

**2019-2020**  
**Malden High School**  
**Student & Family**  
**Handbook**

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# **A Message from the Principal**

Website: [www.maldenps.org](http://www.maldenps.org)

## **Dear Malden High School Students and Families,**

Malden High School is an enriching environment that is the perfect place for you to gain the necessary tools to be successful in life. We are as rich in diversity as we are in talent. Our staff is knowledgeable, caring, and innovative. The students are the center of all that we do at Malden High School. I am honored to serve as the Principal of Malden High School. As a school we believe that there are no limitations to what students can achieve. It is important that, as students and families, you review this handbook. Take ownership of your high school experience. Reviewing this document will make you more prepared for your high school experience and more aware of the many things that Malden High School has to offer. We are here to support our students as well as our families at every step of their journey.

Sincerely,

**Chris Mastrangelo, Principal**

## **Purpose of the Handbook / High School Mission**

The Malden High School (MHS) 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.

***Our mission here at Malden High School, in partnership with our extended community, promotes academic excellence, personal growth, and civic responsibility for all students.*** We want to provide the most supportive and safe educational setting that will lead to the best possible outcomes for all students. With this in mind, it is our policy to recognize, preserve, and protect the individual rights of all students through the enforcement of rules and regulations outlined in this Handbook. To ensure all families and students are informed of and understand these policies, ***we require that all students and their families/guardians sign and return the Student and Family Consent and Release Form located on the last page of this handbook.*** Parents and guardians are a critical part of the educational process we want to encourage parents and guardians to visit the school, attend events, and keep up-to-date with the academic and social progress of your child. Please contact your House Principal or Guidance Counselor with any concerns in these areas.

# I. General Information Calendar for 2019-2020

## MALDEN PUBLIC SCHOOLS 2019-2020 SCHOOL CALENDAR

AUGUST 2019				
(2 Days)				
M	T	W	T	F
26*	27*	28	29	X

8/26\* First Day for Teachers  
8/27\* Prof Dev Day - All Grds  
8/28 First Day of School for Grades PreK, 1-12  
8/28-8/29 Kindergarten Orientation/Screening  
8/30 No School

SEPTEMBER 2019				
(20 Days)				
M	T	W	T	F
X	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

9/2 Labor Day  
9/3 First Day of School for Kindergarten

OCTOBER 2019				
(22 Days)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	(11)
X	15	16	17	18
(21)	22	23	24	25
28	29	30	31	

10/11 PD Early Dismissal PreK-12  
10/14 Columbus Day  
10/21 Late Entry Day MHS

NOVEMBER 2019				
(17 Days)				
M	T	W	T	F
				1
4	5*	6	7	8
X	12	13	14	15
18	19	20	21	22
25	26	28	29	

11/4 Late Day Entry MHS  
11/5\* Prof Dev Day-All Grds  
11/11 Veterans Day  
11/27 11:00 Dismissal - Thanksgiving  
11/28-29 Thanksgiving

DECEMBER 2019				
(15 Days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
X	X	X	X	X
X	X			

12/9 Late Entry MHS  
12/20 11:00 Dismissal  
12/23-1/1 Winter Vacation

JANUARY 2020				
(21 Days)				
M	T	W	T	F
	X	X	2	3
6	7	8	9	(10)
13	14	15	16	17
X	21	22	23	24
27	28	29	30	31

1/2 School Resumes  
1/6 Late Entry MHS  
1/10 PD Early Dismissal PreK-12  
1/20 Martin Luther King Day

FEBRUARY 2020				
(15 Days)				
M	T	W	T	F
3	4	5	6	(7)
(10)	11	12	13	14
X	X	X	X	X
24	25	26	27	28

2/10 Late Entry MHS  
2/7 PD Early Dismissal PreK-12  
2/17-21 February Vacation

MARCH 2020				
(21 Days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13*
16	17	18	19	20
23	24	25	26	27
30	31			

3/9 Late Entry MHS  
3/13 \* Prof Dev Day-All Grds

APRIL 2020				
(17 Days)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
X	X	X	X	X
27	28	29	30	

4/6 Late Entry MHS  
4/10 11:00 Dismissal - Good Friday  
4/20-24 Spring Vacation

MAY 2020				
(20 Days)				
M	T	W	T	F
			(1)	
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
X	26	27	28	29



5/1 PD Early Dismissal PreK-12  
5/4 Late Entry MHS  
5/25 Memorial Day

JUNE 2020				
(10 Days)				
M	T	W	T	F
1	2	3	4	(5)
8	9	10	11	12
15	16	17	18	19

6/5 PD Early Dismissal PreK-12  
6/12 Last day w/o snow days - 11:00 Dismissal  
6/19 Last day w/five snow days - 11:00 Dismissal

**First Day for Teachers – Monday, August 26, 2019**

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

-  Early Release PreK-12
-  Late Entry Dates for High School

# **Administrator Contact Information**

## **MALDEN PUBLIC SCHOOLS ADMINISTRATION**

### **Malden School Committee**

**Mayor Gary Christenson Chairperson 781-397-7000**

**Mr. Michael Drummey Ward 1 781-974-2347**

**Mr. Robert McCarthy Ward 2 781-526-8274**

**Ms. Jennifer Spadafora Ward 3 781-912-3000**

**Mr. Leonard Iovino Ward 4 781-321-3568**

**Ms. Tara M. Beardsley Ward 5 781-417-9297**

**Ms. Colleen Leon Ward 6 781-635-7070**

**Ms. Catherine Bordonaro Ward 7 781-389-0948**

**Mr. John Froio Ward 8 781-321-0339**

### **SUPERINTENDENT OF SCHOOLS**

**John Oteri 781-397-6100**

### **ASSISTANT SUPERINTENDENTS**

Dr. Kelly Chase, Curriculum, Instruction and Assessment 781-397-6100

Sandra Donah, Special Education, Student Services, and Guidance 781-397-7245

### **DIRECTORS/MANAGERS**

Janice Raymond, Literacy and Title I 781-397-7326

Yvonne Endara, English Language Learners and Title III 781-3888-0664

Kenny Tran, Data and Assessment 781-397-6100

Dr. Doug Dias, STEM 781-397-6005

TBD, Humanities 781-397-6025

Charlie Conefrey, Physical Education, Health, and Athletics 781-397-6006

Natalia Santiago Brennan, Instructional Technology 781-397-6028

Patricia Tramondozzi, Nursing 781-397-7271

Joan Federico, Parent Information Center (PIC) 781-397-7271

Omar Hernandez, Supervisor of Food Services 781-397-6035



## **PRINCIPAL AND HOUSE PRINCIPALS**

Malden High School Principal Chris Mastrangelo Phone:781-397-6050

Holland House Principal Marta Cabral Phone:781-397-6010

Boyle House Principal Stephanie Sibley Phone: 781-397-6020

Jenkins House Principal Jayson Payuer phone: 781-397-6030

Brunelli House Principal Heather Northrop Phone: 781-397-6040

## **HOUSE GUIDANCE COUNSELORS**

Holland House Guidance Counselor Caitlin Quinn 781-397-6012

Boyle House Guidance Counselor John Crews 781-397-6022

Jenkins House Guidance Counselor Ann O'Connor 781-397-6032

Brunelli House Guidance Counselor Susan Lessard 781-397-6042

## **9TH GRADE GUIDANCE COUNSELORS**

Holland and Boyle: Grade 9 Guidance Counselor Alison White 781-297-6073

Jenkins and Brunelli: Grade 9 Guidance Counselor Taryn Belowsky 781-397-6052

## **MALDEN HIGH SCHOOL SPECIAL EDUCATION**

Program Manager for Special Education Elizabeth Smith Phone:781-397-6048

Program Manager for PACE and Pathways Ron Janowicz Phone:781-397-6044

## **Houses**

For organizational purposes Malden High School is divided into four houses: Boyle, Brunelli, Holland, and Jenkins. 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.

## **MBTA Student Charlie Cards**

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

## **Student ID Policy**

All MHS students are issued an ID. IDs are required to purchase a school lunch. Replacements are \$5.00.

# School and Family Communication

## Parent/Guardian Conferences

Parent/guardian conferences provide an opportunity for parents/guardians to have one to one meetings with their child's teachers. During this time, parents/guardians are able to review report cards, ask questions regarding their child's academic progress etc. There will be two parent/guardian visitations during the school year. The dates and times of the parent/guardian visitations will be determined by the high school administration.

## CONNECT-ED Messaging System

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

## Social Media Communication

For additional social media communication, Malden High School students and parents/guardians can follow the Malden High School Principal's Twitter handle, @CjMastrangelo .

# School-Wide Policies

## Attendance Policies

Regular attendance is required if the educational objectives of a course are to be met. The Malden Public Schools seeks to promote excellent school attendance the school system employs an attendance officer to support families and encourage regular compliance with the state statute. Parents/guardians and other authorized concerned individuals may contact their school Principal, who will contact the attendance officer regarding school attendance issues.

## Absences and Excused Absences

Regular and punctual school attendance is essential for success in school. We recognize that parents/guardians of children attending our school have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. Therefore, students may receive excused absences from school attendance for the following reasons:

- Illness, injury or quarantine that prevents the student from attending school upon receipt of doctor's note.
- Bereavement or serious illness in family.

- Inclement weather as to endanger the health of the child.
- Observance of major religious holidays.
- A significant personal or family crisis that prevents the student from attending school as approved by school administration
- Court appearances: Students must present evidence of the required appearance.
- Medical or psychological tests during the school day that cannot be scheduled after school or on the weekend: Students must show evidence (such as a note from the health center) that the tests could not be scheduled after school.
- Disability-related absences.
- Other extraordinary situations approved by the school administration.
- A child may also be excused for other exceptional reasons with approval of the Principal or designee.

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 disciplinary action. It is important to understand that 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, Massachusetts Interscholastic Athletic Association (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 his/her school attendance/performance should notify the House Principal and provide medical documentation, to the extent available. Updated medical notes may be requested quarterly at the discretion of the House Principal or Nurse.

### **Parental Notification Relative to Sexual Education**

In accordance with G. L. c. 71 § 32, at the beginning of each school year, all parents/guardians will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

—Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

—Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

### **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, in accordance with G. L. c. 71, § 84. 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. Pregnant students are permitted to remain in their regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy. After giving birth, they are permitted to return to the same academic and extracurricular program as before they leave.

