

Malden High School

77 Salem Street
Malden, MA 02148
Phone: 781-397-6000
Fax: 781-397-7224
Web: <http://www.maldenps.org>

Educating Malden students since 1857

The Malden Public Schools is an equal opportunity employer and a co-educational public school system, and does not discriminate because of Race, Religion, Ethnic Origin, Color, Age, Sex, Sexual Orientation or Disability, either in its employment policies or in the enrollment of students.

Please 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 and Malden High School reserve the right to initiate and to enforce additional policy or to make policy changes during the school year.

City of Malden School Committee

Mayor Gary Christenson, Chairperson
Michael Drummey, Ward 1
Emmanuel Marsh, Ward 2
Lawrence Silverman, Ward 3
Leonard Iovino, Ward 4
Tara Beardsley, Ward 5
Jerry Leone, Ward 6
Catherine Bordonaro, Ward 7
John Froio, Ward 8

Malden Public School Administration

Interim Superintendent, Dr. Charles Grandson IV
Asst. Superintendent for Pupil and Personnel Services, Ms. Maura Johnson
Interim Asst. Superintendent for Teacher Quality and Professional Development, Ms. Carol Keenan
Business Manager, Ms. Toni Mertz

Dr. Kelly Chase, Assistant Superintendent, is the district administrator for each of the statutes below:

- **Title I 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 employment.
- **Title II of the Americans with Disability Act of 1990:** Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.
- **Title IX of the Educational Amendments of 1972:** Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs and activities on the basis of sex.
- **Title VI of the Civil Rights Act of 1964:** Prohibits discrimination, exclusion from participation, and denial of benefits in programs and activities based on race, color and/or national origin.
- **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 of the Massachusetts General Laws:** Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion, and sexual orientation.
- **McKinney-Vento Homeless Assistance Act:** this federal grant is to facilitate the enrollment attendance, supplement enrichment activities, support professional development and support the well being of homeless children and youth in school. The Malden Public Schools shall ensure that each child of a homeless individual and each homeless youth has equal access to a free, appropriate public education, including a public preschool education.

If you have any questions about any of these please contact Dr. Chase at 781-397-7000

Malden High School Principal, Mr. Ted Lombardi
Boyle House Principal, Mr. Christopher Mastrangelo
Brunelli House Principal, Mr. Nathan Lamar
Holland House Principal, Ms. Marilyn Slattery
Jenkins House Principal, Mr. William Shevory

HOUSES

For organizational purposes Malden High School is divided into four houses. The House Principal leads each House. All students are assigned to one of the four houses. Parents and guardians should get to know their child's House Principal and House Guidance Counselor and contact him/her with any academic or social concerns.

The Malden High School community believes in the potential of all students to learn, to grow, and to become active, conscientious participants in the 21st century global society. We believe that students learn most effectively in a safe, respectful environment that encourages diverse viewpoints, promotes critical thinking and perseverance, and establishes rigorous standards for all. We honor the diverse nature of our community, promote social awareness and community involvement, and strive to meet the needs of all students through innovative methods and continual professional development. We are committed to ensuring that MHS graduates are thoughtful, independent, purpose-driven, lifelong learners. We seek to equip all students with the skills and habits necessary to successfully navigate and contribute to our ever-changing world.

Mission Statement

Malden High School, in partnership with our extended community, promotes academic excellence, personal growth, and civic responsibility for all students.

Academic Excellence

Malden High School students are expected to:

1. read critically for understanding.
2. listen critically for understanding.
3. write for a variety of purposes.
4. communicate clearly through speaking.
5. apply critical thinking skills for reasoning and problem-solving.
6. utilize technology to conduct research, to support critical thinking, and to present information
7. work collaboratively with peers and Malden High School staff.

8. develop personal interests and goals within a course of study.

PERSONAL GROWTH

Malden High School Students are expected to:

1. exhibit responsible, respectful, and appropriate personal behavior.
2. demonstrate teamwork and cooperation in their school and in their extended community.
3. make informed, healthful decisions in and out of school.

Civic Responsibility

Malden High School students are expected to:

1. demonstrate respect for others in their school and in their extended community.
2. value and respect school and community property.
3. exercise the rights and responsibilities of citizenship in a democracy.

GUIDELINES FOR STUDENT RIGHTS AND RESPONSIBILITIES

1. The School Committee is legally responsible for the establishment of school policy, and every effort should be extended to include in the formulation of school policy consideration for the developing maturity of the student. Concomitant responsibilities flow from the exercise of rights and privileges. Tantamount among these are: (a) respect for oneself; (b) respect for others and their rights; (c) respect for individual dignity; (d) respect for legally constituted authority and legal responsibility of those in authority.

2. All rules and regulations to maintain the process of education must be common knowledge. Orientation programs and free student handbooks provide this information in clear and understandable language. Any changes will be widely publicized in print in both school and community media, and no regulation will be summarily drafted and enforced.

3. The School Committee, Professional Staff, and Student Government will work cooperatively within the limitations prescribed by law in the establishment of these regulations. The amending, appeal, and enforcement of these rules will be clearly defined and made available to all interested and affected parties.

4. Students must be free to establish and encouraged to participate in student government that provide all students, through a representative system, a voice in school affairs. Students must pass four courses to hold office.

5. Schools are for education and students are involved in the educational process in their schools. Professional staff will solicit

student suggestions and recommendations concerning curricular offerings. Curriculum offerings in schools strive to meet the needs and interests of all students.

6. A committee of students and professional staff is formed to plan and organize school assembly programs. Suggestions from non-committee members are encouraged and considered. Such assemblies are an important part of the total instructional program, and topics or speakers of contemporary interest to students will be encouraged whenever possible. In cases of controversial topics or speakers, presentations will be balanced in terms of existing major points of view.

7. Freedom of speech is guaranteed to all citizens, and students must be allowed to exercise their constitutionally protected rights of free speech, petition, and assembly as long as they do not interfere with the educational process.

a) Materials presented to students are relevant to the course and appropriate to the maturity level and intellectual ability of the student. Students have the opportunity to investigate different views related to topics and materials introduced or presented. Teachers strive to promote tolerance for the views and opinions of others and for the rights of individuals to form and hold differing views and opinions. The teacher is responsible to permit the expression of the views and opinions of others and encourage students to examine, analyze, evaluate, and synthesize all available information about such topics and materials.

b) The schools newspaper, yearbook, literary magazine, and other publications, should be guaranteed the right of freedom of the press, subject to restrictions of existing laws including but not limited to libel and obscenity. As learning experiences within the schools, qualified advisors seek the highest publication standards. Other non-school sponsored student publications are subjected to locally determined procedures for distributed on school premises.

8. Students are allowed the use of school facilities for extracurricular activities and are encouraged to participate in these, including clubs, recreational events, and other such related activities. These activities must be scheduled in keeping with normal School Committee regulations and provide for supervision according to school rules.

9. Students have a right to an education and the equality of educational opportunity. Disciplinary measures that deprive students of this right should be utilized only in extreme cases. Disciplinary actions of administrators and teachers should be fair and consistent in all cases and resorted to only when the students, by their conduct, reveal their inability to recognize the rights of others. In cases of suspension, notification of parents or guardians is attempted

whenever possible and a definite period of time will be stated. A parent conference will be held as soon as possible.

10. The school will punish a clearly defined procedure for the consideration of student problems and the processing of student complaints. Students are guaranteed the right of Due Process.

DUE PROCESS

A student facing temporary (up to ten (10) days) suspension shall be given oral or written notice of the charge(s) against him/her with an explanation of the evidence against him/her. The student will be afforded the opportunity to present his/her version of the incident to an impartial decision maker. This presentation of the evidence to an impartial decision maker should precede the suspension, except where students whose presence in the school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Under these circumstances, the student may be immediately removed from school and necessary notice and hearing should follow as soon as practicable.

Goss v. Lopez, 419 U.S. 565 (1975).

BEHAVIORAL EXPECTATIONS

The primary purpose of Malden High School is to educate students in an atmosphere that encourages each student to realize his/her full potential. Behavior that is disruptive to the learning process must be minimized or eliminated. All cases of student misbehavior will be treated individually. Discipline is progressive and is based on the level and seriousness of the offense. The House Principal and Principal have discretion in disciplinary matters.

