parcellin	Phone: 781-322-4469

CONNECT-ED

As part of our communication system with parents, the Malden Public Schools uses the Connect-Ed system. The Connect-Ed system allows the superintendent or principals to send information that is time sensitive and relevant to the safety and education of students in our schools. You will be asked to provide the school with a phone number and an alternate number. During the school year you will receive school messages, for example, snow day, parent nights, academic events and reminders such as early release days. If your phone number changes please let your child's school know of the change in a timely manner.

MALDEN PUBLIC SCHOOLS – TITLE IX

On April 29, 1976, the Malden School Committee, in compliance with title IX of the Education Amendments of 1972, adopted the following statement of non-discrimination: The Malden Public Schools is an equal opportunity employer and a coeducational public school system, and does not discriminate because of Race, Religion, Ethnic Origin, Color, Age, Disability or Sex either in its employment policies or in the enrollment of students.

Title 9 also recognizes sexual harassment as unlawful sex discrimination. "Sexual Harassment" is defined as "verbal or physical conduct of a sexual nature, imposed on the bases of sex, by an employee or student, which is unwelcomed, hostile or intimidated." Sexual harassment includes, but is not limited to, teacher to student harassment as well as student-to-student harassment.

All inquiries concerning Title IX should be addressed to the Director of Athletics and Physical Education for the Malden Public Schools, 77 Salem Street, Malden, MA 02148 or phone 781-397-7269.

DIRECTORY OF PERSONNEL

Contacts

Daniel Keefe, Athletics and Physical Education	Title IX	781-397-7269
Nancy Kassabian, Assistant Superintendent	Title II	781-397-7214
Margaret Adams, Director of Literacy and English Language Acquisition	Title I	781- 397-7332
Margaret Adams, Director of Literacy and English Language Acquisition	Title VI	781-397-7332
Nancy Kassabian, Assistant Superintendent	MGL Chapter 76	781-397-7214
Maura Johnson, Administrator of Pupil Personnel	603 CMR 46.00 & 504	781- 397-7257

Title I: Title I of the American with Disabilities Act of 1990

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.

Title II: Title II of the Americans with Disabilities Act of 1990

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.

Title VI: Title VI of the Civil Rights Act of 1964

Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.

Title IX: Title IX of the Education Amendments of 1972

Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.

Section 504: Section 504 of the Rehabilitation Act of 1973

Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.

MGL, Ch.76, Section 5: Massachusetts General Laws, Chapter 76, and Section 5

Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.

603 CMR 46.00:

Massachusetts Board of Education Physical Restraint Regulations governing the use of physical restraint on students in publicly funded elementary and secondary education programs.

SCHOOL PROGRAMS

Early Childhood Education/Pre-Kindergarten

Please refer to The Early Learning Center Handbook.

For more information about Malden's Early Childhood Program, call Ann O'Connell Hanifan at 781-397-7025.

Kindergarten

Kindergarten classes are open to all children who will be **5 years of age by September 1st** and are Malden residents. Full-day kindergarten classes are located at all schools. (See page 9 for more detailed kindergarten registration information.)

For more information, contact the **Parent Information Center** at 781-397-1568 or 1569.

Dual Language Program

The Dual Language Program, called Puentes, is currently offered in grades K– 6 at the **Forestdale International Studies Magnet School for any interested students**. This program emphasizes learning a second language for both English and non-English speaking students. Students in this program receive instruction in both English and Spanish and participate in all activities of the International Studies Magnet School.

For more information, contact Sally Orme, School Principal at 781-397-7326 or Margaret Adams at 781-397-7332.

Gifted Education Program

The Gifted Education Program is located at the Linden Magnet School for Communications and Humanities (29 Wescott Street). It is an academically challenging program for students in grades 1 through 8 who have met specific academic criteria. These include the following:

1. A grade of "A" in reading and mathematics for the last two years (one year for grades K and 1).
2. Teacher and Principal recommendations including teacher observation rubric
3. Assessments as determined by the screening committee including MCAS results, where available

In the Gifted Education program, each classroom takes on an enriched learning environment for teaching and learning with innovative instructional methods and techniques to address the academic and creative talents of the children. To apply for the Gifted Education Program, parents/guardians need to complete and submit the Gifted Education Program Application Form (available at the Parent Information Center) together with documentation of the criteria listed above to the Parent Information Center, 200 Pleasant Street, Room 121, Malden Government Center.

For more program information, contact School Principal Dr. Dael Angelico-Hart at 781-388-0868 . For application information, contact the Parent Information Center at 781-397-1568 or 1569.

Programs For English Language Learners

The district offers Sheltered English Language Immersion (SEI) classes to students whose first language is not English and cannot perform ordinary class work in English. In these classes, the curriculum and presentation is designed for children who are learning the English language. Books and instructional materials are in English and all reading, writing, and subject matter are taught in English. The Malden Public Schools will be offering

Sheltered English Immersion classes. English as a Second Language (ESL) support will be offered to English Language Learners at all K-8 schools.

For more information, contact Margaret Adams, Director of Literacy and English Language Acquisition, at 781-397-7332.

Title One Services

What is Title One? It is the largest federal aid program for our nation's schools. It began in 1965 during President Johnson's administration. The federal government provides funding to states each year for Title One. Title One resources are directed to schools with high poverty levels. To acquire the funds, each state must submit a plan describing high quality standards of performance that all children are expected to meet and ways to measure progress. After the proposals are accepted, the states receive money based on the number of low-income families residing there. The states then distribute the money to the local districts according to the percentage of children from low-income families. Malden's Title One program focuses on Reading and/or Mathematics in the K-8 schools. Title One teachers identify students in need of educational help in those subjects and provide them with appropriate services. The teachers use a variety of teaching methods and materials to assist students to attain grade level proficiency in reading and mathematics. The Director of Literacy and English Language Acquisition is Dr. Margaret Adams whose office is in the Malden Public Schools Central Office at Government Center – (781) 397-7332. An integral facet of the Title One project is the Family Support Center on Highland Avenue at the old Emerson School staffed by the Title One Parent Coordinator Pat Fish. The Center is open weekdays from 8:00 a.m. to 12 noon. All parents are welcome, whether or not their children are in the Title One program.

For more information about the Family Support Center, call (781) 388-0690.

For more information about Title One, contact Margaret Adams, Director of Literacy and English Language Acquisition, at (781) 397-7332 or Janice Raymond, Assistant Director of Literacy and Title One, (781)388-0682.

Partnership for Community Schools in Malden

The Partnership for Community Schools (PCSM) is a collaboration between the City of Malden, the Malden Public Schools, and partner agencies and organizations including the Malden YMCA, the Malden YWCA, Healthy Malden 2000, and others.

The primary focus of the PCSM is to provide academic, enrichment, recreational, social, and cultural activities to students in the Malden Public Schools during out-of-school times. These times include before school, after-school, vacation, and summer. Our programs are run at each of the five K-8 schools in Malden. All programs are fee-based with financial aid available.

Program:	Time:	Location:
Before-school Programs	7:00 a.m. to 8:00 a.m.	at selected schools
After-school Programs	2:15 p.m. to 5:30 p.m.	at all five schools
Vacation Programs	9:00 a.m. to 4:00 p.m.	at selected schools (open to all public school children)
Summer Programs	9:00 a.m. to 4:00 p.m.	at selected schools (open to all residents of Malden)

The Partnership also runs adult-education, youth summer programs, and recreational programs throughout the year. For more information, you may call Karen Steele at (781) 397-7320.

WHAT IS A K-8 SCHOOL

It is a school for students making the transition from childhood to adolescence. It is a school addressing the uniqueness of students from kindergarten to grade 8. A K-8 school stresses the importance of academics while giving the student opportunities to explore new and varied courses. Students in grades 5-8 follow a middle school model and are placed on an interdisciplinary team.

RESPECT FOR INDIVIDUAL RIGHTS

The Malden Public Schools recognize and support the respect for the rights of individuals. Any defamatory or derogatory statement aimed at any racial, religious, ethnic, gender, disabled, sexual orientation or minority group by students and/or staff members is totally unacceptable. Individuals will be subject to verbal reprimand and disciplinary action, which may include suspension.

Our primary responsibility to our students is to promote and support their learning PreK-12. We expect every child in the Malden Public Schools to be educated in learning centered classrooms where:

- There is a decent and respectful classroom atmosphere.
- Students are coached by teachers who have a good rapport with their students, are enthusiastic and demonstrate passion for their work.
- Students are encouraged to be curious, inventive and creative.
- There is equitable access to high level learning for all students.
- Students are learning knowledge, skills and processes as individuals and as team members.
- Instruction is deliberate, thoughtful and standards based.
- Teachers use a variety of instructional strategies and activities to build on student knowledge and experience.
- Student work including projects, products and services is shared and exhibited.
- Technology is used to support teaching and learning.

HARASSMENT and BULLYING

BULLYING POLICY: Malden Public Schools

Bullying (including cyber-bullying and harassment) are major distractions from learning. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully.

Bullying behavior often starts in elementary school and peaks in the middle school years. However, it can attract more attention from adults when it appears in high school. The students are older and physically larger and the behavior is recognized as being less tolerable and more inappropriate.

Most bullying by students starts out verbally — teasing and put-downs — and may become progressively worse and assume physical dimensions. Bullying of any type, including cyberbullying, is unacceptable in our schools and our community. The Malden Public Schools, in partnership with our students and families, will endeavor to maintain a learning and working environment free of bullying.

Definition: Bullying, including cyber-bullying, as defined by Chapter 92 of the Massachusetts Acts of 2010, 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 victim that:

- causes physical or emotional harm to the victim or damage to the victim's property
- places the victim in reasonable fear of harm to himself or of damage to his property
- creates a hostile environment at school for the victim

- infringes on the rights of the victim at school, or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying, as defined by Chapter 92 of the Massachusetts Acts of 2010, is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- the creation of a web page or blog in which the creator assumes the identity of another person or
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions included in the definition of bullying above

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

Jurisdiction: Bullying is prohibited:

- on school grounds and property immediately adjacent to school grounds
- at a school-sponsored or school-related activity, function or program whether on or off school grounds
- at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district
- through the use of technology or an electronic device owned, leased or used by a school district or school, and
- at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

Note: Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

In addition:

- Retaliation against a person who reports bullying, provides information during an investigation of bullying, witnesses bullying, or has reliable information about bullying shall be prohibited.

District Responsibilities: Each year, the district shall...

- Provide all staff members with written notice of the bullying policy.
- Provide students and parents/guardians with written notice of the relevant, student-related sections of the bullying policy in age-appropriate terms and in the languages which are most prevalent in the district.
- Provide age-appropriate instruction on bullying prevention in each grade through an evidence-based curriculum.
- Provide professional development to build the skills of all staff members to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to:
 - developmentally appropriate strategies to prevent bullying incidents
 - developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents
 - information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying
 - research findings on bullying, including information about specific categories of students who have

been shown to be particularly at risk for bullying in the school environment

- information on the incidence and nature of cyber-bullying, and
- internet safety issues as they relate to cyber-bullying.
- Inform parents and guardians about:
 - the bullying prevention curriculum of the school district
 - how parents and guardians can reinforce the curriculum at home and support the school district
 - the dynamics of bullying, and
 - online safety and cyber-bullying.