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

### **Teen Dating Violence**

Dating abuse and/ or violence of any kind, including electronic abuse, will not be tolerated. The Malden Public Schools will take the steps necessary to prevent teen dating abuse, intervene when relationship violence occurs, and help promote healthy relationships among students. Abuse perpetrated through the use of technology or an electronic device owned, leased or used by the school district or a school is strictly prohibited, and through private electronic means if the abuse creates a hostile environment at school for the targeted student, infringes on the rights of the targeted student at school, or materially and substantially disrupts the education process or the

orderly operation of a school.

School staff shall take all reasonable measures to prevent teen dating abuse. All school staff who witness, hear of, or have reasonable grounds to believe that teen dating violence is occurring are obligated to report such behaviors to an assistant principal or principal for investigation.

Students who observe an act of teen dating abuse, or who have reasonable grounds to believe that teen dating violence is occurring are obligated to report incidents to school faculty and/or staff. The targeted student shall, however, not be subject to discipline for failing to report teen dating abuse or related behaviors such as sexual violence or stalking.

### **Tardiness**

A student is tardy if he/she is not seated in his/her homeroom at the 7:45 AM bell. Students arriving tardy after 8:30 AM are required to bring a note or have a parent/ guardian call the appropriate House Principal. 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. 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. 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.***

### **Early Dismissal**

Ordinarily, students are not dismissed before the designated school's dismissal time. Dismissals before 11:00 AM are considered to be an absence. If circumstances warrant, a student may be dismissed earlier only if the School Nurse dismisses 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.

### **Absences from Class (Cutting 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. In most cases, five absences from class in a quarter will require a teacher to give a student a failing grade (59) for that quarter. However, no student will receive a failing grade as a direct result of excused absences, absences related to the student's disability, periods of suspension or expulsion, or for other good cause in the discretion of the Principal. Additionally, a lower grade can be given depending on completed assignments, quiz and test scores, project completion et al. Subject to the exceptions listed above, 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.

If there are five days in which the student has missed two or more periods unexcused in a school

year or the student has missed five or more school days unexcused in a school year, the school will notify the parent/guardian and make a reasonable effort to meet with the parent/guardian to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school Principal or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing, and nonprofit agencies.

### **Vacations**

Attending school every day is vital to students' academic success. Parents/guardians and students should make every possible effort to plan vacations during the regular scheduled school breaks listed in the annual academic calendar. 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. State policy requires the Malden Public Schools to mark skipped days as unexcused absences. Vacations other than regularly scheduled school vacations are unexcused absences. "Skipping School" is considered truancy as well as an unexcused absence

***Missing school days directly before and after school breaks due to extended vacations is not permitted. Teachers are not permitted to give out make up work for such instances.***

### **Truancy**

Under Massachusetts General Laws, students must attend school. Truancy is defined as any unexcused absence from school. Administrators will notify parents and/or initiate court involvement for students habitually late or absent. See Absences from Class (Cutting Class) above for additional details.

### **School Visitation Policy**

The safety of all students in our buildings is of utmost importance. Accordingly, the Malden Public Schools maintains a school visitation policy for all visitors, including parents/guardians. The following is the expected course of action:

- All visitors, including parents/guardians and members of the media entering the Malden Public Schools must report to the main office and register at the time of arrival and departure.
- Sign-in logs and visitor badges will be provided. Signs will be posted on all outside doors directing visitors to register in the school's main office. Guests and visitors must sign-out when leaving the building.
- Parents/guardians and visitors are responsible for obeying traffic rules: this involves drop off and pick up areas and parking in areas around the buildings. It is further prohibited for any visitor or bus driver to idle their car on school grounds.
- Classroom visits should be planned in advance with the consent of the Principal and notice given to teachers when deemed appropriate by the Principal.
- In order not to interfere with the education of children, the Principal shall have the right to

deny a request to visit a particular classroom at a particular time, limit the number of visitors to a classroom, and to set classroom visitation times.

—Parents/guardians and visitors are responsible for informing the Principal if there are any court orders regarding restrictions of non-custodial parents' rights of access to their children or their children's student records.

### **Observations for Current or Proposed Special Education Programs**

In accordance with M.G.L. c. 71B § 3, the Malden Public Schools permits parents/guardians and their designees (defined by law as parent designated independent evaluators and educational consultants) to conduct in-school observations of their student's current or proposed special education program.

If a parent/guardian or designee wishes to conduct such an observation, the following procedures shall be followed:

1. The parent/guardian shall contact the Special Education office and indicate that an observation is requested. The parent/guardian will indicate the name of the person who will conduct the observation and the affiliation of that person to the child and/or parent/guardian.
2. If the request for the observation comes from someone other than the parent/guardian, the school district will need to confirm with the parent/guardian the identity of the observer and ensure that the parent/guardian consents to the observation. If the designee wishes to observe the student's records, the school district must obtain written consent from the parent/guardian before allowing the designee to access the student's record in accordance with the Massachusetts student record regulations. Upon notification of the request for the observation, the school district will provide timely access to the student's current or proposed educational program. The school district will contact the parent/guardian and/or designee to schedule a mutually convenient time for the observation. Please be advised that there may be certain times of the year such as when the MCAS is being administered that the district generally will not schedule observations due to the disruption the observation would cause to the integrity of the program to be observed during these particular time periods. If the observation is requested during one of these time periods the district will work with the observer to find another mutually agreeable time for the observation.
3. The school district will also discuss with the parent/guardian and/or designee in advance of the observation a reasonable time allotment for the observation. The observer will be permitted to observe both academic and non-academic activities if requested. Observation times will be determined on an individual basis depending on the circumstances of the particular student and/or program to be observed. The observation times will be of sufficient duration to enable the observers to evaluate a child's performance in the current program and the ability of a proposed program to enable such child to make effective progress.
4. The Malden Public Schools is responsible to ensure the safety of its students at all times. If, in the opinion of the school district, the observation threatens to compromise the safety of the

students in the observed program, the integrity of the program during the observation, or if there is the threat of disclosure by the observer of confidential or personally identifiable information he or she may obtain while observing the program, the school district may impose reasonable limitations and restrictions on the observation. The school district will discuss these concerns with the observer prior to the observation and the school district will make reasonable efforts to work with the observer around these issues to ensure a safe and productive observation. Any limitation and restrictions imposed pursuant to this paragraph will be done on a case by case basis.

5. The Malden Public Schools may exercise its discretion at any time to reschedule or terminate an observation in the event of a building emergency or a disruption that impacts the physical or emotional well-being of the children in the school or the program being observed.

### **Student Dress Code**

Malden High School is a serious place of learning. 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. If a student is wearing clothing that actively disrupts the educational process, he or she will be asked to go home and change or to wear a t-shirt provided by the school staff. In accordance with Massachusetts state law, students have the right to freedom of expression, provided that such right shall not cause any disruption or disorder within the school. There is an expectation that students dress in a manner that is appropriate for a place of study; and are obeying to reasonable standards of safety, health, and cleanliness, so as not to detract from the education process. If style demonstrates that it is disruptive to the educational process, constitutes a threat to the safety and health of self and others, or is in violation of any statute, it will not be permitted in school.

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

### **School Cancellation and Delays**

In the event of inclement weather or other emergency, we will follow the Massachusetts Department of Elementary and Secondary Education (DESE) school closing policy. School cancellation and delay announcements will be made on Connect-Ed, as well as local television stations. Finally, information about school cancellations will also be posted on the website.

Should a weather-related or other type of emergency arise during the school day, it may be necessary to dismiss students early after school has begun. In this situation, parents/guardian will be notified to ensure student safety.

### **Lunch Program**

The Malden Public Schools shall support the wellness of students and staff through good nutrition, regular physical activity and positive dietary and lifestyle practices as part of its total learning environment. Our schools contribute to the overall health status of children by providing nutritious foods and opportunities for physical activity, by facilitating wellness through teaching,



support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and ensures that children need to be healthy to learn and learn to be healthy. In fostering and establishing a school environment that promotes students' health, well-being, and ability to learn by supporting healthy eating, students are required to eat lunch in the cafeteria during their lunch period,

The courtyard is available during the lunch period, during good weather, for relaxation and quiet conversation. Students may purchase a hot lunch, sandwich, or bring their own lunch from home, and the cafeteria vending machines may be used during lunchtime. Students are not allowed to "order in" from area restaurants. For safety reasons, students are not allowed to bring glass bottles containing food or beverages to school. All eating and drinking is confined to the cafeteria, unless another arrangement has been approved by the Principal. Students may not return to the general area of the school until the lunch period is over. All students are responsible for cleaning up after themselves.

It is the general policy of the Malden Public Schools that any outstanding lunch account debt is expected to be paid promptly. While we understand that an occasional emergency may come up, we encourage parents/guardians and students to work together to keep their lunch accounts current. It is important to note that, at the end of each school year, the Malden Public Schools absorbs negative lunch balances into the budget of the next school year. That is money taken away from infrastructure improvements, purchase of textbooks, or possibly the hiring of teachers or other staff.

***If your financial situation has changed, you may be eligible for free and reduced lunch assistance. Applications are available for students qualifying for the free/reduced lunch program. You can also find application on the Malden Public Schools Website: [maldenps.org](http://maldenps.org)***

This policy is meant to establish consistent account collection practices district-wide, to protect the privacy and dignity of our students, and to enable Food Services with certain debt collection abilities to effectively maintain a financially responsible accounting of student lunch account balances.

In order to provide students and parents with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balance:

1. Food Services personnel will have training and access to utilize the Connect-Ed phone messaging system to notify parents/guardians of a negative lunch account balance.
2. When a student reaches a negative balance of \$10, Food Services will send a Connect-Ed message, and mail a notice to the parent/guardian.
3. The mailed notice and Connect-Ed message will indicate that a negative balance of \$10 or greater exists, and provide instructions on how to pay the debt. They will also inform parents/ guardians that, if and when the negative balance reaches \$20, the student will receive an alternative lunch until the balance is paid.