BEHAVIORAL EXPECTATIONS

Guidelines have been established, but administrators reserve the right to use their judgment in dealing with students. The administration reserves the right to exclude or limit a student's participation in any school related sport, function, or activity as a result of current or prior disciplinary issues.

In order to recognize and protect the individual rights of all members of our school community, the following guidelines will be enforced:

- The purpose of school is to acquire knowledge and skills, both academic and interpersonal.
- The faculty is in a position of authority in classrooms and throughout the school.
- Each student will perform to the best of his/her ability.
- Each student will be responsible and accountable for his/her

own actions.

- Each student will respect the rights of all individuals. Defamation or harassment of others is not acceptable and will not be tolerated. (see Bullying Policy later in Handbook)
- Inappropriate behavior will not be tolerated. Consequences will result.

POSSIBLE DISCIPLINARY ACTIONS

- ❖ Verbal warning
- ❖ Teacher or House Principal Detention
- ❖ Mediation
- ❖ Communication with parent/Conference with Parent
- ❖ Community Service
- ❖ In-House Intervention
- ❖ Suspension
- ❖ Exclusion (up to 186 days)
- ❖ Expulsion (permanent)
- ❖ Police Notification

Federal and Massachusetts Laws Bearing On Harassment and Bias Crimes in School Settings

- (a) **Title VI, 42 U.S.C. Sec. 2000 et seq.** (prohibition of discrimination based on race, color, or national origin)
- (b) **Title IX, 20 U.S.C. Sec. 168 et seq.** (prohibition of discrimination based on sex or gender)
- (c) **Title II of the Americans with Disabilities Act, 42 U.S.C. Sec. 12134** (prohibition of discrimination based on disability)
- (d) **G.L. c. 71, Sec. 37H** (student handbooks required to state disciplinary measures applicable to “violations of other students’ civil rights”)
- (e) **G.L. c. 76, Sec. 5** (prohibition of discrimination “on account of race, color, sex, religion, national origin or sexual orientation”, in access to “advantages, privileges and courses of study of [local] public school”.)
- (f) **G.L. c. 151C** (Fair Education Practices Act, includes prohibition of sexual harassment)

- (g) **G.L. c. 214, Sec. 1** (right of privacy)
- (h) **G.L. c. 214, Sec. 1C** (right of freedom from sexual harassment)
- (i) **G.L. c. 12, Sec. 11H and 11I** (prohibition of threats, intimidation, or coercion interfering with someone's legal rights)
- (j) **G.L. c. 265, Sec. 37** (criminal penalties for the use of force or threats to interfere with someone's legal rights)
- (k) **G.L. c. 265, Sec. 39** (increasing penalties for assaults, batteries, and property damage motivated by bias on grounds of race, religion, ethnicity, disability, and sexual orientation)
- (l) **G.L. c. 266, Sec. 127A** (criminal penalties for vandalism of a school)

Malden Public Schools

Bullying Prevention and Intervention

Priority Statement

The Malden Public Schools expects that all members of the school community will treat each other in a civil manner and with respect for differences. We are committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We understand that members of certain groups, such as students with disabilities, student who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school or district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all student with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior,

including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and relations, and take prompt actions to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

(m)The Malden Public Schools is committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. We seek to eliminate all forms of bullying and other harmful and disruptive behavior that may impede the learning process. We will take specific steps to create a safe, supportive environment for our school community and provide our students with the skills, knowledge and strategies to identify, prevent, report, and respond to bullying, harassment, or teasing.

This commitment is an integral part of our mission as a learning community. This commitment is an integral part of our mission as a learning community.

Malden Public Schools Bullying Policy

The following policy, approved in spring of 2010, was published on the Malden Public Schools website as well as included in all Student / Parent / Faculty handbooks.

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:

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.

Bullying Prevention and Intervention Priority Statement

The Malden Public Schools expects that all members of the school community will treat each other in a civil manner and with respect for differences. We are committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We understand that members of certain groups, such as students with disabilities, student who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school or district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all student with the

skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and relations, and take prompt actions to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The Malden Public Schools is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. We seek to eliminate all forms of bullying and other harmful and disruptive behavior that may impede the learning process. We will take specific steps to create a safe, supportive environment for our school community and provide our students with the skills, knowledge and strategies to identify, prevent, report, and respond to bullying, harassment, or teasing.

AN ACT PROHIBITING THE PRACTICE OF HAZING

Any student found violating this Act would be suspended from the organization of which he/she is a member 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.

MASSACHUSETTS GENERAL LAWS – CHAPTER 269 C.269.S.17,
CRIME OF

HAZING: DEFINITION: PENALTY

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

extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.

1985, c536; amended by St. 1987, c665.

C269.S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in sections seventeen and eighteen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c536; amended by St. 1987, c665.

C269.S.19 HAZING STATUTES TO BE PROVIDED:

STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants for membership has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of

secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institution, 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. Added by St. 1985, c536; amended by St. 1987, c665.

EMERGENCY PLAN

The Malden Public School District Emergency Operations Plan is a comprehensive guide developed to protect the lives of students and staff. The district has measures in place to ensure our students' safety before, during, and after a crisis situation. We view a crisis as an incident that directly or indirectly affects a few or all of our students and staff. A crisis can occur before, during or after regular hours. Our plan is designed to be effective in a number of situations. A copy of the district's plan can be found on the District's website and is available in the Malden High School Main Office.

STUDENT ID POLICY

All MHS students are issued an ID. ID's are required to purchase a school lunch. Replacement ID's are \$5.00 Card in any way.

VISITOR POLICY

All visitors entering Malden High School must immediately report to the Main Office. All visitors will be asked to produce a valid picture ID and sign in at the reception desk. Trespassers are subject to **arrest**.

MEDIA POLICY

As a public school, the school's media as well as some public media sources may take students' names, pictures, and/or videos for public relations purposes, newspaper articles, or to use in our yearbook, newspaper, brochures, and/or website. Please let your child's House Principal know in writing if you do not wish for your child's name and/or picture to be used in any of these above named situations.

MEDICATIONS

Students are not allowed to carry any medication on their person, except inhalers. Any medication to be taken in school must be taken under the supervision of the nurse, in the nurse's office. A parental permission form must be filled out and submitted to the nurse before any medication is administered. If it is a prescription medication there must also be a physician consent form filled out and submitted. Over the counter medications (Tylenol, Advil, etc.) must be brought from home and kept in the nurse's office. The school does not supply these medications. All medications must be brought into school in the original container, labeled with the student's name, and include the dosage and instructions on how often the medication should be taken. It must be brought directly to the nurse the first thing in the morning. Any student who is found to be carrying any medication will be subject to disciplinary measures.

NON-MHS FUNCTIONS AND ACTIVITIES

Any non-school sponsored activity organized or sponsored by companies or agencies outside the jurisdiction of the high school cannot use school facilities to promote such an event. Any notice, oral or written, any meeting in school, or use of the school site as a departure area is prohibited. Disclaimers will also be used where appropriate to inform the parent of the non-school sponsor.

NURSE/FIRST AID

Students are not dismissed for illness unless the school nurse contacts a parent or guardian. If you become ill at school, have your agenda book signed and report directly to the nurse. If the nurse is not available, go to your House Principal's office.

OFF-LIMIT AREAS

Students found loitering in any area of the school without permission and during class time will be subject to discipline.

PARENTS/GUARDIANS

Parents and guardians are a critical part of the educational process. We encourage you to visit the school, attend events, and keep up-to-date with the academic and social progress of your child. Please contact the House Principal or Guidance Counselor with any concerns in these areas.

PASSES-ONLY AGENDA BOOKS ARE UTILIZED

All students receive a new agenda book at the beginning of each year or upon registering at Malden High School. Agenda books are the property of MHS loaned to students. They are to be kept intact and no pages may be removed. Altered books may be confiscated and replaced at the expense of the student.

Any student out of a classroom during class time must have his/her agenda book signed and completely filled out by a teacher. NO EXCEPTIONS WILL BE ALLOWED. There is a replacement cost of \$7 for any student who loses his/her agenda book.