In addition, the district shall...

- Institute a policy regarding internet safety measures to protect students from inappropriate subject matter and materials that can be accessed via the internet and notify the parents or guardians of all students attending the school of the policy.
- Include the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing in Individualized Education Plans for children with a disability that affects their social skills development and for children who are vulnerable to bullying, harassment or teasing because of the child's disability.

Administrative Guidelines and Procedures: The principal of each school is responsible for the implementation and oversight of the bullying policy at his or her school, including the following guidelines and procedures.

- Students, parents, and other witnesses will report incidents of alleged bullying or retaliation to any staff member, orally or in writing, in a timely manner. Reports may be made anonymously though no disciplinary action may be taken against a student solely on the basis of an anonymous report.
- Staff members who witness or are informed of alleged bullying or retaliation will report the incident to the principal or assistant principal right away and complete a Student Disciplinary Referral form by the close of the school day (or by the following morning should the incident happen during an after-school activity). If an assistant principal receives the report, s/he will immediately inform the principal.
 - If a staff member is a possible victim of bullying or retaliation, s/he will be notified immediately if s/he has not initiated the report him/herself.
- Any principal or assistant principal who receives a report of alleged bullying or retaliation will complete an investigation of the alleged incident within 24 hours of having received the report, including meeting(s) with involved students and witnesses.
 - If the incident includes a possible criminal offense, the Malden Police Department will be notified immediately.
 - If the allegations of bullying or retaliation are substantiated, the principal or assistant principal will determine the appropriate disciplinary response, which may include mediation, detention, suspension (in or out-of-school), or expulsion. The principal or assistant principal will also complete an Incident Report detailing: 1) his/her findings, 2) the disciplinary response, 3) actions that will be taken to prevent further acts of bullying or retaliation, and 4) the procedures and supports that will be used to restore a sense of safety for the victim, as necessary. The principal or assistant principal will attach any related Student Disciplinary Referral form that s/he has received to his or her Incident Report.
 - The student(s)' parents or guardians will be immediately notified of the incident and the disciplinary response.
 - Repeated incidents of bullying by a student will result in more severe disciplinary actions.
- Any student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action, which may include a warning, detention or suspension (in or out-of-school).
- If any perpetrator of bullying is a staff member, appropriate disciplinary actions will be taken and may include a reprimand, suspension or termination depending on the severity of the incident.
- If an incident of bullying or retaliation involves students from more than one school in or outside the district, the school district or school first informed of the bullying or

retaliation shall promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

- If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in the district, the Malden Police Department should be contacted immediately.

The school district shall update the Bullying Policy at least biennially.

IF YOU OBSERVE IT-TAKE ACTION.

- When you observe adults or students mistreating, disrespecting or condemning others, you **MUST** speak out. Don't "put up with put downs." These would include comments regarding: gender, race, national origin, sexual orientation and other types of groups.
- Students should report examples of observed harassment or mistreatment. You should speak to a teacher, counselor, or administrator if you witness violations of the policy, and you may do so confidentially. If you wish, you may place a note in administrator's mailbox in the main office.

IF YOU ARE A VICTIM OF IT –REPORT IT

If you feel you have been a victim of any form of harassment (as an individual or as a group) you should report it **IMMEDIATELY** to either the school's designated complaint coordinator, principal, an assistant principal, counselor, or a teacher, who will channel it to the Complaint Coordinator. Get support. **DO NOT REMAIN SILENT.**

If you have been harassed, or, if your civil rights have been violated in any way, you will be listened to, supported, and assisted to the fullest of the school's capabilities.

IF YOU DO IT – IT WILL NOT BE TREATED LIGHTLY AND WILL NOT BE TOLERATED.

The "mildest" consequence for actions that are deemed to be thoughtless and not malicious is a written warning. From there, consequences proceed through parent conferences, mandatory counseling, prohibition from all school sponsored events, and suspensions from school ranging from one day to ten days with notification of police.

Repeated or extreme forms of harassment, violence, or civil-rights infringements will result in a recommendation for suspension and/or expulsion from Malden Public Schools.

SCHOOL VISITATION POLICY

All visitors entering the Malden Public Schools must report to the main office and sign-in at the time of arrival.

- Parents/guardians and visitors are responsible for obeying traffic rules: this involves drop off and pick up areas and parking in areas around the buildings
- Guests and visitors, including parents and members of the media, must register in the main office of the school. Sign-in logs and visitor badges will be provided. Signs will be posted on all outside doors directing visitors to register in the school's main office. Guests and visitors must sign-out when leaving the building.
- Classroom visits should be planned in advance with the consent of the principal and notice given to teachers when deemed appropriate by the principal.
- In order not to interfere with the education of children, and in order not to overcrowd a particular school or instructional area, the principal shall have the right to deny a request to visit a particular classroom at a particular time, to restrict the number of visitors to a classroom, and to determine reasonable times for visitors to remain in a classroom or instructional area.
- Students wanting to bring a guest to school must obtain prior approval from the principal.

SCHOOL DAY

The opening bell for grades 7 & 8 is at 7:45 a.m. with a late bell at 8:00 a.m. Dismissal for grades 7 & 8 is at 2:20 p.m. The opening bell for grades K-6 is at 8:15 a.m. with a late bell at 8:20 a.m. Dismissal for grades K-6 is at 2:15 p.m. At Linden Kindergarten begins at 8:20 am and dismissal is at 2:15 pm. Grades 1-8 opening bell is 8:15 am and dismissal is at 2:20 pm. No student may leave the school after arriving. Any student not in his/her seat by the appropriate time is tardy and must report to the main office for a tardy slip. The Salemwood and Ferryway School's hours will vary with the Extended Day Program. At dismissal, all students will immediately leave the school grounds. Remaining for an extended period may be considered loitering and may result in further actions up to and including detention, suspension, parental and/or police notification.

CHILD CUSTODY

If you are divorced (or separated) and have legal custody of your child through a court order, please see that the school administration has a copy of this document. Please do not assume that school employees know about custody issues. Be sure that the principal knows if any family member/adult is not to pick up your child from school. If at any time during the year, a court order is changed or issued, please notify the principal.

ATTENDANCE GUIDELINES **Grades K-8***

Parental Responsibility

The Malden Public Schools seeks to promote excellent school attendance. Massachusetts General Laws, Chapter 76 states that parents/guardians are legally responsible for ensuring that a child under their control attends school daily. The school system employs an attendance officer to support families and encourage regular compliance with the state statute. Parents, guardians and other concerned individuals may contact the supervisor of attendance at (781) 322-4469 regarding school attendance issues.

Absences:

To ensure continuity and maximum advantage of the school program, students must attend school each day and arrive on time. Parents/guardians are expected to telephone the school office prior to 8:00 a.m. to report that their child will be absent on any given day. In addition, a written excuse from the parent and/or guardian must be presented the day any pupil returns to school from an absence. Any situation resulting in an absence that may have serious extenuating circumstances must be brought to the attention of the principal, by the parent, as soon as those circumstances are apparent.

Absence notes are given to the child's homeroom teacher. The date(s) of the absence, the student's full name, the reason for the absence, and the student's homeroom number should be on the note. Notes are necessary even when a parent has spoken to the principal, assistant principal, or the main office about the absence.

Any student who is absent over three (3) consecutive days must report to the main office with his/her note and may be asked to see the school nurse. If an absence extends for more than five (5) consecutive days, a medical excuse from a registered physician may be required.

Whenever a student's combined absences for the year reach seven (7) days, a letter will be sent home reminding parents/guardians of their obligation to see that their children attend school. This letter will be sent even if the reason for the absences has been documented, such as in the case of a lengthy illness.

If a child fails to attend school for seven (7) full days or fourteen (14) half-days within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent and/or guardian. When a student has been absent for a total of fourteen (14) days, a parent/guardian meeting with a school administrator is required.

Unexcused Absences:

Unexcused absences will be considered truanancies. Excused absences are limited to the following:

1. An illness or injury that prevents the student from attending school.
2. A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin).
3. A significant personal or family crisis that prevents the student from attending school.
4. Suspension from school.
5. Court appearances: Students must present evidence of the required appearance.
6. Medical or psychological tests during the school day that cannot be scheduled after school or on the weekend: Students must show evidence (such as a note from the health center) that the tests could not be scheduled after school.

7. Religious holy days that require an absence from school to meet religious obligations.
8. Other extraordinary situations approved by the School Site Council.

Vacations other than regularly scheduled school vacations are considered unexcused absences.

The penalties for unexcused absences are as follows:

FIRST OFFENSE:	Parents contacted: may result in up to five (5) hours of detention
SECOND OFFENSE:	Parents contacted; may result in school suspension
THIRD OFFENSE:	Parents contacted: may result in school suspension/courts may be notified

In all cases of an unexcused absence and/or suspension a “ZERO” will be recorded for work that is missed.

Tardies:

Students are tardy to school after the late bell has rung and are expected to report to the office as soon as they enter the building. Tardy pupils should bring a note explaining the tardiness, including a phone number at which the parent/guardian may be reached. Administration will determine if the tardiness is excused. The student will receive a tardy slip, which should be given to the homeroom teacher. Any unexcused tardiness will require the student to stay for ½ hour after school in his/her homeroom. Habitual tardiness may result in extended detention, parental involvement and/or school suspension. A tardy after 11:00 a.m. will be counted as an absence.

Dismissal:

Ordinarily, students are not dismissed before 2:15 p.m. in grades K-6 or 2:20 p.m. in grades 7 & 8 (3:15 p.m. at Ferryway and Salemwood, Gr. K-8). If circumstances warrant, a student may be dismissed earlier as long as the parent writes a note explaining the need for the early dismissal and the time of the early dismissal. The note must also contain the student’s name and his/her homeroom number.

The student must bring the note to the office before the start of school for approval. After approval, dismissal notes are to be given to the homeroom teacher. Dismissals before 11:00 a.m. will be considered an absence and a dismissal. Any time a student is dismissed, a parent or guardian must report to the office to sign the student out of school.

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SECOND OFFENSE:	Parents contacted; may result in school suspension
THIRD OFFENSE:	Parents contacted: may result in school suspension/courts may be notified

In all cases of an unexcused absence and/or suspension a “ZERO” will be recorded for work that is missed.

TRUANCY

Unexcused absences will be considered trancies. The penalties for being truant are as follows:

- FIRST OFFENSE: Parents contacted: 5 hours of detention
- SECOND OFFENSE: Parents contacted; School suspension may result
- THIRD OFFENSE: Parents contacted: School suspension / courts may be notified

In all cases of truancy and/or suspension a “ZERO” will be recorded for work that is missed.

Promotion Guidelines: Grade 8 to Grade 9*

To be promoted to grade 9, students must pass at least ten of the following courses, including at least five of the six English and Math courses they take between grades 6 and 8 and at least five of the six Science and History courses they take between grades 6 and 8.