4. The messages will also contain information about applying for free or reduced lunch, if the parents/guardians think they may be eligible.
5. When a student reaches a negative balance of \$20, Food Services will mail a second notice, and send a second Connect-Ed message.
6. These messages indicate the current balance, notify parents/guardians that students will immediately begin receiving an alternative lunch, and provide instructions for paying the debt.
7. The alternative lunch offering will continue until the balance is paid. Food Services may also enlist the assistance of school personnel to notify parents/guardians of a negative lunch account balance.
8. Food Services may provide school Principals with notices to be sent home with students in a sealed envelope.
9. A student carrying a negative lunch account balance may purchase a meal with cash on hand.
10. Any change from a cash purchase must be returned to the student, unless the student specifically directs that cashier to apply the change to the lunch account balance.
11. For any student carrying a negative lunch balance of greater than \$20 at the time of this policy change, parents/guardians will be given the option of making weekly payments of \$10 until the balance is paid. During this time, as long as weekly payments are made, the student will continue receiving regular lunch options.
12. Any case of a student receiving an alternative lunch as a result of this policy will be handled with discretion, and every attempt will be made to protect the privacy of the student.

In any event, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his or her parent/guardian.

### **Personal Items**

Students are expected to be responsible for their own personal items. The school will not assume responsibility for valuables left in desks, homerooms, coat pockets, or unlocked lockers. Parents/guardians should put name labels on all students' personal belongings. These markings will help school staff locate lost items.

### **Bicycles, Roller Blades, Skateboards, and Scooters**

Students who take the above forms of transportation to and from school should secure their method of transportation to the bike racks outside of the school. These items are not allowed in the school building and may not be used during school hours. Students should bring their own bicycle locks or otherwise ensure the security of their personal transportation methods while

stored outside of the school building. The school will not assume responsibility for any bicycles or other methods of transportation.

### **Prohibited Items**

The following articles will be considered inappropriate and not allowed to be used inside of the school building:

- Roller blades and/or skateboards (Please see section above)
- Scooters (Please see section above)
- Bicycles (Please see section above)
- Segways
- Hoverboards
- Laser Pointers, which are considered dangerous weapons and will be confiscated permanently
- Dangerous Weapons
- Alcohol, Tobacco, and Drugs as defined under G. L. c. 94C

Any student in possession of the stated articles, not including dangerous weapons, alcohol, tobacco, or drugs, will have the following occur:

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

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

Dangerous weapons, alcohol, tobacco, and drugs will be confiscated and disposed of, or provided to law enforcement. The student will also face disciplinary consequences and their actions may be referred to law enforcement and/ or the Department of Children and Families.

### **Use of Cell Phones and MP3 Players**

Students are allowed to carry cell phones and MP3 players in the school. It is up to each teacher's discretion if cell phones and MP3s will be allowed during class. It is the students' responsibility to ensure that their cell phones are turned off and put away during any class where cell phones are not allowed. Students who violate the above restrictions by using cell phones or MP3s during a class where cell phones are not allowed shall be deemed to have created a disruption to the instructional environment and are subject to progressive disciplinary actions.

Students should be personally and solely responsible for the security of their cell phones and MP3 players. Malden Public Schools shall not assume responsibility for theft, loss, or damage of a cell phone/MP3 player, or unauthorized calls made on cell phones.

### **Guidelines for Student Rights and Responsibilities**

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.

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. 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. 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 in Student Government.

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. 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.

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.

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. The school's 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 distribution on school premises.

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.

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 there are no other adequate options. In cases of suspension, notification of parents or guardians, the District follows a prescribed procedure, depending on the offense and length of the suspension. The school will publish a clearly defined procedure for the consideration of student problems and the processing of student complaints. Students are guaranteed the right of Due Process.

## **Student Discipline Information**

The Malden Public Schools is committed to creating a supportive learning community utilizing practices to build community and address conflicts. 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 in nature whenever possible, and is based on the level and seriousness of the offense. The House Principal and Principal have discretion in disciplinary matters. To recognize and protect the individual rights of all members of our school community, the following behavior expectations and guidelines will be enforced for all students:

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.

Discrimination or harassment of others is not acceptable and will not be tolerated.

Inappropriate behavior will not be tolerated.

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.

The following section outlines the disciplinary actions a school may take to foster optimal learning environment for all students and adults at all times.

—Verbal warning

—Teacher or House Principal Detention

- Mediation
- Restorative Justice
- Communication with parent/guardian / Conference with parent/guardian
- Community Service
- In-House Intervention
- Loss of Privileges
- Suspension
- Expulsion
- Police Notification

### **Principal’s Discretion**

In every case of student misconduct for which suspension may be imposed, the Principal, or his/her designee, shall exercise discretion in deciding the consequence for the offense. The Principal shall consider ways to re-engage the student in the learning process and shall attempt to avoid long term suspension as a consequence until alternatives have been tried. These alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

The Malden Public Schools is staffed to be able to identify and provide counseling and other services for targets, aggressors, and their families aiming to support the creation of positive school environments/ climates by focusing on the appropriate interventions and services.

Identified resources include:

Principals

House Principals

School Attendance Officers

Guidance Counselors

Adjustment Counselors

Licensed Social Workers

School Nurses

School Psychologists

Consulting Psychiatrist for MPS – Dr. Xenia Johnson, Cambridge Hospital

Physical Education/Health Educators

After School Activities and Programs

Extended Day Programs

Counseling and Other Services:

Clinical Health Care Agencies  
Malden Police Department  
School Resource Officers  
Middlesex District Attorney/Project Alliance  
Department of Children and Families

***When the potential consequence is out-of-school suspension, what are some of the possible alternatives? Alternatives to out-of-school suspension may include but are not limited to:***

Mediation  
Conflict Resolution  
Restorative Justice

Exclusion must be a last resort, used only after alternatives have been tried. DESE is creating a resource bank of school practices and models to improve school climate and reduce student misconduct.

### **Loss of Privileges**

The Principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not considered an exclusion from school, and therefore is not subject to the procedures for suspension and expulsion outlined in this policy.

### **Procedures for In-School Suspension**

An in-school suspension may be used as an alternative to short-term suspension for disciplinary events. An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year.

The school may use in-school suspension instead of an out-of-school suspension. If the Principal chooses this alternative, the Principal shall inform the student of the disciplinary offense charged and the basis for that charge. The student will have an opportunity to dispute the charge and explain the circumstances surrounding the charge. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension.

If an in-school suspension is issued, the Principal shall make reasonable efforts to notify the parent/guardian of the disciplinary offense on the same day as the in-school suspension, the reasons for concluding that the student committed the offense, and the length of the in-school suspension. If the Principal is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal will also orally invite the parent/ guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible.

After this conversation with the parent/ guardian, the Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting described above, if such meeting has not already occurred on the day of the in-school suspension. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal and the parent.

### **Procedures for Emergency Removal**

If a student is charged with a disciplinary offense(s) and continues to pose a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal's judgment, there is no alternative available to prevent disruption or alleviate the danger, the Principal may remove the student from the school on a temporary basis. ***This temporary removal shall not exceed two (2) school days following the day of the emergency removal.*** The days of removal count as days of suspension for purposes of calculating days of suspension over the school year, as do any additional days that result following a full disciplinary hearing.

Additionally, the Principal shall make immediate and reasonable efforts to provide oral and written notice of the emergency removal, the reason for the emergency removal to the student and student's parent/guardian immediately, and the other information required in a short-term or long-term suspension notification, as applicable. The Principal shall also provide the short-term or long-term suspension notice in writing to the student and parent/guardian.

The Principal may remove the student before providing the written notice, and shall make reasonable efforts on the day of the removal to talk to the student and the student's parent/guardian to notify each of the removal and the reasons for it. The opportunity for a hearing with the Principal shall occur within two (2) school days, unless otherwise extended by the school and parent/guardian. A decision regarding the student's continued suspension or other removal shall be rendered orally the same day as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion).

Adequate provisions will be made for the student's safety and transportation prior to the occurrence of any emergency removal.

### **Procedures for Short- Term Suspension (*exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten consecutive days*)**

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



disciplinary offenses.

The Principal, or his/her designee, may suspend students on a short-term basis. The student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:

- a) The disciplinary offense;
- b) The basis for the charge;
- c) The potential consequences, including the potential length of the suspension;
- d) The opportunity to have a hearing with the Principal and the parent/guardian concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
- e) The date, time, and location of the hearing;
- f) The right of the parent/guardian and student to interpreter services at the hearing; and
- g) If the student may be placed on a long-term suspension due to new information following the hearing with the Principal:
  - 1) The rights set forth under the "Procedures for Long-Term Suspension" (see section on long-term suspensions, below); and
  - 2) The right to appeal the Principal's decision to the Superintendent.

2. At the hearing, the Principal shall discuss the disciplinary offense, the basis for the charge and any other pertinent information. If the student and/or parent/guardian elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The Principal shall make reasonable efforts to notify the parent/ guardian orally of the opportunity to attend the hearing by telephone or in person. To conduct the hearing without the parent/guardian, the Principal must be able to document reasonable efforts to include the parent. The Principal is presumed to have made reasonable efforts if the Principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent/guardian for emergency notification.

3. Based on the available information, the Principal shall make a determination as to whether the student committed the disciplinary offenses and what remedy shall be imposed. The Principal shall notice the student and parent/guardian in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension. If the student is suspended, the Principal will also the notice the parent/ guardian in writing of the opportunity to make up assignments and other academic work during the period of suspension.

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

**Procedures for Long -Term Suspension (*exclusion of a student from school premises and regular classroom activities for more than ten school days*)**

The Principal, or his/her designee, may issue long-term suspensions at the building level. In the event of a long-term suspension, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:

- The disciplinary offense;
- The basis for the charge;
- The potential consequences, including the potential length of the suspension;
- The opportunity to have a hearing with the Principal and the parent/guardian concerning the proposed suspension, including the opportunity to dispute the charges and to present the student’s explanation of the alleged incident;
- The opportunity to review the student’s record and the documents upon which the Principal may rely in making a determination to suspend the student or not;
- The right to be represented by counsel or a lay person of the student’s choice, at the student’s/parent’s/guardian’s expense;
- The right to produce witnesses on his or her behalf and to present the student’s explanation of the alleged incident, but the student may not be compelled to do so;
- The right to cross-examine witnesses presented by the school district;
- The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording provided to the student or parent upon request. If the student or parent/ guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request;
- The date, time, and location of the hearing;
- The right to appeal the decision to the Superintendent; and
- The right of the parent/guardian and student to interpreter services at the hearing.

The Principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct the hearing without the parent/guardian, the Principal must be able to document reasonable efforts to include the parent/guardian. The Principal is presumed to have made reasonable efforts if the Principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent/guardian for emergency notification.

At the hearing, if the student and/or parent/guardian elect to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses

presented by the school. The parent/guardian, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances, that the Principal should consider in determining consequences for the student. The Principal shall make a determination as to whether the student committed the disciplinary offenses and what consequences shall be imposed. The Principal shall notice the student and parent/guardian in writing of his/her decision, including the following information:

—The disciplinary offense, the date on which the hearing took place, and the participants in the hearing;

—The key facts and conclusions reached by the Principal;

—The length and effective date of the suspension and the date of return to school;

—The notice the student's opportunity to receive education services to make academic progress during the suspension;

—The student's right to appeal the Principal's decision to the Superintendent or his/her designee if a long-term suspension has been imposed. Notice of the right of appeal shall be in English and the primary language of the home if other than English. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension. It shall also notify the parent/guardian and student that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

***If the student is in grades K-3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for the suspension before the suspension takes effect.***

### **Procedures for Appeal of Long-Term Suspension to the Superintendent**

In the event that the student/ parent/ guardian appeals a long-term suspension to the Superintendent, the following procedures will be followed:

—The Superintendent shall hold the hearing within three (3) school days of the student's/ parent's/ guardian's request, unless an extension is mutually agreed to. The extension can be for no more than seven (7) calendar days past the initial three day deadline from the student's/ parent's/ guardian's request.

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

—The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be.

—The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.

—All of the same rights that are afforded in the above long-term suspension Principal’s hearing shall apply to the student in a Superintendent’s hearing.

—The Superintendent shall issue a written decision within five (5) calendar days of the hearing. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or lesser consequence than the Principal, but cannot impose a suspension greater than the Principal.

—The decision of the Superintendent shall be the final decision of the school district.

### **Expulsion (more than 90 days)**

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) days. Conduct that may lead to expulsion, with no time limit of school re-entry, includes possession of a dangerous weapon, assault on school personnel, possession of a controlled substance, and convictions, adjudications, or in-court admissions of guilt with respect to felony charges, if the Principal has determined that the student’s continued presence would have a substantial detrimental effect on the general welfare of the school.

Prior to the expulsion taking effect, the student and parent/ guardian must be given written notice of the charges and opportunity for hearing with the Principal and appeal hearing with the Superintendent under the same procedures outlined for a long-term suspension, above.

During any period of expulsion, the student retains the right to access educational services. The District will provide the student and parent/ guardian with a list of alternative educational services that the student can access during the period of expulsion.

### **Discipline of Special Education Students and Students on 504 Plans**

In general, special education students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from his/her program for more than ten school days in the school year, the student’s special education Team (or 504 Team) must first determine whether the student’s behavior was caused by, or was directly and substantially related to his/her disability or whether the conduct in question was the direct result of the district’s failure to implement the student’s IEP or 504 Plan (a “manifestation determination”).

If the Team determines that the behavior was a manifestation of his/her disability or was caused by a failure to implement the IEP or 504 Plan, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/her current program, unless the student’s parents/ guardians and the

district agree to a change in placement. If the Team determines the behavior was not caused by, or directly and substantially related to the student's disability or failure to implement the IEP, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide a special education student (but not a student with a 504 Plan) with a free appropriate public education (FAPE). The District may also consider conducting a functional behavior assessment and providing intervention services and modifications to prevent the conduct from recurring.

If the conduct involves weapons, drugs, or serious bodily injury to any other person on school grounds, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to the disability. The location of this placement will be determined by the student's Team.

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for special education students if the school had knowledge that the student was a child with a disability before the behavior that precipitated the disciplinary action occurred. The school's knowledge of the student's disability can be demonstrated by:

- The student's parent/ guardian having expressed written concern to school staff (supervisors or teachers) that the student needs special education;
- The student's parent/ guardian has recently requested a special education evaluation; or
- School staff having expressed specific concerns about the student's pattern of behavior directly to the special education department at the school.

***Additional information regarding the procedural protections for students with disabilities can be obtained from the Assistant Superintendent of Student Services at 781-397-7245.***

## **Academics**

***We expect every student at Malden High School to:***

- Exhibit responsible, respectful, and appropriate personal behavior.
- Demonstrate teamwork and cooperation in their school and in their extended community.
- Make informed, healthful decisions in and out of school.
- Demonstrate respect for others in their school and in their extended community. —Value and respect school and community property.
- Exercise the rights and responsibilities of citizenship in a democracy.

***We strive for academic excellence, and therefore we expect students to:***

- Read critically for understanding.
- Listen critically for understanding.

- Write for a variety of purposes.
- Communicate clearly through speaking.
- Apply critical thinking skills for reasoning and problem-solving.
- Utilize technology to conduct research, to support critical thinking, and to present information.
- Work collaboratively with peers and Malden High School staff.
- Develop personal interests and goals within a course of study.

## **Grading**

### **Progress Reports and Report Cards**

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.

### **Progress Reports**

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

- To provide parents/guardians with information on how their child is doing in school.
- To provide positive feedback to students who are doing well.
- To provide information to students who are not doing well and to give them the opportunity to improve their performance before the marking period ends.
- To provide information about how special education students are progressing with the goals and benchmarks laid out in their IEPs.

### **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 Headmaster 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:***

- A minimum Cumulative GPA of 88% resulting from the average of all year long academic classes (math, science, language, social sciences, and English).
- Candidates must have attended Malden High School for the equivalent of one semester.
- 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.

**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.

A chart is used for the calculation of class rank. This chart is available through the Guidance Department. When the rank is computed, each course is assigned a numerical value from the chart. 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. 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.

Summer school credit recovery is accepted, not to exceed 4 credits. Students must pass Physical Education. Students who receive an F 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. No student will be denied the benefits of graduation as the result of a disability that prevents him or her from participating in physical education.

## **Grade Level Promotion**

**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 on the Malden Public Schools website for more information.

### **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/guardians 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.

### **Late Work and Make-up work**

It is the responsibility of each student to make up work that is late or missed, including homework, when they return from any absence. This is done by seeing his/her teacher(s) after school and working out a schedule to complete the work missed. Please note that extended family vacations (taken outside of regularly scheduled school vacations) interrupt the educational process of each course in ways that make- up work cannot reverse.



## **Student Supplies**

Students are responsible for all texts, paperback books, technical devices and other school supplied materials and must pay for loss or damage. If you have questions regarding supplies and material, contact your Principal and/or teacher for additional information.

## **Programs**

Review the full Malden High School Program of Studies at the Malden Public Schools website.

### **Advanced Placement Program (AP)**

Malden High School offers Advanced Placement (AP) programming. AP courses are recommended for students who have demonstrated exceptional academic achievement through a combination of ability and motivation. These courses contain considerable enrichment and acceleration and culminate with students taking the national AP exam in the spring. Instruction will assume that students are able to grasp concepts on initial presentation, and will, therefore, emphasize observation, analysis, synthesis, and problem solving. There will be little practice or repetition within the classroom. Students are expected to be able to organize their time, to plan long-term assignments, and to seek help when necessary, all on their own initiative.

*For more information about our AP program, students and families should contact their House Guidance Counselor listed on page 9.*

### **English Language Learner Program**

Malden Public Schools ensures that all English Language Learners (ELLs) receive equal access to all educational programs and extracurricular opportunities. The primary goal of the Malden High School English Learner Education Program is to enable English Language Learners to achieve communicative and linguistic competence in English and to perform in academic content classrooms with high expectations.

English as a Second Language (ESL) core classes are divided into five levels based on the WIDA Standards Frameworks. Students are placed into the appropriate level for their English language development based on ACCESS scores or results from the WIDA Model or on-line WIDA screener. ESL placement complies with department guidelines. Each English language development level is divided into sections A and B; Section A focuses on reading and listening and Section B focuses on speaking and writing. Although the four language domains (speaking, listening, reading and writing) are represented in each section, students will be assessed in each domain specific to the class. Benchmark assessments have been developed in each class at each level to ensure that students are well prepared to move between levels and be successful in all of their classes at Malden High School and beyond. All ESL Courses are College Prep Courses.

*For more information about our English Language Learner (ELL) program, contact Heidi Perez, Director of English Language Learners, at 781-397-6100.*

## **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. As stated above, these summer schools can only be used to replace one quarter's worth of work unless otherwise provided on a student's IEP or 504 Accommodation Plan. Please consult the Program of Studies on our website for more information on the Malden Public Schools Website.

## **Title One Services**

***What is Title One?*** Title I, of the Elementary and Secondary Education Act (ESEA), as amended, provides financial assistance to districts and schools with high numbers or high percentages of children from low- income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through statutory formulas that are based primarily on census poverty estimates and the cost of education in each state. Title One teachers identify students in need of educational help in those subjects and provide them with appropriate services. The teachers use a variety of teaching methods and materials to assist students to attain grade level proficiency in reading and mathematics.

***For more information about Title One, contact Janice Raymond, Director of Literacy and Title I at 781- 397-6100.***

## **Supports for Promoting Academic Success**

### **SPECIAL EDUCATION**

Malden Public Schools will ensure that all eligible students with disabilities receive a free and appropriate public education as defined by the Individuals with Disabilities Education Act. The purpose of Special Education State and Federal Law is to ensure that eligible Massachusetts students receive specialized instruction designed to develop individual students' educational potential in the least restrictive environment. Eligible students shall mean student ages three through twenty-one who have not attained a high school diploma or its equivalent, who has been determined by the Team to have a disability or disabilities, and as a consequence is unable to progress effectively in the general education program without specially designed instruction or is unable to access the general curriculum without a related service (603 CMR 28.02(9)).