PHYSICAL EXAMINATIONS

All students are required to have a physical examination within 6 months before entering grade 9. Sports physicals are needed every year. A student cannot practice or compete in a sport without one on file in the Athletic Director's office. A copy should also be given to the nurse. The Malden Public Schools offer a free sports physical every year in June at Malden High School, with signed parent/guardian permission.

SCHOOL COUNCIL

Under the Education Reform Act of 1993, each school shall form a council consisting of faculty members, students, community members, and the principal. The purpose of the school council is to assist the principal in directing and conducting the business of the school. The Malden High School Council meets on an average of one night per month. The Malden High School Council will consist of teachers, parents, four students, (one from each House), one or more community members and the principal. Each fall, the principal will hold elections for parents who wish to run for any seats on the council. Each fall, the principal will hold elections for students who wish to run for a seat on the council. Each fall, the principal will name community members to serve on the council. Each fall, the Malden Education Association will hold elections for teachers who wish to run for any open seats on the council. It is a public meeting and guests are encouraged.

ALCOHOL/DRUGS

The possession of, selling of, and/or consumption of any alcoholic beverage or non-prescribed or illegal drug by any student is strictly forbidden on Malden High School property or at any Malden High School sponsored trip or activity.

BATHROOMS

Permission to go to the boys' and girls' rooms during the school day is a right which cannot be denied to anyone. However, any pupil who asks for this right too often, or stays out of the room too long, may be asked for a doctor's note, or be asked to make up time after school. Two or more pupils from the same room should not ask for permission to leave at the same time. It is the responsibility of every student to make sure bathrooms remain undamaged and free of any graffiti.

MBTA STUDENT CHARLIE CARDS

The MBTA provides Malden High School with Charlie Cards (allowing student a discount) at the beginning of the school year. Students can get cards in the Main Office. Students put money on the cards.

CELL PHONES and HEADPHONES

Teachers at Malden High School have the discretion of allowing the use of phones, headphones and other electronic devices in class. Outside of class students are allowed to use electronic devices provided that they do not present a distraction to the operation of the school.

CLUBS, ORGANIZATIONS, ACTIVITIES

Membership in any Malden High School extracurricular or co-curricular is a privilege, not a right. This privilege is extended only to those students who abide by the rules of conduct herein set forth in the student handbook. All students are encouraged to discover their individual talents through participation in school activities. These activities often enhance the participant's life. Any student absent from school the day of a scheduled activity will not be allowed to participate in a scheduled activity that day. A student must be in attendance at school prior to 11:00 A.M. Students dismissed before 11:00 AM will not be considered in attendance that day. Students must be present on Friday (or last school day) before a weekend/vacation activity, or they forfeit their right to participate in that activity. Suspended students are ineligible for attendance or participation in school activities while they are suspended. Any exception to the above policy must have the approval of the Principal.

DRESS CODE

Malden High School is a serious place of learning. It is not a dance club, a beach, or an amusement park! There is an expectation that students dress in keeping with reasonable standards of safety, health, and cleanliness, so as not to detract from the educational process. Student attire should not disrupt the educational environment and/or serve as a distraction to other students. If a student is wearing clothing deemed inappropriate or that promotes drugs, alcohol, or violence, he or she will be asked to go home and change or to wear a t-shirt provided by the school staff. The discretion of administration will prevail. Baseball caps and "doo rags" cannot be visible during the school day. Head wraps, accept those worn for religious purposes

are not allowed. Bra straps are not to be uncovered. Underwear of any kind cannot be visible. Boys who wear their pants hanging down so that their undergarments are showing will be warned. On the second offense the student will be asked to go home and change.

RESPONSIBILITY REGARDING TOBACCO

In accordance with G.L. c.71, §2A, it is the policy of the Malden High School to prohibit the use of all tobacco products, including E-Cigarettes and Hookah Pens, as well as all smoking materials within all school facilities, on all school grounds, and on all school buses (field trips, athletic contests, et al) by any individual, including school personnel.

ELEVATOR

The elevators are for the use of students and staff with ambulatory concerns or disabilities. No elevator passes will be issued without a note from a doctor. The Nurse will issue the passes for those students who are eligible to use the elevator. Students using the elevator without permission will be subject to disciplinary action, up to and including suspension.

FIRE ALARMS

Massachusetts General Law provides for imprisonment in 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.

GUN FREE SCHOOLS ACT OF 1994

The Federal Gun Free Schools Act of 1994 is section 14601 of the Improving America's Schools Act. It requires a minimum one-year expulsion for any student who is determined to have brought a firearm to school – subject to modification by the Superintendent on a case-by-case basis.

Under the provisions of the Federal Gun Free Schools Act of 1994, where the special needs student is found in possession of a firearm in school, the district may place the student in an interim alternative educational setting, as determined by the evaluation TEAM, without parent consent for up to 45 days. The student remains in the interim alternative setting pending any special education hearing request initiated by the parent, unless the parent and the school district agree otherwise.

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 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 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 notice 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.

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

Pregnancy

Pregnant students will be permitted to continue in school. While not required for attendance, it is recommended that said student be under the supervision of a physician. The student, parent/guardian and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.

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

HOMEROOM Period

Students may enter the building as early as 6:30 AM and study quietly and have breakfast in Café B. Students may complete all “before school” house duties such as obtaining admit signatures, dismissal signatures, etc., beginning at 7:30 AM. All students should be sitting in their homerooms by 7:45 AM and are considered tardy if not seated at the 7:45 AM bell. The Tornado Café is CLOSED to students from – 7:40 to 8 AM. It reopens after 8:00AM.

IMMUNIZATION REQUIREMENTS

All immunizations must meet Massachusetts’ minimum requirements and must be certified in writing by a licensed physician before a child is admitted to school. The school nurse should be informed of any immunizations your child receives in order that the school health record is up-to-date at all times. The school nurse should be informed of any medical conditions your child has, and be kept up-to-date as things change. Please check with the school nurse if you have any questions.

LEAVING SCHOOL GROUNDS

No student is allowed to leave the building without permission from the Principal or House Principal and the parent/guardian. Violations will result in parental notification and/or suspension.

LIBRARY

The MHS library is open for the use of students at regularly scheduled times. Students may check books out, use computers for research, or study quietly. MHS students are also encouraged to get a library card at the Malden Public Library, located directly across the street from Malden High School.

LOCKERS

A locker will be assigned to each student. The locker, which should be kept locked at all times, is for your coat, personal belongings, and books. All Students are required to provide a lock before they are issued a locker. DO NOT leave valuables such as money, cell phones, CD players, wallets, watches, and cameras in your locker. The school does not assume responsibility for missing items. Your locker is school property and the administration reserves the right to inspect it at any time. Students may not switch lockers without permission from their House Principal. Sharing lockers is not allowed. Lockers will be checked periodically. You are responsible for the condition of your locker.

LUNCH PROGRAM

All students are required to go the cafeteria area during their lunch period. In this area, they may buy a school lunch, or they may bring their own lunch. Students are not allowed to “order in” from area restaurants. The courtyard is available during the lunch period, during good weather, for relaxation and quiet conversation. Students may not return to the general area of the school until lunch period is over. Cafeteria vending machines may be used during lunchtime. All students are responsible for cleaning up after themselves. An “off campus” lunch program is available to seniors who meet the criteria established by the house principals.

PUBLIC DISPLAYS OF AFFECTION

Any public display of affection is neither appropriate nor acceptable in a school environment. Students engaged in such displays will be asked to stop. Refusal will lead to disciplinary action.

GRADUATION REQUIREMENTS:

To receive a Malden High School diploma a student must pass the required 21 credits and for the Class of 2015 pass the MCAS in Mathematics, English Language Arts, and Science. Massachusetts will be transitioning to PARCC and we will notify all students and parents of Students not passing the MCAS but satisfying the Malden High School credit requirements will receive a Certificate of Completion and not a Diploma at graduation. Please refer to the 2011-2012 Program of Studies for more information. Malden High School also offers an alternative school program. Please contact the Principal for more information.

PROMOTION REQUIREMENTS

A student must pass 5 credits per year to move to the next grade:

From grade 9 to grade 10 (5 credits) From

grade 10 to grade 11 (10 credits) From

grade 11 to grade 12 (15 credits) To

graduate (21 credits) + passing MCAS

No student will be promoted from 9th grade to 10th grade unless he/she has passed both Math and English in the current year.