- *English: English Language Arts 6, 7, 8;*
- *Mathematics: Mathematics 6, 7, 8,*
- *Science: Science 6, 7, 8*
- *Social Studies: Social Studies 6, 7, 8*

Retention Guidelines: Grades K-8*

1. A student may be retained in grade only if there is a well-documented, justifiable, educational reason for doing so. Initial notification that a student is at risk of being retained must be presented to the student's parent(s)/guardian(s) no later than the close of the second marking term.
2. When the parent(s)/guardian(s) are notified that their child may be retained, the principal will also provide the parent(s)/guardian(s) with the opportunity to meet to discuss their child's performance and status as well as intervention strategies and services. Teachers and other support personnel will be invited to the meeting.
3. At the meeting, the parents will be presented with all data that has been considered leading to the notification that the student may be retained, including the student's report card; the student's grades/scores on quizzes, tests and assignments; the student's scores on standardized assessments; an itemization of interventions attempted by the teacher and other support staff; and other required student work. The parent(s)/guardian(s) will have the opportunity to discuss their child's status and receive feedback on all questions related to their child's performance and the intervention services that have been provided to him/her.
4. A final recommendation for retention must be presented to the student's parent(s)/guardian(s) no later than the close of the third marking term. When a principal provides the parent(s)/ guardian(s) with this notification, s/he will provide the parent(s)/guardian(s) with the opportunity to meet to discuss the final decision regarding their child's status. The meeting will take place within ten days of the notification or on another day that is more convenient for the parent(s)/ guardian(s). Teachers and other support personnel will be invited to the meeting.
5. At the meeting, the principal will present the parents with any new data that has been considered in making the final recommendation that the student be retained. This data will include the data mentioned in #3 above as well as additional assessment, test and quiz scores, relevant student work, and an itemization of continuing interventions that have been provided by the teacher and other support staff.
6. The parent(s)/guardian(s) will have the opportunity to discuss the recommendation and their child's status, and receive feedback on questions related to their child's performance and the intervention services that have been provided to him/her.
7. A final determination of the child's status, regarding retention, will be made by the principal within five days of this final meeting. The principal is the final arbiter of all decisions relating to retentions.

* These guidelines will go into effect as policies upon approval by the School Committee at its September, 2008 meeting. Should any changes be made, parents will be notified of the changes.

ACADEMIC INFORMATION

PARENT RESPONSIBILITIES

- Parent and student should talk to one another about homework assigned.
- Parents should monitor their child and provide an appropriate area to do homework.
- Parents should check their child's agenda book daily (where applicable) and/or messages from teachers.
- Students should have an assignment notebook and parents are encouraged to check homework.
- Student assignments should be neat and completed on time.
- Student excuses for not completing an assignment should be in the form of a note from a parent.
- If a student neglects to do a homework assignment, teachers may require him/her to stay after school and complete the assignment.

HOMEWORK POLICY

- Homework has an important function in a student's learning process, and students should generally expect to receive homework assignments each day.
- Teachers use homework in evaluating student progress and achievement.
- The length of time that it takes to complete homework may vary depending on the student's individual pace.
- It is important that students remember that homework does not mean only written work; reading and reviewing material in class and looking ahead to new materials are parts of homework that are often overlooked by students.
- Long-term assignments help students to learn planning and pacing skills needed to complete these projects.
- Each grade and/or class, in consultation with the principal, will implement his or her own homework requirements. These requirements are based on specific goals and particular needs of each child and are developed by and adhered to by the child's teachers.
- The homework policy insures that every student will be provided appropriate homework activities to reinforce and expand the concepts being taught and to enhance everyday understanding of course content.
- The following guidelines are set by the Malden School Committee as the minimum amount of time students are expected to spend on daily homework assignments:

Grades K-2	15 minutes per day
Grades 3 and 4	45 minutes per day at the teacher's discretion
Grade 5	45-60 minutes per day
Grade 6	60- 90 minutes per day
Grades 7 and 8	2 hours per day

Teachers are encouraged to coordinate assignments.

MAKE UP WORK

It is the responsibility of each student to make up work missed when they return from any absence. This is done by seeing his/her teacher(s) after school and working out a schedule to complete the work missed.

Each teacher is available ½ hour after school each day Monday through Thursday to be of assistance to students or to confer with parents. Once a week grade 7 and 8 teachers will be after school until 3:15 p.m. to assist students who have work to be made up. Salemwood and Ferryway Schools' hours will vary with the Extended Day Program.

GRADING

Grades K-4 will be using a Standards Based Report Card.

The grading scale used in the Malden Public Schools **for grades 5-8** is:

A+ = 98 – 100	C = 73 – 76
A = 93 – 97	C- = 70 – 72
A- = 90 – 92	D+ = 67 – 69
B+ = 87 – 89	D = 63 – 66
B = 83 – 86	D- = 60 – 62
B- = 80 – 82	F = below 60
C+ = 77 – 79	

There will be two designations for the honor roll:

HIGH HONORS – a student must achieve all A's on his/her report card in all subjects including exploratory subjects, conduct, and effort.

HONORS – a student must achieve B's or better on his/her report card in all subjects including exploratory subjects, conduct, and effort.

Any student receiving an unsatisfactory comment in any subject will not be placed on the honor roll.

PUPIL PROGRESS

Student progress is reported to parents in several ways. Students receive a Progress Report and a Report Card three times a year. There are also individual conferences between parents and teachers and two parent visitations. The teachers may also call parents at any time to discuss a student's progress. Parents who wish to make immediate visits with teachers should call the principal or assistant principal's office or send a note to the teacher requesting an appointment.

REPORT CARD – In grades 1-8 the report cards are issued quarterly. The first three must be signed by a parent/guardian and returned to school within three days. Kindergarten report cards are issued twice yearly.

PROGRESS REPORTS – The purpose of the mid-term progress report is as follows:

- To provide parents with information on how their child is doing in school
- To provide positive feedback to students who are doing well
- To provide information to students who are not doing well and to give them the opportunity to improve their performance before the marking period ends.

An unsatisfactory notation may be given to a student for a number of reasons. For example, low or failing performance on tests, incomplete homework, not working up to expectations, not passing in work on time, lack of effort, inappropriate behavior, etc. The progress report is an indicator and is intended to be a motivator for improvement. Progress reports are to be signed by a parent/guardian and returned within two school days.

Promotion Guidelines: Grade 8 to Grade 9*

To be promoted to grade 9, students must pass at least ten of the following courses, including at least five of the six English and Math courses they take between grades 6 and 8 and at least five of the six Science and History courses they take between grades 6 and 8.

- *English: English Language Arts 6, 7, 8;*
- *Mathematics: Mathematics 6, 7, 8,*
- *Science: Science 6, 7, 8*
- *Social Studies: Social Studies 6, 7, 8*

Retention Guidelines: Grades K-8*

8. A student may be retained in grade only if there is a well-documented, justifiable, educational reason for doing so. Initial notification that a student is at risk of being retained must be presented to the student's parent(s)/guardian(s) no later than the close of the second marking term.
9. When the parent(s)/guardian(s) are notified that their child may be retained, the principal will also provide the parent(s)/guardian(s) with the opportunity to meet to discuss their child's performance and status as well as intervention strategies and services. Teachers and other support personnel will be invited to the meeting.
10. At the meeting, the parents will be presented with all data that has been considered leading to the notification that the student may be retained, including the student's report card; the student's grades/scores on quizzes, tests and assignments; the student's scores on standardized assessments; an itemization of interventions attempted by the teacher and other support staff; and other required student work. The parent(s)/guardian(s) will have the opportunity to discuss their child's status and receive feedback on all questions related to their child's performance and the intervention services that have been provided to him/her.
11. A final recommendation for retention must be presented to the student's parent(s)/guardian(s) no later than the close of the third marking term. When a principal provides the parent(s)/ guardian(s) with this notification, s/he will provide the parent(s)/guardian(s) with the opportunity to meet to discuss the final decision regarding their child's status. The meeting will take place within ten days of the notification or on another day that is more convenient for the parent(s)/ guardian(s). Teachers and other support personnel will be invited to the meeting.
12. At the meeting, the principal will present the parents with any new data that has been considered in making the final recommendation that the student be retained. This data will include the data mentioned in #3 above as well as additional assessment, test and quiz scores, relevant student work, and an itemization of continuing interventions that have been provided by the teacher and other support staff.
13. The parent(s)/guardian(s) will have the opportunity to discuss the recommendation and their child's status, and receive feedback on questions related to their child's performance and the intervention services that have been provided to him/her.
14. A final determination of the child's status, regarding retention, will be made by the principal within five days of this final meeting. The principal is the final arbiter of all decisions relating to retentions.

* These guidelines will go into effect as policies upon approval by the School Committee at its September, 2008 meeting. Should any changes be made, parents will be notified of the changes.

CHEATING POLICY

Any teacher who determines that a student has committed an act of cheating will inform the student, give a zero for the quiz, test, or assignment, and will not allow the work to be redone or a test to be retaken. The teacher will file an incident report with the appropriate administrator. If a student feels unjustly accused, he/she may request a meeting with the teacher and the administrator before action is taken. The teacher will keep evidence of the cheating incident.

Cheating includes but is not limited to the following:

- Copying another student's homework
- Submitting another person's work, as your own (e.g., compositions, research projects, etc.)
- Using a crib sheet or any other type of concealed answers during a test or quiz
- Looking at another student's quiz or test to copy answers
- Leaving a classroom during a test and obtaining answers
- Deliberately ignoring test instructions
- Obtaining copies of a test or test questions illegally
- Plagiarism in any form (e.g., copying of notes, magazines, encyclopedias, etc. without proper documentation and downloading from Internet)
- Unlawful use of computer software programs and CD-Rom materials
- Use of any unauthorized electronic devices (ex. Text messaging, cameras)

PARENT VISITATION

Parent visitation provides an opportunity for parents to become better acquainted with the school and their child's teachers. There are two scheduled parent visitations during the school year. The dates and times of the parent visitations will be determined by each school's administration. Parents should check for flyers, notices, the Malden Public School website (www.malden.mec.edu) and MATV.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Membership in any Malden Public School extracurricular or co-curricular activity is a privilege, not a right. This privilege is extended only to those students who abide by school rules and regulations as set forth in the current student/parent guide. Violation of such rules is just cause for a student being restricted or removed from extracurricular or co-curricular activities provided that due process and respect for a student's rights have been upheld. A student must be present on the day in order to participate in an activity.

It must be clearly understood that participation in athletic activities in the Malden Public Schools is a privilege- not a right- extended to those students who conform to the rules and regulations of eligibility and behavior set by the Massachusetts Interscholastic Athletic Association and the Malden Public Schools.

The student athletes who exercise their privilege to participate are representing their school, community, family, and themselves, and therefore assume a greater responsibility for their behavior. The student participating must represent the Malden Public Schools and the ideals that it stands for and must act in a manner, which illustrates ideals of leadership, high moral character, loyalty, and academic "good standing".

PHYSICAL EDUCATIONAL REQUIREMENTS

All students in K-8 have physical education as part of the school requirements.