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

—Autism

- Developmental Delay
- Intellectual Impairment
- Sensory Impairment
- Hearing
- Vision
- Deaf / Blind
- Neurological Impairment
- Emotional Impairment
- Communication Impairment
- Physical Impairment
- Health Impairment
- Specific Learning Disability

A referral for a Special Education evaluation may be made by a parent/guardian or any person in a care giving or professional position concerned with the student’s development (603 CMR 28.04 (1)). Once a referral has been made, a consent form describing the types of testing suggested is sent to the parent/guardian. In addition, a Parent’s Rights brochure is provided as well as information on the opportunity to consult with the Special Education Administrator, prior to the evaluation, to discuss the recommended assessments and the evaluators. Once consent has been received from the parent/guardian, a multi-disciplinary, appropriately credentialed, team will complete a thorough and comprehensive evaluation, including assessments in all areas of the suspected disability. A team meeting of all the evaluators and the parent/guardian then meet to review the testing and to determine eligibility for Special Education. Once eligibility is determined, the team then develops an Individualized Education Program (IEP) for the student in the least restrictive environment in which the student can make meaningful educational progress. There is a wide range of services available to students with disabilities and what is provided will depend on the specific student’s needs. In addition, special educators work with general education teachers to assist them in making accommodations and modifications for students with disabilities within the general curriculum.

***For questions regarding special education please contact the District or School Special Education Administrator listed on page 8 under Administrator Contact Information. Additional information is also available online at the Massachusetts Bureau of Special Education Appeals website.***

#### **504 ACCOMMODATION PLANS**

Section 504 of the Rehabilitation Act of 1973 is a non-discrimination statute that ensures disabled students have educational opportunities and benefits provided to non-disabled students. Students may be eligible for educational services under Section 504, as well as under State and

Federal Special Education laws. Eligibility under 504 requires that a student has, or has a record of having, or is regarded as having, a physical or mental impairment which substantially limits major life activity. Major life activities include, but are not limited to, learning, communicating, self-care, walking, seeing, hearing, speaking, breathing, working, or performing manual tasks. Services are available to students meeting the above criteria through a 504 Accommodation Plan.

### **English Language Learners (ELLs)**

Please refer to the English Language Learner Program section of this handbook on page 33.

## **Student Activities**

### **Code of Conduct for Student Athletes**

It must be clearly understood that participation in athletic activities in the Malden Public Schools is a privilege- not a right- extended to those students who conform to the rules and regulations of eligibility and behavior set by the Massachusetts Interscholastic Athletic Association (M.I.A.A.) and the Malden Public Schools. A student must attend school on the day of an athletic activity in order to participate in that activity. 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.

The student participating must represent the Malden Public Schools and the ideals that it stands for and must act in a manner, which illustrates ideals of leadership, high moral character, loyalty, and academic “good standing”. 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.

Student athletes will be suspended or dismissed from their teams for violations of the MIAA Chemical Health Rule, which provides as follows:

“From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a defined drug specifically prescribed for the student’s own use by his/her doctor.” MIAA Rule 62.1.

Student athletes will also be expected to follow their medication administration plans as developed by the Nurse. For more information see page 45 of this handbook.

### **Athletic Offerings**

The Golden Tornado athletic teams compete in the Division I Northeast Conference, governed by the Massachusetts Interscholastic Athletic Association (MIAA). Our colors are Blue and Gold. Our mascot is the lion NEDLAM (Malden backwards).

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 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 classes must be accredited courses, 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.

## [Student Safety & Health](#)

### **Emergency and Evacuation Procedures**

Emergency and evacuation procedures are a very serious part of the school routine. Whether it is a drill or real emergency, the actions that students and staff should take are the same. Emergency drills are held throughout the year. The drills are planned in such a way as to ensure the safety of students and staff in the shortest possible time and in the most efficient and orderly fashion. We will be practicing three types of Safety Drills throughout the school year: Shelter-In-Place, Lockdown, and Evacuation. This ensures that all students will know what to do in the event of an actual emergency.

***On the Website (District Safety Plan): For details on the district safety plan please visit the Malden Public Schools Website.***

### **Fire Drill Procedures**

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

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

## **Fire Alarms**

Massachusetts law provides for imprisonment in a jail or house of correction for up to one year, or for a fine of not less than one hundred dollars (\$100) and up to five hundred dollars (\$500), for anyone who causes to be made a false alarm of fire (M.G.L. c. 269, § 13). Anyone apprehended making a false alarm on school property will be suspended and referred to the authorities for court action. For more information and details about the Malden Public Schools District Safety plan please visit the Malden Public Schools website.

## **Physical Restraint**

In accordance with Massachusetts Education Laws and Regulations Policy (603 CMR 46.00), school personnel shall use physical restraint with two goals in mind:

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

Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. Physical restraint is an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. ***In the event that physical restraint is required to protect the safety of school community members, the Malden Public Schools has enacted the following policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint.*** These procedures shall be annually reviewed, provided to school staff, and made available to parents/guardians or enrolled students. None of the paragraphs of the policy/ procedures which follow precludes a teacher, employee or agent of the Malden Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious harm.

## **Administration of Physical Restraint**

A. Physical restraint may only be used in the following circumstances:

- When non-physical interventions are deemed inappropriate; and
- When a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions.

B. Physical restraint is prohibited in the following circumstances:

- As a means of discipline or punishment;

—When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

—As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or

—As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

C. Only school personnel who have received required training or in-depth training pursuant to this policy shall administer physical restraint on students with, whenever possible, at least one adult witness who does not participate in restraint. The training requirements, however, shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

D. A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.

E. A person administering physical restraint shall use the safest method available and appropriate to the situation. Floor or prone restraints may only be administered by staff who has received in-depth training as specified in this policy and, when in the judgment of the trained staff member, such method is required to provide safety for the student or others. Prone (face-down) restraint shall be prohibited except on an individual student basis, and only under the following circumstances:

—The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;

—All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;

—There are no medical contraindications as documented by a licensed physician;

—There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;

—The program has obtained consent to use prone restraint in an emergency as and such use has been approved in writing by the Principal; and,

—The school has documented this information in advance of the use of prone restraint and maintains the documentation.

F. Physical restraint shall be discontinued when it is determined that the student is no longer at risk of causing imminent physical harm to self or others or the student indicates that he or she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty

breathing, or sustained or prolonged crying or coughing.

Additional safety requirements:

—A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.

—If at any time during the physical restraint, the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and the school staff shall take steps to seek medical assistance

—Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/ or behavioral intervention plans regarding the use of physical restraint on an individual student.

—If a student is restrained for a period longer than 20 minutes, program staff shall obtain the approval of the Principal. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint.

G. At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:

—Review the incident with the student to address the behavior that precipitated the restraint;

—Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and

—Consider whether any follow-up is appropriate for students who witnessed the incident.

### **Medication/Mechanical Seclusion Restraints Prohibited**

The administration of medication for the purpose of restraint is prohibited. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

Mechanical restraint is the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. Examples of such devices include: adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Seclusion restraint, the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, is prohibited. The use of "time out" which a



student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming, shall not be considered a "seclusion restraint". During time-out, a student must be continuously observed by a staff member. Time-out shall cease as soon as the student has calmed. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. A Principal must approve of any time-out that is to continue for more than thirty (30) minutes, and approval must be based on the individual student's continuing agitation justifying the continuation of the time-out.

### **Reporting Requirements**

A. Program staff who administered such a restraint shall verbally inform the Principal of the restraint as soon as possible and by written report no later than the next school day.

—The written report shall be provided to the Principal or his/her designee, except the Principal shall prepare the report if the Principal administered the restraint and submit it to an individual or team designated by the Superintendent;

—The Principal or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Elementary and Secondary Education, upon request

B. The Principal or his/her designee shall verbally inform the student's parent(s)/guardians(s) of such restraint within twenty-four (24) hours and by written report postmarked no later than three (3) school days following the use of such restraint.

—If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language.

—The Principal shall provide the student and the parent/guardian an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

C. The written report required by Section B above shall include:

—Name of the student;

—Names and job title of staff who administered the restraint, and observers, if any;

—Date of restraint and time restraint began and ended;

—Name of administrator who was verbally informed following the restraint;

—Name of the Principal or designee who approved continuation of the restraint beyond 20 minutes (if applicable);

—Description of the activity the student, other students, and staff in the area were engaged in immediately preceding the use of physical restraint;

—Student's behavior that prompted the restraint;

—Efforts made to de-escalate the situation and alternatives to restraint that were attempted;

—Justification for initiating physical restraint;

—Description of administration of restraint including:

a) the holds used and reasons such holds were necessary;

b) the student's behavior and reactions during the restraint; and

c) how the restraint ended, and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.

—Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student; and

—Information regarding opportunities for the student's parent(s)/guardians(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions, and/or other related matters.

D. The Principal shall conduct a weekly review of restraint data to identify students who have been restrained multiple times during the week. If such students are identified, the Principal shall convene one or more review teams as the Principal deems appropriate to assess each student's progress and needs. If the Principal directly participated in the restraint, a duly qualified individual designated by the Superintendent shall lead the review team's discussion. The assessment shall include at least the following:

—Review and discussion of the written reports submitted and any comments provided by the student and parent about such reports and the use of the restraints;

—Analysis of the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved;

—Consideration of factors that may have contributed to escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions as appropriate, with the goal of reducing or eliminating the use of restraint in the future; and

—Agreement on a written plan of action by the program.

E. The Principal shall conduct a monthly review of school-wide restraint data. This review shall consider patterns of use of restraints by similarities in the time of day, day of the week, or individuals involved; the number and duration of physical restraints school-wide and for individual students; the duration of restraints; and the number and type of injuries, if any, resulting from the use of restraint. The Principal shall determine whether it is necessary or appropriate to modify the school's restraint prevention and management policy, conduct additional staff training on restraint reduction/prevention strategies, such as training on positive behavioral interventions and supports, or take such other action as necessary or appropriate to reduce or eliminate restraints.

F. When a physical restraint has resulted in an injury to a student or program staff member, the

program shall send a copy of the written report to DESE postmarked no later than three (3) school working days of the administration of the restraint. The school shall also send DESE a copy of the record of physical restraints maintained by the Principal for the thirty- day (30) period prior to the date of the reported restraint. The Department shall determine if additional action by the program is warranted and, if so, shall notify the program of any required actions within thirty (30) calendar days of receipt of the required written report(s).

G. Restraint data will otherwise be reported to the Department on an annual basis, in accordance with the reporting methods specified by the Department.

### **Grievance Procedures for Physical Restraint**

This grievance procedure is established to meet the requirements of the Physical Restraint Policy. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a complaint by utilizing the following procedure:

—The complaint must be submitted in writing or on audiotape to the Assistant Superintendent.