Summer school may be used to meet this criterion. Consult the Program of Studies for more information.

TUTORING

Tutoring is often available through one of our student organizations (National Honor Society, Key Club etc.) Please contact the student’s House Principal or Guidance Counselor for more information. Peer Tutoring is a program offered after school

and information is available in House Guidance Offices.

REPORT CARDS AND PROGRESS REPORTS

Progress Reports and Report Cards can be seen on X2, our student information system. A hard copy OF EACH is issued to the students each quarter in homeroom. Students and Parents/guardians can access X2 with a username and password. Please contact the student's house office for a username and password.

SCHEDULE CHANGES

Changes in schedules are discouraged. If summer school has changed your status, see the principal. The principal makes final approval or disapproval of requests. The student must remain in the original program until the approval of the change is completed. Any change of course must be done before the scheduled deadline and in the following manner:

- All requests for changes in a student's schedule should be directed to the student's House Guidance Counselor.
- Student meets with his/her guidance counselor to review the request for a schedule change (drop/add).
- Student will be instructed to have his/her parent call the counselor. Guidance counselor will set up a conference with parent/counselor and appropriate staff at a mutually convenient time to review such a request and discuss the implications of it on the overall program.
- If a request for change is approved, counselor will complete the change.
- If the counselor does not recommend the request for a change, a parent may be referred to the principal for input and decision on the matter (waiver required for non-recommended courses).
- Students must return all books to the counselor, for a course they intend to drop, before any course change is finalized.
- Teachers will be notified of all changes in their rosters.
- Guidance counselors must refer any requests involving changing one teacher to another (same course level) to the principal.

SUMMER SCHOOL

Malden High School conducts a summer school program during the months of July and August. Brochures describing courses offered will be available in the Main and House Offices. Students must have a teacher's recommendation to attend credit recovery classes in summer school. The Principal has final say on all summer school decisions. A student may only attend summer school for credit for a

course(s) that he/she failed. A student may only earn a maximum of four (4) credits in summer school that will count toward his/her graduation requirements, unless otherwise provided by the student's IEP or 504 Accommodation Plan. Students may attend another summer school program, other than at Malden High School, for credit with prior permission from the principal. Summer school can only be used to replace one quarter's worth of work. Please consult the Program of Studies for more information.

COURSEWORK OUTSIDE OF MALDEN HIGH SCHOOL Students interested in taking enrichment courses or courses for credit outside of Malden High School are encouraged to consult their Guidance Counselor before doing so. Permission to take a course for credit outside of Malden High School is granted by the Principal. Malden High School will host a satellite campus for Bunker Hill Community College again this fall and we also offer a wide-range of courses online through Virtual High School. We also partner with Project Lare and house a GED site at Malden High School.

SENIOR FINAL EXAMS

Any senior who has a course average of 87 or better for the first three quarters, and maintains an 87 average or better for the fourth quarter of that course, up to the time of Senior Exams, may have the option of not taking the Final Exam for that specific course.

SENIOR OBLIGATIONS

All seniors must fulfill all obligations prior to graduation: return all textbooks, return all sports/clubs uniforms, return all library books, and pay all outstanding balances: lunch, ID, book money, etc.

CHEATING POLICY

Cheating includes but is not limited to the following:

- Copying another student's work.
- Submitting another person's work as your own. (compositions, term papers, lab reports, etc.)
- Using crib sheets or any other type of concealed answers during a quiz or test.
- Giving or asking for answers during a quiz or test.
- Looking at another student's work to copy answers.
- Leaving a classroom during a test and obtaining answers.
- Deliberately ignoring time limits or test instructions.
- Obtaining copies of a test or test questions unlawfully.
- Plagiarism in any form (e.g., copying of Cliffs Notes,

- magazines, websites etc. without proper documentation
- Unlawful/surreptitious use of computer software programs to use someone else's work
- Use of any cell phone or camera device to transmit information

Any MHS teacher who determines that a student has committed an act of cheating will inform the student, give the student a zero for the

quiz, test, or assignment, and will not allow the work to be redone or test retaken. The teacher must lower the student's quarterly grade accordingly. The teacher must also file an incident report with the appropriate House Principal. If a student feels unjustly accused, he/she may request a meeting with the teacher and the House Principal before any action is taken. The teacher will keep evidence of the cheating incident. Any subsequent act of cheating will be referred to the Principal for further action. Cheating may prevent a student from being inducted into National Honor Society and/or could lead to a student's dismissal from NHS.

CLASS RANK/GRADE POINT AVERAGE (GPA)

GPA is determined for students using a weighted 4.0 scale and is based on a framework from MA College/University System for Calculating/Re-calculating GPA. GPA is based on cumulative semester grades and includes all AP, Honors, and College Preparatory courses.

The chart is used for the calculation of class rank. When the rank is computed, each course is assigned a numerical value from the chart below. This numerical value is assigned to each grade on the report card each quarter. The values are totaled and averaged by dividing by the total number of courses per year or for as many quarters and courses that are being computed. All courses will be calculated with the exception of courses graded on a pass/fail basis, PE, Health, Band, Choral Arts, Blue and Gold, and Maldonian. Class Rank will be calculated on a minimum of five courses. In the case of a student taking fewer than seven courses, which are included in the class rank, the average of numerical values should be based on that number of courses.

To be a speaker at graduation, or to be ranked in the Top Ten students, a student must have completed 75% (15 credits) of his or her education (course work) at Malden High School. Senior rankings are official at the end of the third quarter for

graduation speaking purposes.

Letter Grade	Numeric Grade Equivalent	Value Achievement Level		
		<i>College Prep</i>	<i>Honors</i>	<i>Advanced Placement</i>
A+	98-100	4.3	4.8	5.3
A	93-97	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.8	2.3
D	63-66	1.0	1.5	2.0
D-	60-62	.7	1.2	1.7
F	0-59	0	0	0

Summer school credit recovery is accepted, not to exceed 2 credits. Students must pass Physical Education. Students who receive an F or a medical excused are ineligible for that season's tryout. A grade of incomplete (INC) renders a student ineligible until the grade is made up following school policy.

PHYSICAL EDUCATION AS A GRADUATION REQUIREMENT

All students must take two years of physical education/wellness (four, half year courses) to satisfy the graduation requirement at Malden High School. Students participating in at least two interscholastic sports in the same year are eligible to apply for a waiver. Please see the Athletic Director and your Guidance Counselor for more information. Students will receive one credit per year of physical education/wellness. Students missing physical education for an extended period of time must have a doctor's note on file in the Athletic Dept. Office and Nursing Office. The medical note must state the reason for exclusion and the length of time the student should refrain from participation as well as the date the student may resume class. Ongoing medical conditions must be renewed each year with an up-to-date status from the Doctor.

HOMEWORK POLICY

Homework is a student responsibility and consists of assignments, including reading, which are to be completed outside of classroom time. Such assignments, an important part of the curriculum for most courses, improve individual study habits through reading, writing, practice and review. They also provide greater opportunities for students to be creative. Homework is an integral part of student learning and, therefore, affects the grade average. The minimum daily homework requirement for Malden High School in all subject areas combined should be two hours per night.

Students selecting higher academic levels may be required to spend four or more hours on homework some nights. This may differ according to course level. Minimum and maximum times are based on the traditional student program of five academic courses per student per day. Homework and tests that have been missed as a result of absence must be made up promptly according to school policy.

Parents may help students by providing a good workstation and study atmosphere, by checking to see if homework is done regularly, and by encouraging a consistent learning routine. Students who work after school excessively or have late employment hours cannot use these situations as excuses to avoid making up work or completing assignments. Regular attendance and promptness in making up missed homework and tests are necessary to achieve passing grades. Each department has its own written position within the parameters of this general policy. Teachers will issue their homework requirements, which will be consistent with the department statement.

HONOR ROLL

A student who receives a "C" average in one subject and "A" or "B" in all other subjects will be placed on the Honor Roll for that quarter.

HIGH HONOR ROLL

A student who receives an A or B in every subject during a quarter will be placed on the High Honor Roll for that quarter.

NATIONAL HONOR SOCIETY

The National Association of Secondary School Principals in 1921 founded the National Honor Society. In 1927, Head Master Thornton Jenkins established the John W. Hutchins Chapter named in honor of a former Head Master of Malden High School. The purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate the desire to render service, to promote leadership, and to develop character in the students of American secondary schools.