Students in grades 5-8 taking physical education are required to bring a change of clothing. Showers are available in the locker rooms. For the safety of all, we do not allow in the locker rooms:

- Glass
- Aerosol cans/Spray bottles
- Hairspray

- Nail polish
- Cologne/Perfume

In order for a student to be excused from gym class he/she must obtain a note from a parent, or the approval of the physical education teacher, the office, or the school nurse. Students must have a doctor's written statement for any condition requiring two or more consecutive absences from gym. Unless a student has been excused from physical education for medical reasons, he/she will be required to make up all classes missed.

FIELD TRIPS

During the school year teachers may schedule educational or recreational field trips for their classes. Before a student is allowed to attend a field trip, he/she must turn in a permission slip signed by their parent/guardian. Students may be ineligible to attend a field trip if teachers and/or the administration feel that their schoolwork has been neglected or their behavior has been inappropriate.

FIELD TRIP RESPONSIBILITIES

When representing our school and community on a field trip, students will:

- Remember to observe all school rules and behaviors
- Respect all adults
- Stay with their assigned groups
- Follow directions of teachers and chaperones
- Always let their assigned adults know where they are
- Use appreciative responses – “please, thank you,” etc.
- Follow bus rules

BAND

Band is an academic course that provides the opportunity for students to perform and to enhance their musical skills. Students selecting this course are required to make a commitment of time and energy that includes parades, evening performances, and after school rehearsals.

SCHOOL RECORDS

RELEASE OF INFORMATION ABOUT STUDENTS

Regulations pertaining to release of information about students shall be in conformity with sections 34A, 34B, 34E and 34H of Chapter 71 of the General Laws, Chapter 71B of the General Laws, and Section 13 of Chapter 76 of the General Laws. These regulations are promulgated to ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records.

A parent (or student who has entered the 9th grade or is at least 14 years old, called the 'eligible student') has the right to inspect all portions of the student record upon request. The record must be made available to the parent or eligible student no later than two (2) days after the request, unless the parent or student consents to the delay.

The parent and eligible student have the right to receive copies of any part of the record. A reasonable fee may be charged for the cost of duplicating the materials.

The parent and eligible student may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them.

General Laws, Chapter 71, 34H (b) requires that in order for a non-custodial parent to obtain the student records of their child, the non-custodial parent must submit an **annual** request which shall include:

1. A certified copy of the Probate Court's Order of Judgment relative to the custody of the child indicating that the requesting parent:
 - a. Has not sought and been denied share legal custody as defined in section 31 of Chapter 208 based on a threat to the safety of the child or custodial parent; and
 - b. is entitled to unsupervised visitation with the child,

OR

A certified copy of an order by a Probate and Family Court judge specifically ordering that this information be made available to the parent requesting it. The Order must certify on its face that:

- (a) it is being made after review of the records, if any, of the judgment of custody and the criminal history of the petitioner;
- (b) provision of the requested information has not been determined to pose a safety risk for the custodial parent or any child in the custodial parent's custody and
- (c) it is in the best interest of the child that such information be provided to the petitioner;

AND

2. An affidavit from the non-custodial parent certifying that the Judgment or Order remains in effect and that no temporary or permanent protective order restricting access to the custodial parent or to any child in a custodial parent's custody is in effect.

Please consult your school principal for further information.

CONFIDENTIALITY OF RECORDS

All information regarding students is confidential.

No individuals or organizations but the parents, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or student.

Teachers have a moral responsibility to protect the well being of their students. For this reason, students should be aware that some information that they share with school personnel cannot remain confidential. This includes any information, which is reported to a staff member, which could result in personal harm to the student, such as abuse or neglect, drug use, suicide, etc.

AMENDMENT OF RECORDS

The parent or eligible student has the right to add relevant comments, information or other written materials to the student record. In addition, the parent or eligible student has the right to request that information in the record be amended or deleted. The parent or eligible student has the right to a conference with the school principal to make their objections known. Within a week of after the conference, the principal must render a decision in writing. If the parent or eligible student is not satisfied with the decision, the regulations contain provisions through which the decision may be appealed higher.

DESTRUCTION OF RECORDS

After five years, everything is removed from the folder with the exception of the “permanent record” which includes the student’s vital statistics, course record and grades. State law mandates that the school keep this basic information for 60 years.

School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

TRANSFERS

School Transfers Out of District

Parents should call the office to inform the school of a transfer to another school. The office will need to prepare the records and make out a Massachusetts Transfer Card. In order to complete the card the student’s new address and the name of the new school is needed.

Students should report to the office the morning of their last day. They should return all school materials and equipment before leaving. When all responsibilities have been taken care of, the parent/guardian of the student will be given his/her transfer card and a copy of his/her immunization record to take to the new school.

School Transfers within the Malden Public Schools

Transfer Request for the Next School Year

Parents/Guardians of children attending the Malden Public Schools who are interested in transferring their child for the **next school year** may complete a **Request for Transfer Form** at the Parent Information Center in May. These requests will be processed during the first weeks of July, once the district has confirmed the number of available seats. School transfers will follow the school district’s “Controlled Choice” Student Assignment Plan.

Transfer Request for the Current School Year

Parents/Guardians of children attending the Malden Public Schools who are interested in transferring their child **during the current school year** must request a transfer at the Parent Information Center. Current school year transfer requests will be evaluated on an individual basis. No more than one school transfer per year shall be granted. No requests will be honored after the first 15 days of school. School transfers will follow the school district’s “Controlled Choice” Student Assignment Plan.

CHANGE OF ADDRESS

Any time a student changes his/her address or telephone number the school office should be notified immediately. The parent/guardian must provide the school with a utility bill/ lease etc. which shows the parent/guardian’s name and current address. Any change in contact information, including telephone numbers, should be submitted to the office immediately. If a student is moving from Malden, the parent must come to the school office to sign transfer documents.
(See TRANSFERS)

ACCESS OF THIRD PARTIES

According to Student Record Regulations the following information may be released by the school administration unless a student or parent specifically requests that it not be released without their prior consent.

- Name, address, telephone listing, date/place of birth, major field of study, dates of attendance, weight/height (for members of athletic teams) class participation in officially recognized activities and sports, degrees, honors and awards, post high school plans.
- Names and addresses to schools and organizations such as regional vocational schools.
- Student records to a school to which a student transfers.
- The school district shall provide a complete copy of a student's school records to any public school into which the student seeks or intends to enroll, upon receiving verification from any source that the student may be transferring out of this school district.

A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Otherwise, no information in a student record will be given to a third party, other than authorized school personnel without the specific, written consent of the student and/or his or her parent, except upon the receipt of a court order, or when given anonymously in a statistical form to the Department of Education or independent researchers, or as requested by representatives of the Department of Education acting for the Commissioner in connection with the enforcement of federal and state education laws.

(The above is only a summary of some of the more important provisions of the Regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired, a copy of the regulation may be reviewed at the school's guidance office)

STUDENT SUPPORT TEAM

One of the functions of the general education staff is the Student Support Team, where teachers can receive assistance for difficulties a general education student may be experiencing. Prior to referral for a Special Education Evaluation within the general curriculum there are instructional and remedial services for students having difficulty. Then in addition there is a Student Support Team.

The Student Support Team is comprised of an administrator and various classroom teachers and specialists. The role of the team is:

1. To provide a forum for the discussion of any child demonstrating difficulties (both academically and/or behaviorally) whose teacher desires advice or support.
2. To brainstorm possible strategies, modifications, and/or resources for the classroom teacher to implement.

SPECIAL EDUCATION SERVICES

The purpose of Special Education State and Federal Law is to ensure that eligible Massachusetts students receive special education services designed to develop individual students' educational potential in the least restrictive environment.

Eligible students shall mean a student between the ages of three and twenty-one who has not attained a high school diploma or its equivalent, who has been determined by the Team to have a disability (ies), and as a consequence is unable to progress effectively in the general education program without specially designed instruction or is unable to access the general curriculum without a related service (603 CMR 28.02(9)).

A disability shall mean one or more of the following impairments:

- Autism
 - Development Delay
 - Intellectual Impairment
 - Sensory Impairment
1. Hearing

2. Vision
 3. Deaf / Blind
- Neurological Impairment
 - Emotional Impairment
 - Communication Impairment
 - Physical Impairment
 - Health Impairment
 - Specific Learning Disability

A referral for a Special Education evaluation may be made by a parent or any person in a care giving or professional position concerned with the student's development (28.04 (1)). Once a referral has been made, a consent form describing the types of testing suggested is sent to the parent/guardian. In addition, a Parent's Rights brochure is provided as well as information on the opportunity to meet, prior to the evaluation, to discuss the recommended assessments and the evaluators. Once consent has been received from the parent/guardian, a multi-disciplinary, appropriately credentialed, team will complete a thorough and comprehensive evaluation, including assessments in all areas of the suspected disability. A team meeting of all the evaluators and the parent/guardian then meet to review the testing and to determine eligibility for Special Education. Once eligibility is determined, the team then develops an

Individualized Education Program (IEP) for the student in the least restrictive setting possible. There is a wide range of services available to students with disabilities. In addition, special educators work with general education teachers to assist them in making accommodations and modifications for students with disabilities within the general curriculum.

The Rehabilitation Act section 504 is a non-discriminatory statute that insures that disabled students have education opportunities and benefits provided to non-disabled students. Students may be eligible for educational services under section 504, as well as under State and Federal Special Education laws. Eligibility under 504 requires that a student has, or has a record of having, or is regarded as having a physical or mental impairment, which substantially limits major life activity, such as learning, self care, walking, seeing, hearing, speaking, breathing, working or performing manual tasks. Evaluation and services are available to students meeting the above criteria through a 504 Accommodation Plan.

GENERAL GUIDELINES **DRESS AND GROOMING**

In accordance with Massachusetts State Law, there is an expectation that students dress in keeping with reasonable standards of safety, health, and cleanliness, so as not to detract from the education process. There is an expectation that students dress in a manner that is appropriate for a place of work or study. An individual's grooming, the way he/she dresses and how he/she behaves does have a bearing on how others react to him/her. Dress and grooming should be clean and neat. If style demonstrates that it is disruptive to the educational process, constitutes a threat to the safety and health of self and others, or is in violation of any statute, it will not be permitted in school.

Due to the disruption caused by the wearing of certain items, **the following are not permitted:**

- Clothing with any picture and/or wording that relates to sex, alcohol, drugs, tobacco, or improper language
- Hats, headbands, hoods, bandanas, or any other head coverings (except for religious reasons) and sweatbands or wristbands
- Clothing worn in such a manner as to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh.
- Spaghetti straps, strapless tops, and halter tops
- See through, mesh garments
- Clothing that is excessively baggy or tight.
- Skirts and shorts shorter than mid-thigh
- 'Wheelie' sneakers/shoes (those containing wheels, hidden or visible, for skating)
- Sunglasses worn inside the school building

- Clothing that advertises adult entertainment symbols (Playboy, Playgirl, etc)
- Clothing or article that suggests gang activities
- Chains (wallet, belt, large neck chains, etc.)
- Spiked collars, spiked belts, spiked bracelets
- Pants, when the waist falls below hip or the length of the pant touches the floor.
- Any other article of appearance that is physically revealing or provocative

The school principal, having discretion to render judgments regarding what is and what is not appropriate, may, if necessary, waive these policy restrictions in religious and/or medical situations. The principal will determine what consequences should follow when a student does not comply with this policy. A student may be sent home to dress appropriately or a parent may be required to bring in a change of clothing.