—A meeting with the Assistant Superintendent and the complainant will take place within ten (10) school days of receipt of the complaint.

—A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed with the Superintendent or his designee and the Department of Elementary and Secondary Education.

—A written report of findings will be developed by the Assistant Superintendent and provided to the complainant.

### **Emergency First Aid and Transportation**

In accordance to M.G.L. c. 71, § 55A par. 2, no public school teacher and no collaborative school teacher, no Principal, secretary to the Principal, Nurse or other public school or collaborative school employee who, in good faith, renders emergency first aid or transportation to a student who has become injured or incapacitated in a public school or collaborative school building or on the grounds thereof shall be liable in a suit for damages as a result of his acts or omissions either for such first aid or as a result of providing such emergency transportation to a place of safety, nor shall such person be liable to a hospital for its expenses if under such emergency conditions he causes the admission of such injured or incapacitated student, nor shall such person be subject to any disciplinary action by the school committee, or collaborative board of such collaborative for such emergency first aid or transportation.

### **Staff Administration of Medication in School**

Any medication to be taken in school must be taken under the supervision of the Nurse, in the Nurse's office, unless it is approved for self-administration pursuant to a medication administration plan. All medication must have a written parent/guardian permission form filled

out and submitted with medication to the Nurse before it is administered. The authorization must contain:

1. The parent/guardian's printed name and signature and a home and emergency phone number;
2. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented;
3. approval to have the school nurse or school personnel designated by the school nurse administer the prescription medication; and
4. persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.

Prescription medications must also have physician consent form filled out and submitted to Nurse. There must also be a written medication order, unless the administration is for ten days or fewer, in which case the Nurse has the discretion to decide whether the pharmacy-labeled container may be used instead. A telephone order or an order for any change in prescription medication shall be received only by the Nurse. Any verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained, and the medication administration plan shall be developed before the student enters or re-enters school each academic year.

In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:

1. the student's name;
2. the name and signature of the licensed prescriber and business and emergency phone numbers;
3. the name, route and dosage of medication;
4. the frequency and time of medication administration;
5. the date of the order;
6. a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential; and
7. specific directions for administration.

Every effort shall be made to obtain from the licensed prescriber the following additional information, as appropriate:

1. any special side effects, contraindications and adverse reactions to be observed;
2. any other medications being taken by the student;
3. the date of return visit, if applicable.

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.

The school does not supply over-the-counter medications, but may administer over-the-counter medications provided by a student's parent/ guardian with written parental consent, as outlined above. The Nurse may require a release for the student's licensed provider to gain a full understanding of the student's current medications and history of allergies prior to administering any over-the-counter medications.

In accordance with standard nursing practice, the Nurse may refuse to administer or allow to be administered any prescription medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the Nurse.

### **Self-Administration of Medication in School**

Students are not allowed to carry prescription or over the counter medication on their person or in their locker unless a medication administration plan allowing for self-administration has been developed by the Nurse in consultation with the student and the parent/ guardians pursuant to 105 CMR 210.006. "Self-administration" shall mean that the student is able to consume or apply prescription medication in the manner directed by the licensed prescriber, without additional assistance or direction. Appropriate medications for carrying and self-administration by mature students (in the judgment of the Nurse) include epi-pens, inhalers, insulin, and enzyme supplements for students with cystic fibrosis. These and other medications that are approved for self-administration may be required to be stored in another safe space, as determined by the Nurse, until the student needs to access it, instead of being carried on the student's person. This information will be kept in the student's medication administration plan. The following procedures will be followed:

—Parents/ guardians must submit written consent for the student to self-medicate, unless the student has obtained the legal age of majority, has been emancipated, or has consented to emergency treatment under G. L. c. 112, § 12F.

—In the judgment of the Nurse, the student's licensed prescriber may be required to write an order for self-administration of medication.

—As determined by the Nurse, the student will be required to follow a procedure to document his/ her self-administration of the medication.

—The Nurse will develop a plan to monitor the student's self-administration of medication. Monitoring may include teaching the student the correct way of taking the prescription medication, reminding the student to take the prescription medication, visual observation to ensure compliance, recording that the prescription medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the prescription medication.

—With parental/guardian and student permission, as appropriate, the school nurse may inform

appropriate teachers and administrators that the student is self-administering a prescription medication.

Any student who is found to be carrying any medication, in violation of this policy, will be subject to disciplinary measures.

***Please see the section titled Responsibility Regarding Prescription and OTC Medications on page 48 for additional information.***

### **Immunization Requirements/ Medical Records**

In accordance to G. L. c. 76, § 15, no child should be admitted to school unless he or she has been immunized against diphtheria, tetanus, pertussis, measles, polio and other communicable disease specified by the department of health except for medical or religious reasons. If it is for medical reasons, the parent/guardian must provide a certification from a physician that he or she has personally examined the child and that the physical condition of the child is such that the child would be endangered by the vaccination. The certification must be provided at the beginning of the school year. If there is disagreement between the school and the student's physician regarding whether or not the student should be vaccinated, the matter will be referred to the Department of Public Health. If the student is not vaccinated due to sincerely held religious beliefs, the parent/guardian must say so in writing.

PARENTS/GUARDIANS MUST INDICATE DATES OF IMMUNIZATION. All immunizations must meet Massachusetts' minimum requirement and must be certified in writing by a licensed physician, before a student accompanied by a parent/guardian, is admitted to school. Immunization may be obtained from a private physician or by appointment from the Board of Health Clinic.

Parents/ guardians must present evidence of the student having been previously screened for lead poisoning, or the student must be screened as a condition for entry into kindergarten. See 105 CMR 460.050(E). Parents/guardians should provide documentation from their child's pediatrician.

### **Physical Examination Requirements**

A complete physical examination is required of all children entering Malden Public Schools for the first time and at least three or four years thereafter in accordance with 105 CMR 200, et. seq., and G. L. c. 71, § 57. Completed physical examination forms must be presented no later than the first day of school. No child will be able to attend school without providing all required medical documentation. Only upon completion of this process will a child be fully registered and allowed to begin school. If the student is not physically examined due to sincerely held religious beliefs, the parent/guardian must say so in writing, and an exemption may be granted on that basis, except with respect to communicable diseases. For more information about immunizations and physical examination requirements, please contact the Nurse.

# Substance Abuse Prevention and Intervention Policy

The goal of the Malden Public Schools is to support the health and well-being of each student by promoting personal growth so a student can make informed, healthful decisions in and out of school. By developing and implementing this policy, Malden Public Schools is committing to the use of innovative and effective prevention practices to maximize the health and wellness of all students and to decrease the rate of substance misuse and abuse and substance use disorder.

The Malden Public Schools Substance Misuse and Abuse Prevention Policy (“Policy”) was written in accordance with Massachusetts General Laws, Chapter 52 of the Acts of 2016, An Act Relative to Substance Use, Treatment, Education and Prevention, signed by Governor Baker in March 2016 requiring schools to have a policy regarding substance use prevention and the education of all students about the dangers of substance use. The Policy has been developed using the Department of Elementary and Secondary Education (DESE) Guidance on School Policies Regarding Substance Use Prevention and the Safe and Supportive Schools Model as its guide. As part of this model, the Policy outlines clear expectations for the behavior of students relative to substance use as well as to provide guidance for the faculty and staff when responding to all substance-related incidents.

Substance abuse is a community-wide problem and must involve the community as a whole, including parents/ guardians, students, teachers, and other school staff members, if we are to be successful in educating, preventing, and treating substance use and related problems . Given the intent of the Malden Public Schools to protect the welfare and safety of our individual students and our school community, behaviors that could be the result of substance abuse will be openly confronted in order that all students may benefit from a drug-free environment. Additional information and community resources can be found online at [www.MaldenPS.org/information/parent-information-center/](http://www.MaldenPS.org/information/parent-information-center/) or [www.CityofMalden.org/addictionhelp](http://www.CityofMalden.org/addictionhelp) and can also be found in paper-form at the Malden High School Main Office and Malden Board of Health.

## **Responsibility Regarding Alcohol, Tobacco, Marijuana, Vape Devices & Other Drugs (ATMOD)**

It is illegal for any student, school employee, parent, guardian, or other guest, of any age to be under the influence of, to be in possession of or to be using any alcohol, tobacco, marijuana, vape devices or other drug (ATMOD), or is found in possession of paraphernalia, on school property, school buses (field trips, athletic contests, etc.), or at any school sponsored event.

In accordance with Massachusetts General Laws, Chapter 71, §2A, it is the policy of the Malden Public Schools to prohibit the use of all tobacco, nicotine and other smoking materials including but not limited to cigarettes, cigars, “Vapes,” hookah pens, and e-cigarettes, on all school property, school buses, and at any school sponsored event by any individual, student, school employee, parent, guardian or other guest, of any age.

“Marijuana”, in reference to its use in this policy, will include but will not be limited to cannabis,

cannabis oil, hash-oil and edibles containing any levels of Tetrahydrocannabinol (THC), the Principal psychoactive component of marijuana.

“Other drugs”, in reference to its use in this policy, will include but not be limited to cocaine, heroin, ecstasy, hallucinogens, inhalants, non-medically prescribed prescription medications, and non-medically necessary over-the-counter (OTC) medications.

If a student is suspected to be under the influence of any ATMOD, the student will be referred to their house or assistant Principal immediately, assessed by a trained staff-person and, if confirmed as being in violation, will be subject to a range of consequences outlined in the Substance Misuse Response Procedure per the student handbook and the Malden Police Department may be notified.

If any parent, guardian, or other guest of any age appears to be under the influence of, to be in possession of, or to be using any alcohol, tobacco, marijuana, or other drug (ATMOD) or is found in possession of paraphernalia, on school property, school buses, or at any school sponsored event, they will be asked to leave the premises, the Malden Police Department may be notified, and a 51A Report may be filed with the Department of Children and Families.

If any school employee of any age appears to be under the influence of, to be in possession of, or to be using any ATMOD or is found in possession of paraphernalia on school property, school buses, or at any school sponsored event, they will be asked to leave the premises, further disciplinary consequences may be taken, the Malden Police Department may be notified, and a 51A Report may be filed with the Department of Children and Families.

If found to be in violation of any local, state, or federal law, Malden Police and other appropriate authorities will be notified and appropriate legal action will be taken in order to ensure the safety of all students. Emergency medical assistance will be sought if any person appears to be suffering from alcohol poisoning and/ or the ill effects of any ATMOD.