Each chapter of the National Honor Society is governed by a constitution and the National Council closely regulates membership standards. Membership in the National Honor Society is based upon excellence in four areas: scholarship, leadership, service, and character. Each category is considered independently and information, beginning with the freshman year, is taken into account. Outstanding qualities of leadership, service, scholarship, and character are given equal consideration during the selection process. Eligible members of the Sophomore, Junior, and Senior classes will be notified and invited to apply for membership in the National Honor Society after the second quarter.

The following minimum standards must be met as consideration for membership:

1. A minimum Cumulative GPA of 88% resulting from the average of all yearlong academic classes (math, science, language, social sciences, and English).
2. Candidates must have attended Malden High School for the equivalent of one semester.
3. Candidates receiving a majority vote of the Faculty Board will be inducted into the chapter.

A member may retain his or her membership as long as he or she continues to fulfill the requirements used as a basis for his or her election. During the year, members are expected to participate in NHS activities, meetings and projects.

Members are asked to complete and turn in an absence form when they miss a meeting or activity. Two unexcused absences for the whole year will result in a warning and a third unexcused absence will result in the member's dismissal. Two consecutive absences will result in a warning and third consecutive absence will result in the consideration of a member's dismissal by the Faculty Board. A maximum of eight excused absences will be allowed during the entire year.

ATTENDANCE AT MALDEN HIGH SCHOOL

A student who is absent, suspended in house, or suspended out of school may not participate in a game, rehearsal, practice, or event held that day or on the weekend if the absence is on a Friday.

A student who is suspended in house, or suspended out of school may not participate in one game.

A student who is suspended in house, or suspended out of school multiple days may not participate in multiple games.

ATTENDANCE POLICIES

Regular attendance is required if the educational objectives of a course are to be met. Illness or specified emergencies or appointments are

the only acceptable excuses for absence.

ABSENCES FROM SCHOOL

If you are absent from school you must check in to your House Office on the day you return to school. You should bring an appropriate note from a parent/guardian, doctor, court officer, or any other official who can explain your absence. You cannot report to your homeroom teacher or any class without a stamped agenda book from your House Principal. Failure to comply with this regulation could result in detention and/or suspension.

- If you are absent from school, you are not allowed to participate in school related activities on the day or evening of your absence. If you are absent on a Friday you may not participate in or attend weekend events. You must return to school and complete one day to resume school related activities.
- Administrators reserve the right to permit excused absences from class, dismissals from class or late entries to class for school sponsored field trips, MIAA event participation, school pictures, etc. All excused absences, dismissals, or late entries must be reviewed and approved by the House Principal on the day the student returns to school.
- Any student who has a chronic illness that impacts their school attendance/performance needs to provide medical documentation. Updated medical notes may be requested quarterly at the discretion of the House Principal or Nurse.

ABSENCES FROM CLASS

- “Absence from a class” can include any or all of the following: excused absence, truancy, dismissal, tardiness, suspension, being sent from class for disciplinary reasons, and class cutting.
- **Four absences from class in a quarter will require a teacher to give a student a failing grade (59) for that quarter.** A lower grade can be given depending on completed assignments, quiz and test scores, project completion et al. Three absences from class for seniors for the fourth quarter will require a teacher to give a failing grade (59) for that quarter. The failing grade would be included in the yearly average.

DISMISSAL DURING THE SCHOOL DAY

- Dismissals before 11:00 AM are considered to be an absence.
- Only the School Nurse may dismiss a student due to illness.

- The student's House Principal approves all other reasons for dismissal. If you are absent the day following your dismissal, you must bring a note explaining your absence. Failure to bring notes on time will result in disciplinary action, with such action including before or after school detention and/or suspension.

TARDINESS (LATE)

1) A student is tardy if he/she is not seated in his/her homeroom at the 7:45 AM bell.

2) A student who is tardy must report to his/her House Principal before entering school that day. **It is considered a serious offense and a liability issue to be in school unofficially (without checking in to homeroom and/or House Office).**

Students arriving tardy after 8:30 AM are required to bring a note or have a parent/guardian call the appropriate House Principal.

3) A tardy after 11:00 AM is considered an absence.

4) If students arrive late to class, they will not be sent back for passes. They will be checked later or referred in writing to the House Principal.

5) A student who arrives late to class without a signed agenda book will be given one absence from class if he/she is late three times in one quarter.

6) Being late to class habitually will be brought to the attention of the House Principal.

***Remember that if you are more than 15 minutes late to any class that is considered an absence from that class.

TRUANCY

Under Massachusetts General Laws, students must attend school.

Truancy is defined as any unexcused absence from school. All truancies will be considered unexcused absences.

Administrators will notify parents and/or initiate court involvement for students habitually late or absent.

VACATION POLICY

Parents and students are reminded that Massachusetts Law requires compulsory attendance for students. We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process of each course in ways that make-up work cannot reverse. Vacations are not excused absences!!

APPEAL OF ATTENDANCE

An Appeal Board hearing is held at the end of each quarter in the student's respective house. At the Appeal Board hearing a student has the opportunity to plead their case and have one or more excused absences dismissed, thus allowing a student to receive a passing grade in cases where attendance was the reason for the failing grade.

GUIDANCE SERVICES

Your House Guidance Counselor will work closely with your parents, faculty, administration, and other members of the educational team to make your years in the school productive, enjoyable, and meaningful. Most importantly, he/she will work to prepare each of you for life beyond high school; whether it is attending college or the world of work. With this in mind, the House Guidance Counselor will provide individual as well as group counseling if necessary. All students are encouraged to use the varied resource materials and services available through their guidance office as often as needed. Your concerns, needs, and aspirations for the future are important to us. We will assist and work closely with you to ensure that you take full advantage of the educational opportunities extended. Course selection is an important decision that you make during your years at MHS. Counselors will assist you in making choices consistent with your interests and aptitudes that will better prepare you to attain future goals. Teacher recommendations will play a vital role in the decision making process. Parental involvement is also crucial; thus we strongly recommend that they play an active role in this important process. Students are encouraged to meet with their assigned guidance counselor as often as possible, during study periods, before school, during lunch, or after school. Appointment slips may be obtained from your counselor before school or after school for the following day to discuss any concerns you may have that require more time to resolve. If a personal emergency arises, get permission from your classroom teacher first; otherwise you should not report for a conference during class. Since high school education is a stepping stone and preparation for life beyond high school, students are urged to meet as often as possible with their counselor to discover interest areas, explore career opportunities, and prepare for college or technical schools and employment.

The guidance department recognizes the complexities of the college admissions process. Therefore, in order to clarify the procedure, college representatives will meet periodically with interested students. These representatives will provide specific guidelines regarding entrance requirements in making wise decisions. A schedule of these visitations will be provided to all seniors in September. A student who

attends these meetings must obtain a pass from his or her teacher. In addition, each fall, several college fairs are held off campus (time and place to be announced.) Also, the guidance department will sponsor a Financial Aid Night (date and time to be announced) in order to assist students and parents in seeking sources of financial aid as well as completing the necessary forms required to apply for aid. All high school students and their families are encouraged to attend.

ADJUSTMENT COUNSELORS

Adjustment counselors are available to all students for counseling and support concerning school and adolescent issues. They are also involved in core evaluations and other special needs procedures and programs. Each House has a designated Adjustment Counselor and Adjustment Counselors are available to work with any student enrolled at Malden High School.

ATHLETIC OFFERINGS AT MALDEN HIGH SCHOOL

The Golden Tornado athletic teams compete in the Division I Greater Boston League, governed by the Massachusetts Interscholastic Athletic Association (MIAA). Our colors are navy blue and Vegas gold. Our mascot is the lion NEDLAM (Malden backwards). Other Greater League Boston member schools include Medford, Somerville, and Everett.

Sports offered include Football, Baseball, Golf, Basketball, Tennis, Field Hockey, Gymnastics, Softball, Soccer, Indoor Track, Outdoor Track, Cross-Country, Wrestling, Lacrosse, Swimming, and Volleyball. Co-ed Crew and Cheerleading are also offered as student activities but fall under Malden Public School athletic guidelines for academic eligibility and behavior.