All outer garments (ex. jackets/parkas/windbreakers etc.) and book bags must be removed and left in the student's locker during the school day.

ELECTRONIC DEVICES ETC.

The following articles will be considered inappropriate and not allowed to be used in school:

- Cell phones, radios, tape players, CD players, MP3 players, and/or any headset players
- Hand held video games
- Roller blades and/or skate boards
- Scooters
- Trading Cards of any kind
- Laser Pointers which are considered dangerous weapons and will not be returned. See page 33
- Any student in possession of stated articles will have the following occur:

FIRST TIME – Said article will be taken from student and may be picked up after school.

SECOND TIME – Said article will be taken from student and returned to parents only.

THIRD TIME- Said article will be taken from student and returned on the last day of school.

USE OF CELL PHONES

- Cell phones and/or pagers may be brought with the permission of a parent/guardian. Use of cell phones during the school day is prohibited, and the power must be turned off. Cell phones should be kept in a locker. Cell phones are not allowed in bathrooms or locker rooms. Cell phone usage is not allowed within the school building. It is the students' responsibility to ensure that their cell phones are turned off and put away. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including suspension, as well as confiscation and return of the phone to the students' parents or guardians.
- Students should be personally and solely responsible for the security of their cell phones. Malden Public Schools shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on cell phones.

VALUABLES

All valuables should be left in the office for the day. The school will not assume responsibility for valuables left in desks, homerooms, coat pockets, or unlocked lockers. Parents should put name labels on all students' personal belonging. These markings will help school staff locate lost items. Do not allow your child(ren) to bring extra money, valuable items, toys, and electronic devices to school unless written approval has been given by the child's teacher.

SNOW DAYS

School cancellation announcements will be made on the following radio and television stations:

- WBZ radio 1030 AM
- WBZ TV channel 4
- WHDH radio 850 AM
- WHDH TV channel 7
- WEEI radio 590 AM
- WCVB TV channel 5

Please do not call the school, the police, or the fire department for this information.

TOBACCO-FREE ENVIRONMENT

The Education Reform Bill, effective June 18, 1993, requires that all school and grounds be tobacco-free for all school functions and activities. (Section 37H of Section 35) No one is allowed to smoke or to use smokeless tobacco on school buses, school property before or after school, anytime during the school day or at co-curricular or athletic activities.

BATHROOM PRIVILEGES

Bathrooms are available on all floors during class time. If a student needs to use the bathroom during class time, it is with the permission of the teacher, who must sign their bathroom pass and/or log book. If the teacher feels that any student is asking to leave class too often, the school nurse will be asked to contact the home, and perhaps a doctor's note will be needed to verify that a student needs unlimited use of the bathroom.

PASSES

Every student is expected to follow his or her daily schedule. Students must have a pass to deviate from this schedule. Any student out of a classroom during class time must have a written pass signed by a teacher. **NO EXCEPTIONS WILL BE ALLOWED.** Said pass must have a departure time designated. Students found in an unauthorized area of the building without permission may be subject to suspension.

LOCKERS

Students are assigned a locker. This locker is designed only as a place to deposit coats, hats, boots, books, and lunches. Lockers should only be used at designated times.

All lockers are loaned to students. When their assigned lockers are unattended, students in Grades PreK –6 may be required to keep them locked with a combination lock. Students in Grades 7 and 8 are required to keep them locked. Safety regulations required that the school have access to all lockers that are loaned to students. School authorities may search lockers at anytime.

PASSING IN CORRIDORS

It is understood by teachers and administrators that students need time during the day in which to talk over the day's events and plan activities for after school. Therefore, quiet discussion will be allowed while passing in the corridors. In no way are the following rules an attempt to take this activity away from students. The short period of time between classes, the distances traveled, the number of students enrolled in school where classes are being conducted, make it necessary to list the following rules for behavior in corridors:

- Walk at a normal pace
- No running, jumping, or pushing
- Stay to the right
- No yelling or loud conversation
- Take the most direct route
- No physical contact

PHONE CALLS AND MESSAGES

Students may not receive any incoming phone calls. Messages will be given to students. Parental and emergency messages only will be delivered. A student will be allowed to use the office phone for emergencies. The pay phone may be used with permission from the office.

LOST BOOKS AND MATERIALS

Students are responsible for all texts, paperback books, and other school supplied materials and must pay for loss or damage. At the end of the year, report cards may be withheld from those students who have not made restitution.

ELEVATOR

If for medical reasons using the elevator becomes necessary, student(s) will bring in a doctor's note. The school nurse will issue an elevator pass to the student for a prescribed number of days. Students with permission are to take one friend, to help carry their books, on the elevator.

Crutches in school

If a student requires crutches while in school, a doctor's note is required, which states duration of use and the child has been properly instructed in crutch use. If a student also requires the use of the elevator, the note must include treatment plan for crutches and length of elevator use. If a student attends school with crutches, parents are advised that they must take full responsibility for any accident or injury that may occur to their child while in the school environment. Any student reporting to school on crutches without written permission as indicated, the parent will be notified and the student will be sent home. Elevator passes will not be issued without a doctor's note.

ASSEMBLIES

We may ask teams, grades or the entire school to gather for an assembly program. We hope that students enjoy these programs because they are designed to be educational, informative and entertaining. When students are invited to the auditorium, we ask that they arrive promptly, sit with their class, behave, relax, and enjoy the program. Polite applause is expected and rude behavior will not be tolerated.

FIRE PROCEDURES

Students will follow the directions of the teacher and obey the posted fire drill procedure for each room. The following rules will be observed:

- Look for the fire drill instructions in every room.
- Walk in silence and at a normal pace.
- Stay with the class at all times and assemble in an area outside the building designated by the teacher.
- Do not return to the building until told to do so by the teacher.
- Upon your re-entry to the building, proceed directly back to the classroom.
- If any alarm is sounded when a student is not in a classroom, leave by the closest exit and report to the nearest teacher.

LUNCH PROGRAM

Students will eat lunch in the cafeteria where they may purchase a hot lunch, sandwich, or bring their own lunch from home. Applications will be available for students qualifying for the free/reduced lunch program. For safety reasons, students are not allowed to bring glass bottles containing food or beverages to school. All eating and drinking is confined to the cafeteria.

GUIDANCE AND HEALTH SERVICES

FIRST AID / NURSE

If a student becomes ill in school, the student must ask his/her teacher for permission to see the nurse. If the nurse is not in the building, the student is to go to the principal or assistant principal's office.

Students are not dismissed for illness unless the school contacts a parent or guardian. All students dismissed by the nurse will report to the main office before leaving the building.

Any student having any kind of physical confrontation/incident shall be seen by a school nurse.

IMMUNIZATION REQUIREMENTS

THE STATE LAW CHAPTER 76, SECTION 15, INDICATES THAT NO CHILD SHOULD BE ADMITTED TO SCHOOL UNLESS HE OR SHE HAS BEEN IMMUNIZED AGAINST DIPHTHERIA, TETANUS, PERTUSSIS, MEASLES, MUMPS, RUBELLA, AND POLIO except for medical or religious reasons. PARENTS MUST INDICATE DATES OF IMMUNIZATION. Department of Public Health regulations effective March 1, 1990, require children to present evidence of having been previously screened for lead poisoning as a condition for entry into kindergarten. Parents should provide documentation from their child's pediatrician. Immunization inoculations may be obtained from a private physician or by appointment from the Board of Health Clinic. All immunizations must meet Massachusetts's minimum requirement and must be certified in writing by a licensed physician before a student accompanied by a parent/guardian is admitted to school.

Massachusetts State law requires the following immunizations:

Students entering **pre-school** need:

- 3 doses of Hepatitis B,
- at least 4 doses of DtaP/DTP/DT/Td,
- at least 3 doses of Polio,
- 3 or 4 doses of Hib,
- 1 dose of MMR,
- 1 dose of Varicella or documentation of chicken pox, by physician,
- a physical exam (within 6 months),
- Lead screening – most recent, date and results
- TB test and results, treatment if necessary

Students entering **kindergarten** need:

- 3 doses of Hepatitis B,
- 5 doses of DTaP/DTP/DT/Td,
- 4 doses of Polio,
- 2 doses measles, 1 dose mumps, 1 dose rubella,
- 1 dose of Varicella or documentation of chicken pox, by physician,
- a physical exam (within 6 months),
- Lead screening - most recent, date and results
- TB – test and results, treatment if necessary

Students entering grades **1-6** need:

- 3 doses of Hepatitis B,
- at least 4 doses of DTaP/DTP or at least 3 doses of Td,
- at least 3 doses of Polio,
- 1 dose of MMR and *an additional* dose of Measles,
- 1 dose of Varicella,
- a physical exam on file and 5th graders need updated physical,
- Tb test or documentation of low risk (is not a state requirement, but is a city requirement)

Students entering grades **7-12**

- 3 doses of Hepatitis B,
- 4 doses of DTaP/DTP/DT/TD *and* 1 TD booster,
- 4 doses of Polio,
- 2 doses measles, 1 dose mumps, 1 dose rubella,
- Varicella – 1 dose under age 13, 2 doses over 13, or documentation of disease by physician,
- Physical exam – within 6 months,
- TB test and results, treatment if necessary

Failure to meet these requirements will result in exclusion from school until written documentation has been submitted.

Medication in School

Students are not allowed to carry prescription or over the counter medication on their person, except inhalers and epi-pens. All medication must have a written parent permission form filled out and submitted with medication to the nurse. Prescription medications must also have physician consent form filled out and submitted to nurse. Over the counter medication (Tylenol, Advil, etc.) must be brought from home. The school does not supply these medications.

Students in grades K-8 must have medication brought in by parent/guardian. Students are not to transport medication to and from school.

All medication must be brought into school in the original containers.

PHYSICAL EXAMINATION REQUIREMENTS

A complete physical examination is required of all children entering kindergarten or first grade for the first time. Completed physical examination forms must be presented no later than the first day of school in September. No child will be able to attend school without providing all required medical documentation. Only upon completion of this process will a child be fully registered and allowed to begin school.

For more information about immunizations and physical examination requirements, contact **Ms. Karen Reynolds**, Nursing Supervisor, at 781-397-7210.

GUIDANCE COUNSELOR

The guidance counselor is an integral part of the educational team providing services to students, parents, teachers and administrators. The counselor's goal is to help each student to identify his/her needs, interests and aptitudes and to use this information to get the most from their educational experience.

The guidance counselor will provide the following services:

- Individual counseling regarding personal problems, school or home related.
- Information regarding school programs and course selection
- Academic appraisal through interpretation of test results.
- Vocational and career information and educational opportunities beyond high school.

If a student wants to see the guidance counselor, he/she should go before school to make an appointment. If an emergency exists, other arrangements will be made.

ADJUSTMENT COUNSELOR

The adjustment counselor or team chairperson may be responsible for setting up and chairing Core Evaluation Meetings under Chapter 766. An administrator, teacher or parent refers students to the adjustment counselor. The adjustment counselor also provides individual and group counseling to students and parents and consultations to staff and parents.