### **Responsibility Regarding Prescription and OTC Medications**

Students are not allowed to carry any prescription or OTC medication on their person, except in the case of medications approved for self-administration by the Nurse in accordance with a valid medication administration plan. Any prescription or OTC medication brought onto school property must be taken under the supervision of the Nurse in the Nurse’s office. A parent or guardian permission form must be filled out and submitted to the Nurse before any prescription or OTC medication is administered. All prescription medications must also be accompanied by a physician consent form and submitted to the Nurse’s office before the Nurse is able to administer the medication to the student. OTC medications (Tylenol, Advil, cough syrup, 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 upon entering the school.

Any student who is found to be carrying any medication will have the medication confiscated



and will be subject to the appropriate consequences outlined in the Substance Misuse Response Procedure per the student handbook.

*Please see the section titled Medication in School on page 39 for additional information.*

### **Responsibility Regarding Inhalants**

It is strictly prohibited for any student, school employee, parent/guardian or other guest to misuse any inhalant product including but not limited to paints, cleaning fluid, glue, “whippits,” and nitrous oxide on school property, school buses, or at any school sponsored event.

Any student who is suspected of or is found to be misusing inhalant products on school property, school buses, or at any school sponsored event, will have said product confiscated and will be subject to the appropriate consequences outlined in the Substance Misuse Response Procedure per the student Handbook.

If any parent, guardian, or other guest is suspected of or is found to be misusing inhalant products on school property, school buses, or at any school sponsored event, they will be asked to leave the premises and/or the Malden Police Department may be notified.

If any school employee is suspected of or is found to be misusing inhalant products on school property, school buses, or at any school sponsored event, they will be asked to leave the premises, further disciplinary consequences may be taken and/or Malden Police Department may be notified.

### **Responsibility Regarding Distribution**

It is illegal for any student, school employee, parent/guardian or other guest to sell or distribute any ATMOD to anyone of any age on school property, school buses or at any school sponsored event.

If a student is found to be selling or distributing any ATMOD, the parent or guardian will be notified and the student will be subject to disciplinary action by the Principal and in accordance with the Substance Misuse Response Procedure per the student handbook. The police will be called to the school to take custody of the student and will be provided any drugs that have been confiscated.

If any parent, guardian, or other guest is suspected or is found to be selling or distributing any ATMOD on school property or at any school sponsored event the Malden Police Department will be notified and the guest may be banned from the school premises.

If any school employee is suspected of or is found to be selling or distributing any ATMOD on school property or at any school-sponsored event the Malden Police Department will be notified and further disciplinary consequences will be taken.

### **Voluntary Self-Disclosure Response**

If a student voluntarily confides a substance-use problem to a school employee, the employee will refer the student to their school counselor or administrator. The counselor or administrator

will make an assessment and help the student identify available support services. The counselor or administrator will advise the student of their confidentiality protections under the law and will work with this student to develop an intervention plan. The student will not be subject to the Substance Misuse Response Procedure unless under the influence or in possession of any substance or paraphernalia at the time of notification.

### **Verbal Screening Tool**

Pursuant to G. L. c. 71, § 97, the Malden Public Schools will utilize, in accordance with law, a verbal screening tool approved by DESE to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9, and parents/guardians shall be notified about the verbal screening prior to the beginning of these years. Parents/guardians shall have the right to opt out of the screening by providing written notice at any time prior to, or during, the screening.

All statements made by a student during a screening are confidential and shall not be disclosed without parent/ guardian consent, unless disclosure is otherwise required by state law or an immediate medical emergency. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the Malden Public Schools website and notice shall be provided to all students and parents/ guardians of this policy in accordance with state law.

### **Substance Misuse Response Procedure**

In the event that a school employee suspects or identifies a student as being under the influence of, in possession of, or of using any ATMOD, that teacher is to report the student to the appropriate administrator immediately and the student shall be escorted from the classroom.

If a student is found to be in violation of the Policy, parent(s)/guardian(s) will be notified to meet with administrator. Students will be referred to their school counselor or administrator for assessment and will be subject to the following consequences and/or additional action at the Principal's discretion.

## **Counseling and Student Support Services**

### **Guidance Counselors**

The guidance counselor is an integral part of the educational team providing services to students, parents/guardians, teachers and administrators. The counselor's goal is to help each student identify his/her needs, interests, and aptitudes and to use this information to get the most from their educational experience while aiding in the preparation of each student for life beyond high school; whether it be attending college or the world of work. The guidance counselor will provide the following services:

—Individual counseling regarding personal problems, school, or home related.

- Information regarding school programs and course selections.
- Academic appraisal through interpretation of test results.
- College, vocational and career information and educational opportunities beyond high school.

***\*\*If a student wants to see their guidance counselor, he/she should go before school to make an appointment. If an emergency exists, other arrangements will be made. Appointment slips may be obtained from counselors before school or after school for the following day to discuss any concerns students may have that require more time to resolve.***

House Guidance Counselors will work closely with each student's parents/guardians, faculty, administration, and other members of the educational team to make the student's years in the school productive, enjoyable, and meaningful. Most importantly, she/he will work to prepare each student 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. Students' concerns, needs, and aspirations for the future are important. Guidance Counselors will assist and work closely with students to ensure that they take full advantage of the educational opportunities extended. Course selection is an important decision that students make during their years at MHS.

Counselors will assist in making choices consistent with students' interests and aptitudes that will better prepare them 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 parents 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 counselors before school or after school. If a personal emergency arises, students must get permission from your classroom teacher before leaving to meet with a guidance counselor; otherwise students 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/guardians 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 academic and behavioral 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.

## **Other Incidents Involving Students**

### **Incident Report**

Any accident involving a student will be documented. The Nurse or another school staff member will contact the parent or guardian; in the event that the parent or guardian cannot be reached, the Nurse will send a report home with the student. In emergencies, school staff will notify the people indicated on the student's Emergency Contact, as well as law enforcement office or emergency medical personnel, as necessary or in the best judgment of the School Nurse and/or school staff. In any emergency, Malden Public Schools absolute priority will be to first attend to the emergency and ensure the safety and health of the student or students involved in the incident, then secure the surrounding area to address the unsafe conditions, and then contact parents, guardians, and/or emergency contacts.

### **Medical Dismissal**

The School Nurse or staff may recommend that a student be dismissed if she/he is too ill to take part in her/his coursework. When such a recommendation is made, the student's parent/ guardian will be contacted directly by phone. Parent/guardian must respond promptly when called to pick up their child for medical reasons. To ensure students' health and safety, sick or injured students are not permitted to depart school on their own – they must be accompanied by their parent/guardian or someone who the parent/guardian has authorized to pick up their child. However, if parents/guardians are unable to be reached and the child is unable to travel safely on her/his own, school staff may contact law enforcement officials or emergency medical personnel to attend to the child.

### **Mandated Reporting of Abuse**

All staff members of Malden Public Schools are mandated reporters. In accordance with Massachusetts state law, G. L. c. 119, § 51A, "a mandated reporter who, in his professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from:

- (i) abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse;
- (ii) neglect, including malnutrition;
- (iii) physical dependence upon an addictive drug at birth . . . ;
- (iv) being a sexually exploited child; or

(v) being a human trafficking victim as defined by section 20M of chapter 233.

. . . shall immediately communicate with the department orally and, within 48 hours, shall file a written report with the department detailing the suspected abuse or neglect.”

A mandated reporter may, in addition to filing a report under this section, contact local law enforcement authorities or the child advocate about the suspected abuse or neglect.

### **Threats to Self or Others**

If a student threatens his or her own life or the life of someone else, this will be taken very seriously and brought immediately to the attention of the school Principal and support staff (school social worker, school counselor, student support team etc.). If the student(s) continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal’s judgment, there is no alternative available to alleviate the danger or disruption, the Principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) school days following the day of the emergency removal. The Principal shall make immediate and reasonable efforts to orally notify the student and student’s parent/guardian of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification.

### **Search and Seizure**

Equipment assigned to students, such as lockers and desks, belong to the school system, and the school system reserves the right to inspect such equipment in accordance with the procedures set forth below. The School Department reserves the right to conduct at any time without notice searches and inspections of school property. School property includes, but is not limited to, lockers and desks. A school administrator may search a student and a student’s personal belongings and personal effects, such as a book bag, sports equipment bag, lunch boxes, etc. based on a reasonable suspicion that a student is, or has been, in possession of contraband or materials indicating a violation of the discipline code or the law or where the student has violated or is violating the either the discipline code or the law at the school, a school sponsored event, or athletic event. The search itself will be conducted in a reasonable manner, given the age and sex of the student as well as the nature of the infraction. Any illegal, dangerous, or unauthorized articles discovered may be taken into custody and may be turned over to law enforcement officials. In addition, any student who refuses to submit for a proper and lawful search or who is found in possession of prohibited articles or items, will be subject to disciplinary action.

## **Student Privacy and Records**

### **Access to Student Records**

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

The Malden Public Schools' treatment of student records shall be consistent with applicable state and federal law. 603 CMR 23.00 describes parents'/guardians' and students' rights of confidentiality, inspection, amendment, and destruction of students' records in Massachusetts. A parent/guardian (or student who has entered the 9th grade or is at least 14 years old, called the 'eligible student') has the right to inspect all portions of the student record upon request. The record must be made available to the parent/guardian or eligible student as soon as practicable and within 10 days after the request, unless the parent/guardian or student consents to the delay.

With certain exceptions, no third party shall have access to student records without written consent of the parent/guardian or eligible student. Please see Appendix E. FERPA Policy and Record Request Protocol on page 67 for more information.

Freedom of Information Act (FOIA) Malden Public Schools complies with the Massachusetts and Federal Law 5 USC 552 Freedom of Information Act. This means certain records can be made available to the public upon request.

***For more information about the Freedom of Information Act, please visit:***

***<http://www.law.cornell.edu/uscode/text/5/552>***

***For more information about the Massachusetts Laws on Freedom of Information and Public Records, please visit:***

***<http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-subj/about/foi.html#FederalLaws>***

### **Parent's/Guardian's Right to Know**

For information about your rights as a parent/guardian please utilize this resource: <https://parentalrights.org/states/ma/>.