ACADEMIC ELIGIBILITY FOR MALDEN HIGH SCHOOL STUDENT ATHLETES

All athletes participating in sports at Malden High School must meet the school's athletic academic requirements.

Student-athletes must pass 4 credits each term. The class must be an accredited course, (not Pass/Fail).

A yearlong course = 1 credit

A semester course = .5 credit

- The Winter Season Eligibility is based on the Quarter I report card for tryout.
- The Spring Season Eligibility is based on the Quarter II report card for tryout.
- The Fall Season Eligibility is based on the prior year's final grade for tryout. Incoming ninth graders are immediately eligible for the Fall Season.

CODE OF CONDUCT FOR STUDENT-ATHLETES

It must be clearly understood that participation in athletics at Malden High School 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 (M.I.A.A.) and the Malden Public Schools. The student athletes who exercise their privilege of participation in athletics are representing their school, community, family, and themselves, and therefore assume a greater responsibility for their behavior. Positive and good behavior outside of Malden High School is considered part of the student-athlete's responsibility. Infractions outside of school may lead to disciplinary action, including dismissal from a team.

DISCIPLINE OF STUDENTS ON 504 PLANS

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 Principal Mr. Ted Lombardi at (781) 397-6000 for more information on the discipline of students on 504 plans.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS Federal and state special education laws govern the disciplining of students with disabilities eligible for special education and the regulations promulgated there under. These laws include the Individual with Disabilities Education Act, 20 U. S. c. 1401 et seq., and 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 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 child without 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:
1If the school did not conduct a functional behavioral assessment for such student before the behavior that resulted in the discipline, the school shall convene a 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.

MASSACHUSETTS EDUCATION REFORM ACT OF 1993 This act gives Principals the authority to expel any student who is found on

school premises or at school-sponsored events in the possession of a dangerous weapon or a controlled substance, or who assaults school personnel. As defined in Chapter 94C of the General Laws, any student committing such violation must receive a notice in writing of an opportunity for a hearing before the Principal and may appeal to the Superintendent within ten days from the date of the expulsion. Expelling a student who is identified as a student with special needs requires a rigorous review according to both state and federal special education laws. Disciplinary procedures for students with special needs are contained in 603 C.M.R. 28.00.

Chapter 71, Section 37 H Publication of School Committee Rules and Regulations Relative to the Conduct of Teachers and Students:

a) The superintendent of every school district shall publish the district policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities, or on the school grounds, or on school busses by any individual, including school personnel. The Principal of every school within the district shall provide copies of these policies to any person upon request and without cost.

b) Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standard and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for informational purposes only.

c) in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare a Student Handbook setting forth the rules pertaining to the conduct of students. The School Council shall review the Student Handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy change at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section. 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 knife; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

b) Any student who assaults a Principal, House 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 expulsion from the school or school district by the Principal.

c) any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing provided, however, that the student may be represented, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal, may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) and/or (b).

d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at the hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

e) When a student is expelled under the provisions of this section 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 37 H 1/2 (1)

If any person who is charged with a felony or a felony delinquency and the Principal or Headmaster determines, after a school-based hearing, that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, this offense may result in a suspension with the length of the suspension determined by the Principal or Headmaster. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of the suspension.

Chapter 71, Section 37 H 1/2 (2)

Upon the issuance of a felony complaint against a student the Principal

or Headmaster may determine, after a school-based hearing, that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, he or she may expel the student. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of expulsion.

Chapter 71, Section 37 G

Corporal Punishment Prohibited:

a) The power of the school committee or of any teacher or any other employee or agent of the school committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil.

b) The provisions of this section shall not preclude any member of the school committee or any teacher or any employee or agent of the school committee from using such reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil. When such an assault has occurred, the Principal shall file a detailed report of such with the school committee.

c) Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

d) (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

e) (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or

expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

f) (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

g) (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request

for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

h) (f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

SEARCH AND SEIZURE POLICY

The Fourth Amendment of the United States Constitution protects students from unreasonable searches and seizures by public school officials and teachers. Where a student has a legitimate expectation of privacy, a search of the student's person or personal belongings brought onto school property, including a vehicle driven by a student, will be lawful if it meets two criteria:

School officials must have reasonable suspicion at the time of the search to believe that it will disclose evidence of a violation of a school rule or a violation of the law. A determination as to whether reasonable suspicion exists necessarily requires the exercise of common sense and good judgment. The suspicion that will justify a student search must be more than a generalized suspicion, unsubstantiated rumor or hunch; it must be based on the observation or credible report of specific behavior or physical evidence that reasonably would lead someone to believe that a particular student has violated or is violating a school rule or the law.

The scope of the search must be reasonable in relation to the intrusion upon the student's privacy. In other words, there must be a reasonable likelihood that the contraband being sought will be found in the area or object being searched. Additionally, the search must not be excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.

When reasonable suspicion exists, the Principal or the Principal's

designee may authorize the search of a student or the student's property. Ordinarily, the search of a student should be conducted by an individual of the same gender as the student. All searches will be conducted in the presence of at least two (2) school administrators.

If a Principal believes that a student may possess a dangerous weapon or object or otherwise has reason to believe that the search may jeopardize the Principal's safety, the Principal should notify the School Resource Officer or the Melrose Police Department to arrange for an officer to be present and, if appropriate, to conduct the physical search. Except in circumstances where a police officer conducts a physical search at the request of a Principal or Principal's designee to ensure the school administrators' safety, a police officer must obtain a valid search warrant, based on probable cause, before searching a student or the student's property.

Lockers, desks and other equipment provided by the Malden Public Schools for the use and convenience of students while in school remain the property of the School Department and students do not have a legitimate expectation of privacy in those lockers, desks and other equipment. School officials retain the right to search student lockers, desks and equipment, as well as any personal effects found therein, based on reasonable suspicion to believe that they contain evidence of a violation of a school rule or the law. A search of property assigned to a student will be conducted, when practicable, in the presence of the student, and the student will be informed of the reason for the search at that time.

Students are not allowed to place in their lockers, desks or other equipment provided by the School Department any weapons, illegal drugs or drug-related paraphernalia, alcoholic beverages, stolen property or any other contraband or items of no reasonable use to students while at school. School officials also may conduct periodic inspections of lockers, desks and other equipment to ensure compliance with this rule.

In the event that any search yields evidence of a violation of law, such evidence will be seized by school authorities and turned over to the appropriate law enforcement officials. Items that may be used to disrupt or interfere with the educational process may be removed from the student's possession.

SPECIAL EDUCATION

The purpose of State and Federal Special Education regulations is to ensure that eligible Massachusetts students receive special education services designed to develop individual student's

educational potential in the least restrictive educational environment. Once a student has been evaluated and found eligible for special education services, an individual education plan (IEP) will be developed with parents (or with any student 18 years and older) to address the student's disabilities. The Malden Public Schools education department has a wide range of services available including speech therapy, occupational and physical therapy, counseling, learning centers, resource rooms, life skills, and individual management. The Rehabilitation Act of 1973, Section 504 is a non-discriminatory statute, which ensures that disabled students have educational opportunities and benefits provided to non-disabled students. Students may be eligible for educational services under both 504 and the Individual with Disabilities Act, as well as 603 CMR 28.00. Eligibility under 504 requires that a student 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. Prior to any referrals for an evaluation made by school personnel, parents/guardians will be notified. If you would like additional information relative to your child's rights under state and federal laws, please call the Special Education Office at 781-397-7257.

STUDENT RECORD INFORMATION

In September 1995, the State Board of Education updated Regulations Pertaining to Student Records, which apply to all public elementary and secondary schools. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of these records.

1. Type of student records:

All information kept in student records shall be of importance to the educational process and limited to information relevant to the educational needs of the student. Records are divided into two types:

a) **Transcript:** The transcript shall contain the minimum data necessary to reflect the student's educational progress and be limited to the name, address, phone number and date of birth of the student; the name, address and phone number of the parent or guardian; and the course titles and grades, grade level completed, and year completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

b) **Temporary Record:** All information not contained in the transcript, such as standardized test results, class rank, extracurricular activities, teacher and counselor evaluations, as well as other such information, shall be part of the temporary record. This information will be destroyed no later than five years after the student leaves the school system.