HOME TUTORING

If a student is ill for a period of over ten consecutive days and a physician's verification is provided, home tutoring can be arranged through each school principal's office.

DISCIPLINARY ACTIONS

REPORTING FOR TEACHERS

When two or more teachers ask a student to report after school for misconduct on the same night, the student should report to the teacher who told them to stay first. When the student leaves the teacher, he/she should ask for a note to show the second teacher. If a student is told by two teachers to stay for make-up work, the student should stay first for the teacher whose make-up night it is that day. If an assistant principal had told a student to report to a teacher after school, the student should bring a note from that teacher to the assistant principal's office before leaving school. If a student's behavior requires staying after school, then this takes precedence over staying after school for extra help. Discipline always takes preference over make-up work.

DETENTION

There are two types of detentions assigned to students, teacher detention and/or general detention. A teacher detention can be assigned whenever a teacher feels that student behavior is not appropriate, or when academic work is not complete. Only an administrator assigns a general detention for behavior which violates the school's rules and policies.

Office Detention is held after school from 2:15 P.M. until 2:45 P.M. for Grades K- 4 and 2:20 P.M. until 3:15 P.M. for grades 5 – 8. Extended Learning Time schools detention times may differ. A student who must remain after school for detention may call home to inform a parent or guardian of the detention time.

SUSPENSIONS

Suspensions are very serious. Only the principal or the assistant principals can suspend a student. If a suspension takes place, the student's parents will be notified in writing of the offense, the length of the suspension will be stated, and if it is necessary to meet with the principal or assistant principal before the student will be readmitted to school.

Generally, a suspension may be imposed where a student's behavior creates a threat to the safety or welfare of himself/herself or to other persons, such as but not limited to fighting or committing an assault on another, stealing, vandalism, possessing prohibited materials, making false alarms or bomb threats, lewd or threatening behavior or language or gross misconduct. In cases of repeated violations of the disciplinary rules, suspension may be imposed as a last resort after other attempts have been made to resolve the problem.

When a student is suspended, the student's parent or guardian will be notified by telephone, if possible, and by a follow-up letter. Before being readmitted from a suspension, the student must report to the designated school official and a parent or guardian conference may be requested. The student must go through the admittance process as outlined in the letter of suspension. The student and parent or guardian will be provided an opportunity for an appeal hearing. Upon notification by the school that the student will be suspended, the student must request an appointment for a hearing within two school days.

Hearing Procedure:

- Suspensions of one to five days may be appealed to the principal.
- Suspensions of six to ten days may be appealed first to the principal, and then to the superintendent.
- Suspensions of more than ten days may be appealed first to the principal, and then to the superintendent.

While under suspension, a student is:

- Not allowed on or around the school grounds.
- Not allowed to participate in any school activity or any school related functions.
- School work will not be provided during the suspension.
- Responsible for all material covered during this suspension.
- Given a 'zero' for work missed as a result of suspension.

EXPULSION

A student may be expelled from school under certain circumstances. The suspension is up to ten (10) days with the principal's recommendation, but the expulsion is with the principal's recommendation subject to the vote of the school district's school committee. The student is suspended from attendance (out of school) and in the discretion of the principal may be referred for an expulsion hearing according to the School Committee Policy on expulsion in accordance with M.G. L. 71, section 37H. For specific reasons for expulsion please refer to page 35 of this handbook.

RULES AND REGULATIONS

It is our policy to recognize, preserve and protect the individual rights of all students through the enforcement of rules and regulations that insure proper conduct and student discipline.

GUIDELINES

- School is a place for learning academic and exploratory skills, and how to work and interact with others.
- Respect for the rights of others and the individual is the basis for all relationships within the school.
- Each student performs to the best of his/her ability.
- Each student is responsible for his/her behavior.
- Inappropriate behavior may lead to a parent or guardian being contacted.

SCHOOL-WIDE EXPECTATIONS

- Treat adults and classmates with respect.
- Listen, follow directions and complete assigned tasks.
- Accept responsibility for his or her actions.
- Attend school daily and be punctual at all times.
- Eat lunch in the cafeteria using good manners.
- Play safely at recess without fighting or disrupting the activities of others, or hurting someone.
- Enter and leave the building in an orderly fashion.
- Be courteous and use appropriate language in and around the building.
- Leave classrooms only with a pass.
- Pass quietly in corridors without stopping at water fountains or bathrooms.
- Leave building only with permission from a school administrator.
- Maintain habits of personal cleanliness.
- Take responsibility for personal property.

CAFETERIA RESPONSIBILITIES

While in the cafeteria students will:

- Follow the correct traffic patterns.
- Be respectful of fellow students in line.
- Keep hands and feet to themselves.
- Seat themselves properly in the assigned area.
- Respond to announcements or hand signals to be quiet.
- Always use good manners while eating.
- Stay at their assigned tables.
- Use quiet voices.
- Finish food and drink before leaving.
- Pick up all trash and trays around their assigned area.
- Return in a quiet orderly manner to their classroom.

DISCIPLINE GUIDELINES

All cases of student behavior will be treated individually. In the Malden Public Schools, our main objective is to educate students but in certain cases a student's behavior will require administrative and/or teacher action. These actions include:

- Running in the building
- Hitting, pushing, shoving another student, or any other inappropriate physical contact
- Refusing to identify one's self when asked to do so by any staff member
- Being part of any action, which could cause injury to one's self or other
- Being in any area of the building without a pass
- Being tardy to class
- Chewing gum or eating candy and/or possession of gum or candy
- Using the telephone without permission during school
- Leaving a room before being dismissed
- Loitering in or around the school building
- Bringing distracting or inappropriate articles to school
- Bringing wallet and/or neck chains to school
- Using roller blades, skateboards, scooters etc. in or around the outside of the school building, including handicapped ramps, stair rails, parking areas and access roads (including before and after school hours)

The following behaviors may result in parental involvement, police involvement, suspension and/or expulsion depending on the nature of the offense:

- Smoking on or around school grounds
- Using improper language (swearing)
- Spitting
- Physical or verbal harassment of school personnel
- Physical or verbal harassment of students
- Leaving school without permission
- Fighting or instigating a fight
- Vandalism, defacing or destroying school property
- Insubordination (refusal to follow directions)
- Throwing snowballs, ice, rocks, or any objects that could endanger others
- Card playing or gambling
- Failing to follow schedule
- Possession of cigarettes, matches, or lighter
- Possession and/or selling of firecrackers, stink bombs, other small explosives, etc.
- Stealing, cheating, giving out or copying homework
- Possession of weapons (ex. knives, firearms, ninja stars, scissors, laser pointers etc.) (See Weapons Policy)
- Possession of drugs/alcohol (See Drug Policy)
- Forging a parent or guardian's signature
- Extortion (forcing a student to give up money or personal property)
- Any other inappropriate or offensive behavior
- Inappropriate use of text messaging, emailing, and social network sites

POLICIES AND LAWS

MALDEN PUBLIC SCHOOLS DRUG/ALCOHOL CODE

School is a place for learning. Drugs and alcohol interfere with a student's ability to learn. Therefore, there is no justification for them in school. The use of illicit drugs and the unlawful possession and use of drugs/alcohol is WRONG and HARMFUL.

Students are reminded that the presence of drugs and alcohol in a school building, or at a school event, is in itself a criminal offense. Any person of any age, in violation of such statutes is subject to punishment under criminal code, and will be immediately under arrest. Compliance with the Malden Public Schools Drug/Alcohol Code is mandatory for all students.

DEFINITION OF DRUG

Any substance that alters mood, perception, or consciousness, and is misused to the apparent injury of the individual or society is deemed a drug.

In the case of any student found under the influence of, possession of, selling, exchanging, or giving illegal and/or harmful drugs, narcotics, drug paraphernalia, imitation drugs or alcohol in school, on school grounds, or at any school-sponsored event regardless of location or time, will be suspended from school and their parents notified.

Punishment for use and possession of drugs

1. First Offense

- a. Five day suspension (Assistant Principal's discretion)
- b. Parental Conference

- c. Possible referral to outside agency
- d. Letter from doctor or medical clinic at parent's expense, indicating the student is free and clear of all drugs in his/her body

2. Second Offense

- a. Ten day suspension (Principal's Discretion)
- b. Parental conference (Assistant Principal and Principal)
- c. Mandatory outside Counseling
- d. Letter from doctor or medical clinic, at parent's expense, indicating the student is free and clear of all drugs in his/her body

3. Third Offense

- a. Referral to School Committee for further disposition, including possible expulsion

Punishment for the sale of drugs

1. First Offense

- a. Automatic minimum ten-day suspension with review by the assistant superintendent during this period for the disposition of further referral to the School Committee which could result in expulsion
- b. Mandatory professional counseling through a professional drug rehabilitation center
- c. Letter from a doctor or medical clinic, at parent's expense, indicating the student is free and clear of all drugs in his/her body

2. Second Offense

- a. Parent/Police notification.
- b. Recommendation to School Committee for expulsion
- c. Mandatory professional counseling through a professional drug rehabilitation center
- d. Letter from a doctor or medical clinic, at parent's expense, indicating the student is free and clear of all drugs in his/her body

All drug offenses are cumulative.

MASSACHUSETTS GENERAL LAWS

The following section contains laws of Massachusetts that relate to or affect the school environment and/or student.

HANDGUN LAW

The following paragraph was added to G.L.c.71, s. 10 by Chapter 150 of the Acts of 1987:

Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carried on his person a firearm as hereinafter defined, loaded or unloaded, in any building or in the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, and rifle or smoothbore from which a shot, bullet, or pellet can be discharged by whatever means.

WEAPONS, ASSAULTS, DRUGS

This code of conduct reflects the provisions of the Education Reform Act of 1993 and M.G.L. Chapter 71, section 37H.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to suspension, and or expulsion from the school or school district with the recommendation of the principal. The suspension is up to ten (10) days with the principal's recommendation, but the expulsion is with the principal's recommendation subject to the vote of the school district's school committee. The student is suspended from attendance (out of school) and in the discretion of the principal may be referred for an expulsion hearing according to the School Committee Policy on expulsion in accordance with M.G. L. 71, section 37H.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to suspension, and or expulsion from the school or school district with the recommendation of the principal. The suspension is up to ten (10) days with the principal's recommendation, but the expulsion is with the principal's recommendation subject to the vote of the school district's school committee. The student is suspended from attendance (out of school) and in the discretion of the principal may be referred for an expulsion hearing according to the School Committee Policy on expulsion in accordance with M.G. L. 71, section 37H.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

(d) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

Chapter 71: Section 37H½.

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may

suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

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

SEARCH AND SEIZURE

The freedom from illegal search of one's person is guaranteed to students by the Fourth Amendment, and cannot be violated by the schools. Equipment assigned to students, such as lockers and desks belong to the school system, and the school system reserves the right to inspect such equipment in accordance with the procedures set forth below.

The School Department reserves the right to conduct at any time without notice searches and inspections of school property. School property includes, but is not limited to, lockers and desks.

In order to maintain and preserve a proper educational environment, a school administrator may search a student and a student's personal belongings and personal effects, such as a book bag, sports equipment bag, lunch boxes, etc. based on a reasonable suspicion that a student possesses a dangerous weapon, contraband, drugs or other items possessed in violation of law or school policy at the school, a school sponsored event or athletic event.

Any illegal, dangerous or unauthorized articles discovered may be taken into custody and may be turned over to law enforcement officials. In addition, any student who refuses to submit for a proper and lawful search or who is found in possession of prohibited articles or items, will be subject to disciplinary action up to and including expulsion.

AN ACT PROHIBITING THE PRACTICE OF HAZING

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

Adding the following three sections hereby amends chapter 269 of the General Laws:

Section 17- Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than 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 17 and 19 shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endanger the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drugs or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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 practical. A fine of not more than five hundred dollars shall punish whoever fails to report such crime.

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 organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections shall sign an acknowledgment stating that such group, organization or individual has received 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 that 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.

HAZING –DISCIPLINARY ACTION

Any student found violating this Act will be suspended from the organization he/she is a member of for a period of one year. Any organization, which knowingly sanctions a violation of this Act, will have its right to function as an organization in the Malden Public Schools suspended for a period of one year.

STUDENT GRIEVANCE PROCEDURE UNDER TITLE IX

A complaint or violation of Title IX shall be handled in the following manner:

Step One: A student charging violations of the provisions of Title IX shall present it in writing, and signed by the complainant to the assigned Guidance Counselor within five school days of the alleged violation or upon the date the complaint, to the violation.

Step Two: If the complaint is not resolved to the satisfaction of the complainant within five school days after submission to the Guidance Counselor, the complainant may present the complaint, in writing and signed by the complainant, to the building principal within five school days.

Step Three: If the complaint is not resolved to the satisfaction of the complainant within five school days after submission to the principal, the complainant may present the complaint, in writing and signed by the complainant, to the assistant superintendent for secondary education within five school days thereafter.

Step Four: In case of failure to resolve a complaint in the foregoing manner, either party may request a hearing before the superintendent, whose decision shall be considered final by both parties.

SPECIAL EDUCATION STUDENTS - DISCIPLINE

The disciplining of students with disabilities, eligible for special education, is governed by federal and state special education laws and the regulations promulgated there under. These laws include the Individual with Disabilities Education Act, 20 U. s. c. 1401 *et seq.* , its implementing regulations 34 C. F. R. 300 *et seq.* and Massachusetts General Laws, chapter 71B and its implementing regulations, 603 C. M. R. 28.00.

Students with disabilities who violate school rules are subject to removal from their current educational placement for up to ten (10) school days per year, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability.

School personnel may order a change in educational placement of a child with a disability to an appropriate Interim Alternative Educational Setting (IAES) that provides the student with a disability a free appropriate education for the same amount of time that a child without a disability would be subject to discipline, but not more than forty-five (45) calendar days if the student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function;
2. Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event;
3. Sells or solicits the sale of a controlled substance while at school, a school function, or a school sponsored event.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a "change of placement". A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include, but are not limited to:

1. If the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such student before the behavior that resulted in the discipline, the school shall convene an IEP meeting to develop an assessment plan to address the behavior; or if the child already has a behavioral intervention plan, the IEP Team shall review the plan and modify it, as necessary, to address the behavior.
2. A review by the IEP Team of the relationship between the child's disability and the behavior subject to the disciplinary action, which is often referred to as the Manifestation Determination.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) calendar days. Parents/guardians and/or students, where appropriate, may request a hearing at the Bureau of Special Education Appeals regarding a disciplinary action described above to challenge the interim alternative educational setting or the manifestation determination.

For a copy of the Massachusetts Department of Education brochure on Special Education Parents' Rights, available in many languages, visit or contact the Director of Special Education at (781) 397-7257.

STUDENTS ON 504 PLANS – DISCIPLINE

Section 504 of the Rehabilitation Act of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance because of his/her disability. 29 U.S.C. & 794 and its implementing regulations, 34 C.F.R. 104 *et seq.* School personnel may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination. Please contact the building principal at (781) 397-7222 for more information on the discipline of students on 504 plans.

603 CMR 46.00 PHYSICAL RESTRAINT

46.01: Authority, Scope, Purpose and Construction

(1) Authority. 603 CMR 46.00 is promulgated by the Board of Education pursuant to M.G.L. c. 69, sec.1B, and c.71, sec. 37G.

(2) Scope. 603 CMR 46.00 governs the use of physical restraint on students in publicly funded elementary and secondary education programs, including all Massachusetts public school districts, charter schools, collaborative education programs, and special education schools approved under 603 CMR 28.09, except as provided in 603 CMR 18.05(5)(h). Educational programs in facilities operated by the Department of Youth Services shall comply with the restraint requirements of 102 CMR 3.00.

(3) Purpose. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from imminent, serious, physical harm; and
- b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

(4) Construction. Nothing in 603 CMR 46.00 shall be construed to limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services. Nothing in 603 CMR 46.00 precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The complete law, along with the Malden Public Schools Physical Restraint Policy, is on file in each school office.

AMENDMENTS TO CHAPTER 266

(NEW GRAFFITI LAW)

Effective July 10, 1994

CHAPTER 266 SEC.126A: Whoever intentionally, willfully and maliciously or wantonly, paints, marks, scratches, etches or otherwise marks, mars, injures, defaces or destroys the real or personal property of another including but not limited to a wall, fence, building sign, rock, monument, gravestone or tablet, shall be punished by not more than three years or by imprisonment in a state prison for a term of not more than three years or by imprisonment in a house of correction for not more than two years.

CHAPTER 266 SEC. 126B: Whoever sprays or applies paint or places a sticker upon a building, wall, fence, sign, tablet, gravestone, monument or other object or thing on a public way or adjoined to it, or in public view, or on private property, such person known or commonly known as “taggers” and such conduct or activity known or commonly known as “tagging”, or other words or phrases associated to such persons, conduct or activity, and either as an individual or in a group, joins together with said group, with the intent to deface, mar, damage, mark or destroy such property, shall be punished by imprisonment in a house of correction for not more than two years. A police officer may arrest any person for commission of the offenses prohibited by this section without a warrant if said police officer has probable cause to believe that said person has committed the offense prohibited by this section.

This Section is a Misdemeanor with a Statutory Right of Arrest in Presence or on Probable Cause.

Upon conviction of either 126A or 126B, the individual’s driver’s license shall be suspended for one year. If the individual convicted is under the age of 16, then one year shall be added to the minimum age eligibility for driving. These statutes also require those convicted for violating either of them to pay for the removal of the damage.

M.G.L.A., Ch71, Sect. 55A par. 2, (Amended bt St. 1973)

Civil Liability Exemption For Emergency First Aid or Transportation Rendered To Injured or Ill Students

No public school teacher, principal or nurse who, in good faith, renders emergency first aid or transportation to a student who has become injured or incapacitated in a public school building or on the grounds thereof shall be liable in a suit for damages as a result of his/her acts or omissions either for such first aid or as a result of providing emergency transportation to a place of safety, nor shall he/she be liable to a hospital for its expenses if under such emergency conditions he/she causes the admission of such injured or incapacitated student, nor shall he/she be subject to any disciplinary action by the school committee for such emergency first aid or transportation.

FIREWORKS

According to the General Laws of the Commonwealth of Massachusetts “No person shall sell or have in his possession, or under his control, or use, or explode, or cause to explode, any combustible or explosive composition or substance, or any other article, which was prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation. Whoever shall sell or keep for sale any fireworks in violation of this section shall be punished by a fine of not less than one hundred dollars or more than one thousand dollars or by imprisonment for not more than one year or both. Whoever shall have in his possession or under his control, or whoever shall use or explode any fireworks in violation of this section shall be punished by a fine of not less than ten dollars nor more than one hundred dollars” These excerpts are taken directly from the Law of Massachusetts. The public law on fireworks will be strictly enforced within the buildings and on the grounds of the Malden Public Schools. Students in violation of the above laws will be suspended immediately and/or referred to the authorities for court action.

FIRE ALARMS

Massachusetts law provides for imprisonment in a jail or House of Correction for up to one year, or for a fine of not less than one hundred dollars (\$100) for anyone who causes to be made a false alarm of fire (MGL Ch. 269, Sec. 13). Anyone apprehended making a false alarm on school property will be suspended and referred to the authorities for court action.

IMPORTANT NOTE

While every attempt has been made to cover the normal daily activities of the school, it is possible that situations may arise that are not covered under the terms of this Guide. Malden Public Schools reserves the right to initiate and to enforce additional rules or to make rule changes during the school year.

Malden Public Schools
Internet Acceptable Use Policy
Students PreK-8th Grade

- Use of the Internet is a privilege, not a right.
- The Internet is to be used for educational purposes only.
- You may log-on to a computer using your account only.
- You will not share your username and/or password with anyone else.
- You may not use e-mail or chat rooms without permission from your teacher, and then only for educational purposes.
- Malden Public Schools has CyberPatrol installed on every computer to prevent students from entering inappropriate web sites; however, this software is not fool-proof. If you find yourself at an inappropriate web site, you must minimize the browser window and notify your teacher immediately.
- You may not infringe on copyrights or plagiarize any material found on the Internet.
- You may not download any inappropriate material from the Internet. This includes, but is not limited to pornographic material, gambling material, and any other files that may be dangerous and/or offensive to the health and safety of students and staff.
- You may not download any executable files (*.exe)
- You may not tamper with the computer systems and/or applications.

Malden Public Schools

STUDENT CONTRACT FOR ACCEPTABLE USER POLICY AND INTERNET ACCESS

Student must complete and sign this section. (Please Print)

Student Name: _____ School: _____

Current Grade: _____ Homeroom: _____

Address: _____

City: _____ State: _____ ZIP: _____

I understand and will abide by the above terms and conditions for Internet access at any of the Malden Public Schools. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student Signature: _____

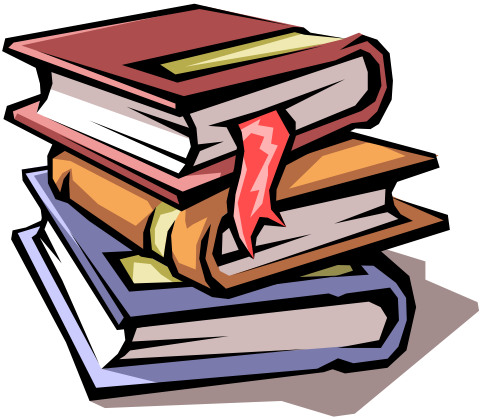
If you are under that age of 18, a parent or guardian must also read this Acceptable Use Policy and sign this agreement.

As the parent or guardian of this student I have read the Acceptable Use Policy for Internet access in this document. I understand that this access is designed for educational purposes.

However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission for MY child to have access to the Internet. I certify that the information contained on this form is correct.

Parent or Guardian Name: (Please Print) _____

Signature: _____ **Date:** _____



**Malden Public Schools
Library/Media Center Permission Slip**

Dear Parent/Guardian,

Your child will be visiting the school library in their school on a regular basis and, with your permission, will be taking out books to bring home. Your child can take out books based on the rules of the individual libraries and is responsible for returning it to the library on time. If a book is not returned to the library, you will be charged for the replacement value of \$5.00 -\$15.00 per book.