2. Inspection of Student Records: State and Federal Laws governing school records allow parents and legal guardian to inspect and amend the school records of their children. Students may also inspect their own records.

A student's record will be made available to the student and/or his or her parent or guardian within two consecutive weekdays after an initial request to a guidance counselor or the principal of the school. Copies of the record shall be furnished, upon request, to the eligible student or parent. A reasonable fee equivalent to the cost of reproduction may be charged. A professionally qualified school staff person will be available, upon request, to interpret any of the contents of the record. In addition, the eligible student and/or his or her parent may have the student record inspected or interpreted by a third party of their choice.

Under federal and state law, a divorced or separated parent has full access to his/her child's student records unless there is a court order, state statute, or legally binding document relating to matters such as divorce, separation or custody that specifically revokes this right. The Massachusetts legislature has enacted a statute (Mass.

Gen. L. ch. 71 § 34H) that is designed to standardized the process by which public schools provide copies of student records to parents who do not have physical custody of their children (“non-custodial parents”). Non-custodial parents who want copies of their children’s student records must submit a written request to the school principal annually. The principal must designate a staff member as being responsible for properly complying with the statute’s requirements. A student’s record is kept at the school he or she is presently attending or from which he or she graduated or last attended.

3. 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. This is accomplished by filling out and returning the Opt Out form available in House Offices.

a.) 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.

b.) Names and addresses to schools and organizations such as: regional vocational schools; county agricultural schools; postsecondary schools, colleges and universities; recruiters for the Armed Forces; school alumni organizations.

c.) Student records to a school to which a student transfers.

d.) 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/guardian, except upon the receipt of a court order, or when given anonymously in statistical form to the Department of Education or independent researchers, or as requested by representatives of the Massachusetts Department of Early and Secondary Education acting for the Commissioner in connection with the enforcement of federal and state education laws.

4. Amending the Student Record:

The student and/or his or her parents shall have the right to add

information, comments, data, or any other relevant written material to the student record.

The above persons have the right to request deletion or amendment of any information contained in the student record. They shall also have the right to a conference with the principal to make objections known regarding material contained in the record. 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 house guidance office.

SUSPENSION FROM SCHOOL

Serious breaches of standards of behavior may result in suspension from school. Students who are suspended from school are not to be in the school building or on the school grounds without permission from their House Principal. Generally, a suspension may be imposed when a student's behavior creates a threat to the safety or welfare of himself/herself or to other persons. Such behavior as fighting or committing an assault on another, stealing, vandalism, possessing weapons, explosives or other prohibited materials, making false alarms or bomb threats, lewd or threatening behavior or language, may result in suspension. In cases of repeated violations of other 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. A student who is on suspension from Malden High School must not trespass on school property. The student must go through the admittance process as outlined in the letter of suspension. School property includes the school buildings and any area of the school grounds. A student on suspension is also excluded from participating in or attending any school related functions or activities.

WEAPONS AND EXPULSION

Students are prohibited from possessing, using, handling, selling, or transmitting any firearms, electrical or other weapons on school property or at any school activities. Such prohibition includes knives, blackjacks and other inherently dangerous weapons or any replica of a weapon. Students are cautioned about the possession of numchuckers or kung fu fighting sticks, which have recently come

into vogue. The Massachusetts Law specifically prohibits possession of such items. Also, possession of projectile firing weapons without a FID card or license may result in a mandatory jail sentence under the State Law. Violation of the weapons prohibition is a serious offense and will result in the following:

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, or any replica of a weapon, including, but not limited to, a gun or a knife; or a controlled substances as defined in Chapter Nine-Four C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

b) Any student who assaults a Principal, House 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 expulsion from the school or school district by the Principal.

c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; at which the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After a said hearing, the Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either (a) or (b).

d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to factual determination of whether the student has violated any provision of this section.

e) 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. Whoever not being a law enforcement officer, and notwithstanding any license obtained by him/her under the provisions of Chapter One Hundred and Forty, carries his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on 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, rifle, or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

In accordance with Federal law, Malden High School will release the names, addresses and telephone numbers of its students to United States military recruiters, colleges, universities and other postsecondary educational institutions and prospective employers upon request without written parental or student consent. A parent or eligible student, however, may request that the school not release this information by notifying the Principal in writing (within the first three weeks of school) that such information is not to be released without prior parental or student consent. If no such written notice is received from a parent or eligible student, the school will comply with all appropriate requests to disclose this basic contact information.

**ACCEPTABLE USE POLICY: MALDEN PUBLIC
SCHOOLS**
**INFORMATION TECHNOLOGY RESOURCES IN THE
SCHOOLS**

Adopted by the Malden School Committee January 7, 2013
The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students and staff members must:

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not share account information with others.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices, as included in student or staff handbooks or otherwise posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them.
 - Conserve, protect, and share these resources with other students, staff and Internet users.
3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - Not plagiarize.
 4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher or administrator.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students and staff members may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.

3. Install or download software, if also in conformity with laws and licenses, and under the approval of the Director of Technology, or their building technology specialist designate.
4. Use the resources for any educational purpose, as assigned or approved by their teacher or school administrator.
5. Use a personal electronic device for any educational purpose, as assigned or approved by their teacher or school administrator.

Jurisdiction: This policy is in effect...

- on school grounds and property immediately adjacent to school grounds
- at school-sponsored or school-related activities, functions or programs whether on or off school grounds
- at school bus stops and on a school bus or other vehicle owned, leased or used by the school district
- through the use of technology or an electronic device of any sort, owned, leased or used by the school district, school, or student and
- at home or other locations, activities, functions or programs that are not school-related, if the improper use creates a hostile environment at school for any student or staff member, infringes on the rights of a student or staff member at school, or materially and substantially disrupts the education process or the orderly operation of a school.

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

Consequences for Unacceptable Use:

If a *student* violates any part of this policy, the consequences will be...

First Offense: Students will lose their computer or internet privileges for one week and the teacher or school administrator will phone the parent or guardian. Any assigned work will be completed without the use of Malden Public Schools' technology.

- Students will be provided with the opportunity to make up work that has been missed either through supervised, after-school sessions or at the end of the suspension of privileges.

Second Offense: Students will lose their computer or internet privileges for one month and the teacher or school administrator will phone the parent or guardian. Any assigned work will be completed without the use of Malden Public Schools' technology.

- Students will not be provided with the opportunity to make up work that has been missed either through supervised, after-school sessions or at the end of the suspension of privileges.

Third Offense: Students' computer or internet privileges will be revoked for one semester, the teacher or school administrator will call the parent or guardian, and a written violations form will be sent home. To reapply for new privileges, students will need to appeal to the designated administrator in their school.

- Students will not be provided with the opportunity to make up work that has been missed either through supervised, after-school sessions or at the end of the suspension of privileges.

If a *staff member* violates any part of this policy, s/he may be disciplined by his/her supervisor, pending the exercise of appropriate due process.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Addendum and Revisions to Malden High School Handbook, 2016-2017

- **The following revised list of District coordinators for state and federal statutes will be incorporated:**

Ms. Carol Keenan and Ms. Maura Johnson, Assistant Superintendents, are the district administrators responsible for coordinating compliance under each of the statutes below. Their office address is 200 Pleasant Street, Malden, MA 02148, and they can be reached at (781) 397-7204:

- **Title II of the Americans with Disability Act of 1990:** Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.
- **M.G.L., Chapter 76, Section 5:** Prohibits the exclusion from, or discrimination against, any student in the public schools on account of race, color, sex, gender identity, religion, national origin or sexual orientation.
- **McKinney-Vento Homeless Assistance Act:** Facilitates the enrollment attendance, supplement enrichment activities, support professional development, and support the wellbeing of homeless children and youth in school. The Malden Public Schools shall ensure that each child of a homeless individual and each homeless youth has equal access to education.

Mr. Charles Conefrey, Director of Athletic and Physical Education, is the district administrator responsible for coordinating compliance under each of the statutes below. He can be reached at (781) 397-7269.

- Title IX of the Educational Amendments of 1972: Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs and activities on the basis of sex.

Ms. Maura Johnson, Assistant Superintendent, is the district administrator responsible for coordinating compliance under each of the statutes below. She can be reached at (781) 397-7245.