Please return the attached permission slip that allows your child to take home a book from their school library. Your child will benefit from the use of the library. Please return the slip as soon as possible.

Malden Public Schools Library/Media Center Permission Slip

I give my child _____ permission to check out books from the _____ School Library /Media Center. I, along with my child, accept responsibility for lost or stolen materials and agree to pay replacement costs of \$5.00-\$15.00.

Child's Signature: _____

Grade: _____ Room Number: _____

Parent's Signature: _____

Malden Public Schools

Transportation Safety Rules and Regulations

It is a privilege to ride the school bus! If a child is not well behaved and courteous and endangers the health and safety of other students, this privilege will be taken away. The bus driver shall be considered to have the same authority as a teacher in the classroom.

It is the responsibility of the parents to make sure that their children behave properly while waiting at the bus stop and obey the following regulations and rules:

REGULATIONS:

- Students shall always cooperate with the bus driver for the safety of all concerned.
- Animals shall not be transported on the bus.
- Hazardous materials, flammable liquids, or weapons of any kind shall not be permitted on the bus.
- Students shall be picked up and delivered only at the designated bus stops.
- Students shall observe and respect the rights and safety of others.
- Only the Superintendent and/or designee has the right to make decisions on any items not specifically mentioned under these rules.

RULES – Level 1

Students:

- Shall arrive at the bus stop five minutes before the scheduled pickup time.
- Shall remain well back from the roadway while waiting for the bus.
- Shall enter the bus in an orderly fashion and proceed directly to a seat. The student shall remain seated until the destination is reached. Shall not change seats at another stop unless the driver gives prior approval.
- Shall keep all articles, such as athletic equipment, book bags, musical instruments, etc., out of the aisle.

RULES – Level 2


Students:

- Shall not throw things in the bus or out the windows while on the bus.
- Shall keep their hands, arms and heads inside the bus.
- Shall not eat or drink on the bus.
- Shall not use profane language or inappropriate gestures.
- Shall not litter on the bus.

RULES – Level 3

Students:

- Shall not touch safety equipment on the bus, including the emergency doors and windows. (Unless there is an actual emergency...e.g., crash/fire).
- Shall not damage or deface bus property.
- Shall not use tobacco products on the bus.
- Shall not fight or strike another person while on the bus, including the bus driver.
- Shall not bring flammable liquids, or use matches or lighters on the bus.

Continue 

RULES – Level 4

Students:

- Shall not use any illegal substance while on the bus. (Alcohol or drugs)
- Shall not bring hazardous materials, fireworks or weapons of any kind on the bus.

DISCIPLINARY ACTIONS:

Level 1

- The bus driver shall give an oral warning to the student.

Level 2, 3 and 4 reporting and notification:

- The driver shall submit a written description of the violation to the Principal of the student’s school using the “Bus Conduct Report”. The school Principal will decide the appropriate disciplinary action and inform the student, parent(s), the bus contractor and the Superintendent of Schools of this action:

Level 2

- The student shall receive an oral reprimand by the Principal.

Level 3

- The student’s riding privileges shall be revoked for a minimum of five (5) school days.
- If the violation described is the third level 3 violation in the current school year the student’s riding privileges shall be immediately terminated for the remainder of the current school year.

Level 4

- The student’s riding privileges shall be immediately terminated for the remainder of the current school year.
- The parent(s) shall be responsible for the student’s transportation.
- A reinstatement conference with the parent(s) and the student must be conducted by the Principal prior to allowing the student to ride a bus at the beginning of the next school year.

.....

Parents are reminded of their responsibility to get their children safely to and from the bus stop. Kindergarten parents must remain with their child at the stop. No kindergartner will be released from the bus unless a parent or responsible adult is present at the stop to accept the child. A kindergartner child will be returned to his or her school whenever a parent fails to meet their child at the bus stop. Transportation may be terminated if the parent continues to ignore the rule.

I have read the Malden Public Schools Transportation and Safety Rules and Regulations and further agree to the conditions as stated.

Name of Student: (last) _____ **(first)** _____

Assigned School: _____ **(Grade)** _____

Parent/Guardian Signature: _____ **Date:** _____

Malden Public Schools

Dear Parent/Guardian:

We are asking that after you have had the opportunity to see and read the **Student Handbook and the Civil Rights booklet** with your child, please return the signed receipt to his/her teacher no later than **5 days** after receiving both booklets.

Please keep Student Handbook and Civil Rights Booklet for you use so that you will be fully aware of policies, procedures and the rights of the school community in the Malden Public Schools K-8 buildings.

Thank you.

Student Name _____ Grade _____ HR _____

Student Signature _____

Parent Signature _____

Video/Photograph Release Form 2009-2010

Dear Parent/Guardian:

Often during the course of the school year students are photographed and/or videotaped in the classroom or at special school events.

Please fill out the form below if you give permission for your child to be photographed and/or videotaped. These materials may be used in local newspapers or local access television shows.

Student's Name: _____

School: _____

Grade: _____

Teacher: _____

I give permission for my child to be videotaped and/or photographed at school or school related events.

Parent/Guardian Signature: _____

Date: _____

PARENTAL/ STUDENT CONSENT and RELEASE FROM LIABILITY

I, the undersigned parent/guardian/legal representative of _____ (“Student”)
Student’s Name

Do hereby consent to the Student’s participation in

(specify activity above)

And in consideration of the Student being permitted to participate in the activity set forth above I, on behalf of myself, my heirs, my agents, my representatives, and on behalf of the Student do forever RELEASE, acquit, discharge, and covenant to hold harmless, The City of Malden, the Malden School Committee, and their employees, servants and agents, from any and all actions, rights of action, causes of action, charges, and/or claims, in any way related to, arising from and/or growing out of, directly or indirectly, all known or unknown personal injuries or property damages or death, which I may now or hereafter have as the parent/guardian/legal representative of the Student, as well as any actions, rights of action, causes of action, charges, and/or claims which the Student now has or may later acquire, either before or after the Student reaches the age of majority, resulting from, relating to, or in any way connected to, the Student’s participation in the extracurricular activity set forth above.

This Release is not intended to apply to activities which are not specifically set forth above.

Signature of Parent Date

Signature of Student Date

MALDEN

HOME/SCHOOL AGREEMENT

TEACHER:

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Teach necessary concepts to your child.
2. Try to be aware of the needs of your child.
3. Regularly communicate with you about your child's progress.

Signature _____ Date _____

STUDENT:

I know my education is important to me. It will help me to become a better person. I know my parents and teachers want to help me, but I am the one who has to do the work. Therefore, I agree to do the following:

1. Complete my class work and return homework daily.
2. Share corrected work with my parent/caregiver.
3. Be at school unless I am sick.
4. Be responsible for my own behavior.
5. Pay attention and ask for help when needed.

Student Signature _____ Date _____

PARENT/GUARDIAN:

I realize that my child's years are very important. I also understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Ensure my child completes homework.
2. Provide my child a quiet place to study.
3. Make sure my child gets enough sleep each night.
4. Make sure my child is at school on time.
5. Make sure my child reads daily at home.
6. Attend open house, parent conferences, and contact my child's teacher regularly.

Parent/Caregiver Signature _____ Date _____

Phone _____

**MALDEN PUBLIC SCHOOLS
2010-2011 SCHOOL CALENDAR**

AUGUST 2010 (1 Day K-8)							SEPTEMBER 2010 (18 Days K-8) (19 Days MHS)							OCTOBER 2010 (20 Days)							NOVEMBER 2010 (18 Days)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							X	X	1*	2	X	X						1	X							X	
							X	X	7	8	X	10	X	X	4	5	6	7	8	X	X	1*	2*	3	4	5	X
							X	13	14*	15	16	17	X	X	X	12	13	14	15	X	X	8	9	10	X	12	X
							X	20	21	22	23	24	X	X	18	19	20	21	22	X	X	15	16	17	18	19	X
X	30*	31*					X	27	28	29	30			X	25	26	27	28	29	X	X	22	23	24	X	X	X
														X							X	29	30				

8/30* First Day for Teachers and Paraprofessionals

8/31*First Day of School K-8

8/31*Prof. Dev. Day MHS

9/1* First Day of School MHS

9/3 No School

9/6 Labor Day

9/9 No School – Rosh Hashana

9/14* Prof. Dev. Day K-8

10/6 Early Release K-8

10/11Columbus Day

10/18 Late Entry Date MHS

11/1* Prof. Dev. Day MHS

11/2* Prof. Dev. Day K-8

11/11 Veterans' Day

11/15 Late Entry Date MHS

11/17 Early Release K-8

11/24 11:00 dismissal

11/25, 26 Thanksgiving Holiday

DECEMBER 2010 (17 Days)							JANUARY 2011 (19 Days K-8)(20 Days MHS)							FEBRUARY 2011 (15 Days K-8) (14 Days MHS)							MARCH 2011 (23 Days)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	X						X	X							4*	X							
X	6	7	8	9	10	X	X	3	4	5	6	7	X	X	7	8	9	10	11	X	X	7	8	9	10	11	X	
X	13	14	15	16	17	X	X	10	11	12	13	14	X	X	14	15	16	17	18	X	X	14	15	16	17	18	X	
X	20	21	22	23	X	X	X	X	18	19	20	21	X	X	X	X	X	X	X	X	X	21	22	23	24	25	X	
X	X	X	X	X	X		X	24	25	26	27	28*	X	X	28						X	28	29	30	31			
							X	31																				

12/8 Early Release K-8

12/13 Late Entry Day MHS

12/24 – 1/2 Winter Vacation

1/3 School Resumes

1/10 Late Entry Day MHS

1/12 Early Release Day K-8

1/17Martin Luther King Day

1/28* Prof. Dev. Day K-8

2/4* Prof. Dev. Day MHS

2/7 Late Entry Day MHS

2/9 Early Release Day K-8

2/21-25 February Vacation

3/9 Early Release K-8

3/14 Late Entry Day MHS

APRIL 2011 (16 Days)						
S	M	T	W	T	F	S
					1	X
X	4	5	6	7	8	X
X	11	12	13	14	15	X
X	X	X	X	X	X	X
X	25	26	27	28	29	X

4/6 Early Release Day K-8

4/11 Late Entry Day MHS

4/18- 22 Spring Vacation

MAY 2011 (21 Days)						
S	M	T	W	T	F	S
						X
X	2	3	4	5	6	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	27	X
X	X	31				

5/2 Late Entry Day MHS

5/11 Early Release K-8

5/30 Memorial Day

JUNE 2011 (12 Days)						
S	M	T	W	T	F	S
X	X	X	1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	X	X
X	X	X	X			

6/23 Last Day of School with 5 snow days included

First Day for Teachers – Monday, August 30

No Tests or Projects Due on September 10, 2010 – Rosh Hashana, February 3, 2011 – Chinese New Year

Please note that five (5) additional days are built into the calendar in case of inclement weather

○ Early Release K-8

□ Late Entry Dates for High School