- Title I 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 employment.

Ms. Carol Keenan and Ms. Maura Johnson, Assistant Superintendents, are the district administrator responsible for coordinating compliance under each of the statutes below. Their office address is 200 Pleasant Street, Malden, MA 02148, and they can be reached at (781) 397-7204.

- Title VI of the Civil Rights Act of 1964: Prohibits discrimination, exclusion from participation, and denial of benefits in programs and activities based on race, color

and/or national origin.

- Section 504 of the Rehabilitation Act of 1973: Prohibits exclusion from participation in, denial of the benefits of, or discrimination under any program or activity receiving federal financial assistance on the basis of disability.

- **The Malden Public Schools Bullying Policy shall be updated to reflect the following revised definition of bullying:**

Bullying, including cyber-bullying, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- (i) causes physical or emotional harm to the victim or damage to the victim's property;
- (ii) places the victim in reasonable fear of harm to himself or of damage to his property;
- (iii) creates a hostile environment at school for the victim;
- (iv) infringes on the rights of the victim at school; or

- (v) materially and substantially disrupts the education process or the orderly operation of a school.

- **Nondiscrimination Policy and Grievance Procedure**

The first two paragraphs of the “I. Introduction” section will be replaced with the following:

The Malden Public Schools has a commitment to maintaining an educational environment where bigotry and intolerance, including discrimination and/or harassment on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, disability, or age, are not tolerated. Discrimination of any such grounds is contrary to the mission of the Malden Public Schools and its commitment to equal opportunity in education.

No person shall be excluded from or discriminated against in admission to Malden Public Schools, or in obtaining the advantages, privileges and courses of study of Malden Public Schools on account of race, color, sex, gender identity, religion, national origin or sexual orientation. M.G.L., c. 76, §5. Additionally, the Malden Public Schools will not tolerate harassment of students, parents, employees, or other members of the school community on the basis of race, color, national origin, sex,

gender identity, religion, or sexual orientation. 603 CMR 26.08.

Subsection “(b) Grievance Procedures” of Section “III. Grievance Procedure: Reporting Complaints of Discrimination and Harassment” will be amended as follows:

- b. Grievance Procedures
 - i. District Contact:

Coordinator for Title VI (race, color, national origin): Assistant Superintendents Carol Keenan and Maura Johnson, 781-397-7204

Coordinator for Title IX (sex): Charles Conefrey, 781-397-7269

Coordinator for Section 504 (disability): Maura Johnson, 781-397-7245

Coordinator for Title II of the ADA (disability): Carol Keenan and Maura Johnson, 781-397-7204

All other complaints of discrimination and/or harassment can be directed to either Assistant Superintendent Maura Johnson or Assistant Superintendent Carol Keenan. Written correspondence may be addressed to either Dr. Johnson or Ms. Keenan, care of Malden Public Schools, 200 Pleasant Street, Malden, MA

02148. Ms. Johnson or Ms. Keenan may also be reached at 781-397-7204.

Students, parents or employees who wish to initiate the formal complaint process may also put their complaint in writing to the building Principal. Any Principal receiving such a complaint shall immediately forward the complaint to the relevant District Coordinator listed above, who will then begin the formal procedure described below.

All references to “District Civil Rights Coordinator” in this section shall be replaced with “relevant District Coordinator.”

- **Sections “*Discipline of Students on 504 Plans*” and “*Discipline of Special Education Students*” will be combined and replaced with the following:**

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Massachusetts General Laws Chapter 71B, and related federal and state regulations provide eligible students with disabilities with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

In general, a disabled student may be removed from his or her educational program, to the same extent that a non-disabled student may be excluded, for up to ten (10) school days per school year. Under state law, whenever any student is excluded from school for more than ten (10) school days in the school year, that student is entitled to the opportunity to receive educational services during the period of exclusion. M.G.L., c. 76, §21. For students with a disability excluded for more than ten (10) school days, the student's Team determines what FAPE services are necessary to enable him or her to continue to participate in the curriculum and make effective progress while he or she is excluded.

In addition, within ten (10) school days of the decision to remove the disabled student for disciplinary reasons beyond ten (10) school days, the parent(s) and relevant members of the student's Team must convene to determine whether the student's behavior was a manifestation of his/her disability. This meeting is referred to as a Manifestation Determination review.

At the Manifestation Determination, the Team must review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parent(s), in order to determine:

- 1) Was the student's behavior a direct of the district's failure to implement the IEP? and
- 2) Does the behavior have a direct and substantial relationship to the disability?

If the answer to both questions is "No", then the conduct was not a manifestation of the student's disability and the school district may apply the relevant disciplinary procedures to the disabled student in the same manner and for the same duration as would be applied to non-disabled students. The Manifestation Determination Team should also consider whether a functional behavior assessment (FBA) or behavior plan would be appropriate for the student.

If the answer to either of the above questions is "Yes", then the conduct was a manifestation of the student's disability. If the Team determines that the behavior was a manifestation of the student's disability, the student may not be excluded and must be immediately returned to his/her educational program, unless the Special Circumstances below apply, or unless the parent(s) and the district otherwise agree. The Team must also conduct a functional behavior assessment (FBA) and develop a behavior plan for the student, or review and modify an existing behavior plan as needed.

Special Circumstances regarding discipline

of students with disabilities:

The school district may remove a disabled student to an interim alternative educational setting (IAES) for not more than 45 school days, whether or not the behavior is determined to be a manifestation of the student's disability, if the student:

- (1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function; or
- (2) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- (3) Inflicted serious bodily injury upon another person while at school, on school premises, or at a school function

BSEA proceedings regarding discipline of students with disabilities:

If the behavior is determined to be a manifestation of the student's disability, and no Special Circumstances apply, and the parent(s) will not otherwise agree to a change in placement, the school district may seek an expedited hearing at the Bureau of Special Education Appeals (BSEA) if the district believes that maintaining student in his/her current program is substantially likely to result in injury to the student or others. If the district prevails, the BSEA may order a change of placement or order the student to be placed in an IAES for up to 45 school days.

If the parent(s) disagrees with the manifestation determination or with any decision regarding placement in the discipline context, the parent(s) may likewise request an expedited hearing from the BSEA. This right is more fully described in the parent(s)'s Notice of Procedural Safeguards, an additional copy of which may be requested from the Special Education Department by calling (781) 397-7245.

Discipline Procedures for Students Not Yet Eligible

A student who has not yet been determined eligible for special education, or eligible for services under Section 504, may still be eligible for the disciplinary procedural protections described above if the school district had knowledge that the student had or may have a qualifying disability before the misconduct that precipitated the disciplinary action occurred. The school district is deemed to have knowledge that a student may have a qualifying disability if

- 1) The parent/guardian expressed concern in writing to supervisory or administrative personnel of the school, or to the student's teacher, that the student was in need of special education and related services prior to the misconduct occurring; or

- 2) The parent/guardian requested an initial evaluation of the student prior to the misconduct occurring; or
- 3) The student's teacher or other school personnel expressed specific concerns about a pattern of behavior demonstrated by the student to the director of special education prior to the misconduct occurring.

Even if the above circumstances apply, the school district will not be deemed to have knowledge of the student's qualifying disability if the parent/guardian has not allowed an initial evaluation of the student; if the parent/guardian has refused special education services for the student; or if the student has been evaluated and determined ineligible.

If a request for special education evaluation is made after the misconduct occurs, the school district will make its best efforts to expedite the evaluation process. Until the evaluation is complete, the discipline imposed by the school district will remain in effect.

Additional information regarding procedural protections for students with disabilities can be obtained from the Special Education Department and/or Assistant Superintendent for Student Services, Dr. Maura Johnson.

- **Following subparagraph (d) of Chapter 71, Section 37H, the following language shall be added:**

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student/Staff Member: - _____ Date: _____

Please Print Name: _____ School:- _____

Staff
Position: _____
Parent/Guardian (of students): _____ Date: _____

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

FOR MORE INFORMATION, SEE www.cybercrime.gov.

PLEASE TURN THIS FORM INTO YOUR HOMEROOM TEACHER AT MALDEN HIGH SCHOOL IN ORDER TO RECEIVE ACCESS TO COMPUTERS AT MALDEN HIGH SCHOOL.