## **Appendix A: Computer and Internet Use Policy**

### **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 Malden Public Schools, 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.

—Not engage in activities designed to, or that might reasonably be foreseen to, expose Malden Public Schools technology or other computers to computer viruses, other harmful software, or other injury or damage.

—Not use proxy websites that allow a user to browse the internet anonymously and intentionally bypasses firewall and content filters or modifying policies, machine settings or infrastructure to gain unauthorized access to resources or to evade established security configurations.

3. Respect and protect the intellectual property of others.

—Not infringe copyrights (no making illegal copies or downloads of software, 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, drug or alcohol use, 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 use the resources for gambling.

—Not buy, sell, advertise, politically lobby or otherwise conduct business, unless approved as a school project.

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

—Design and post web pages and other material from school resources.

—Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.

—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.

—Use the resources for any educational purpose, as assigned or approved by their teacher or school administrator.

—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.

**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.

**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.

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 uses 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 at any time and without notice. No user shall have any expectation of privacy regarding such materials. All users are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. This includes, but is not limited to, any and all electronically stored information and electronic files, electronic mail communications, and Internet website history.

As public material, all information maintained on Malden Public Schools' technology (except those specifically excluded by law) is subject to the Massachusetts Public Records law and the Freedom of Information Act. No user should expect that electronic mail messages (even those marked "Personal") are private or confidential. Deleting an e-mail message does not actually 'delete' it. Any e-mail sent through the Malden Public Schools' technology may be kept separate from the user's computer, and is property of the Malden Public Schools. Copies of all information created, sent or retrieved may be stored on the network's back up files. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### **Active Restriction Measures**

The Children's Internet Protection Act ("CIPA") requires schools and libraries to certify that they are enforcing a policy of Internet Safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. They must also have adopted and implemented an Internet Safety Policy that addresses specific issues.

In compliance with CIPA, the Malden Public Schools, either by itself or in combination with the

Internet Service Provider (ISP), **utilizes firewalls to protect the network from hackers and filtering or blocking software to prevent users from accessing visual depictions that are : (1) obscene, (2) child pornography, harmful to minors, or (4) deemed by the Malden Public Schools to be inappropriate to the educational mission of the Malden Public Schools.** The content filtering software is updated on a regular basis and sites can be blocked per a request.

The term “harmful to minors” is defined by federal statute (47 U.S.C. §254), as meaning any picture, image, graphic image file, or other visual depiction that...

1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

While the necessary technology protection measures have been taken to protect students from accessing inappropriate material on the Internet, it is impossible to guarantee that students will not accidentally or purposely find material that is not consistent with the educational mission, goals and policies of the school. Students’ access to and use of the Internet will be available only through a student account and as such, will be under teacher direction. The district requires teachers and staff to monitor and supervise students when accessing the Internet and evaluate all Internet resources prior to student use. While students may be able to access Internet resources for research that have not been previewed by staff, the students shall be provided with guidelines and a list of resources that support the curriculum. When students are using the Internet, the content filtering software cannot be disabled even with parental or teacher permission and supervision. The Technology Department may disable content filtering software only for adults who are using the school computers for bona fide research or other lawful purposes.

### **Warranties and Indemnification**

Malden Public Schools makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its technology provided under this Policy. ***Malden Public Schools shall not be responsible for any claims, losses, damages, injuries or costs or fees (including attorney’s fees) of any kind suffered or incurred, directly or indirectly, by any user arising from use of Malden Public School’s technology.*** Malden Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

By signing this Policy and Agreement, the user and parents/guardians of users, in the case of students under the age of eighteen (18), take(s) full responsibility and agrees to hold harmless and indemnify the Malden Public Schools, its Internet Service Provider (ISP), and all of the Malden Public Schools’ and ISP’s officers, agents, servants, representatives, administrators, teachers, volunteers and staff from any and all claims, losses, damages, injuries or costs or fees

(including attorney's fees) of any kind resulting from the user's access to the Malden Public Schools' technology, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user.

All users and parents/guardians of users, in the case of students under the age of eighteen (18), hereby agree to cooperate with Malden Public Schools in the event of Malden Public Schools' initiating or involvement in an investigation of any user's access of the Malden Public Schools' technology, whether that use is on a Malden Public Schools' computer or on another computer outside Malden Public Schools' network.

***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](http://www.cybercrime.gov).***

#### Know the Cost of Your Chromebook

Insurance for Chromebooks will cover only one repair. Students and families will need to pay for any additional damage or repairs. Costs are listed below.

—REPLACE FRAME is \$29.95 —REPLACE BATTERY is \$39.99 —REPLACE COVER is \$29.95 —REPLACE TRACK PAD is \$29.99 —REPLACE SCREEN is \$39.95 —REPLACE KEYBOARD is \$79.99 —REPLACE ENTIRE NEW LCD Display is \$89.99

— **INSURANCE only covers ONE REPAIR... ALL OTHER COSTS will be incurred by the student/student's family**

## Appendix B: Definitions of Hazing, Sexual Harassment, and Bullying

### Hazing

The term "hazing" as used in this section and in G. L. c. 269, §§ 17, 18, & 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

In accordance with G. L. c. 269, § 17, whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

## **FAILURE TO REPORT HAZING:**

In accordance with G. L. c. 269, § 18, whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

In accordance with G. L. c. 269, § 19, Malden Public Schools shall issue to every student group, student team or student organization which is part of the Malden Public Schools or is recognized or permitted by the Malden Public Schools to use its name or facilities or is known 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 the Malden Public Schools' 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 Malden Public Schools' 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 Malden Public Schools 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 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.

The Malden Public Schools 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 17 and 18. This occurs through the provision of this handbook. The Malden Public Schools shall file, at least annually, a report with the 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 the Malden Public Schools 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 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.

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

## Harassment

“Harassment” is defined as unwelcome conduct, whether verbal or physical that is based on: race, color, national origin, sex, gender identity, sexual orientation, religions, disability, or age and that creates a hostile environment. Harassment is prohibited by the Malden Public Schools, and violates the law. Harassing conduct may take many forms, including but not limited to written or verbal acts and name-calling, as well as nonverbal behavior that is physically threatening, harmful, or humiliating. Conduct is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.

Examples of harassment include:

—Display or circulation of written materials or pictures that are degrading to a person or group based upon the criteria listed above.

—Verbal abuse or insults about, directed at, or made in the presence of an individual or group described above because of one of the criteria listed above.

—Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.

—Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group (as described above) to participate in or benefit from a school program or activity of the Malden Public Schools; or (ii) creates an intimidating, threatening or abusive educational environment.

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when the conduct is made as a term or condition of an individual's employment, education, living environment or participation in a university community.

While it is not possible to list all circumstances that may be considered sexual harassment, the following are examples of conduct that violate the law and policy and which, if severe and/ or pervasive, constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Sexual harassment includes, but is not limited to:

—Unwelcome sexual advances, whether they involve physical touching or not.

—Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.

—Sexual epithets, jokes, written or verbal references to sexual conduct, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.

—Discussions of one's own sexual activities or inquiries into others' sexual experiences.

—Displaying sexually suggestive objects, pictures, cartoons.

The definitions of harassment and sexual harassment are broad. In addition to the above

examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school environment that is hostile, offensive, intimidating, or humiliating may constitute discrimination, harassment and/or sexual harassment.

“Gender-based harassment” is defined to include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, although they are not necessarily sexual in nature, including harassment based on gender identity and expression. Gender-based harassment includes, but is not limited to, harassment based on the person’s nonconformity with gender stereotypes, regardless of the actual or perceived sex, gender identity, or sexual orientation of the harasser or target of the harassment.

Examples of conduct that may constitute gender-based harassment include:

—disparaging remarks made to a student or aggression toward a student because that student displays mannerisms or a style of dress perceived as indicative of the other sex;

—hostility toward a student because that student participates in an athletic activity more typically favored by a student of the other sex;

—intimidating a student to discourage that student from enrolling in a particular area of study because of his/her gender;

—use of gender-specific slurs, whether written or spoken;

—taunting a student who wishes to participate in an extracurricular activity because that activity is more typically favored by a student of the other sex.

“Sexual assault” is defined as the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted when it occurs without the consent of one or both individuals, when one of the individuals is incapacitated or incapable of giving consent, or occurs with the use of force.

Sexual assault, gender-based harassment, and sexual harassment will trigger the Malden Public Schools’ duty to conduct a Title IX investigation.

### **Malden Public Schools Bullying Prevention and Intervention**

The US Department of Health and Human Services National Bullying Prevention website Stopbullying.org defines bullying as “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.”

Malden Public Schools does not tolerate any form of bullying, cyberbullying, or retaliation in our school buildings, on school grounds, or in school- related activities. We investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action. The “mildest” consequence for actions that are deemed to be thoughtless and not malicious is a written warning. From there, consequences proceed through parent conferences, mandatory

counseling, separation orders (including a change in class schedules), prohibition from all school sponsored events, suspensions, and possible expulsion from school, depending on the circumstances.

On May 3, 2010 Governor Patrick signed an Act Relative to Bullying in Schools. This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Parts of the law (M.G.L. c. 71, § 37O and 603 CMR 49.00) that are important for students and parents or guardians to know are described below. These requirements are also included in the school's or district's Bullying Prevention and Intervention Plan ("the Plan").

***The following is our Bullying Policy:***

**Bullying Policy:** 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. 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 that is free of bullying.

**G. L. c. 71, § 37O defines bullying as** “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.

For the purposes of this section, bullying shall include cyber-bullying.”

**Cyber-bullying, as defined by M.G.L. c. 71 § 37O,** 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. 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. 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.

**Jurisdiction:** Bullying is prohibited on school grounds and property immediately adjacent to school grounds as well as:

—at a school-sponsored or school-related activity, function, or program whether on or off school grounds;

—at a school bus stop, on a school bus, or other vehicle owned, leased or used by the school district;

—through the use of technology or an electronic device owned, leased or used by a school district or school; and

—at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

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

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

Malden Public Schools will identify specific steps to create a safe, supportive environment for all students in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

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

1. Provide all staff members with written notice of the bullying policy.
2. Provide students and parents/guardians with written notice of the relevant, student-related sections of the bullying policy in age-appropriate terms and in the languages which are most prevalent in the district.
3. Provide age-appropriate instruction on bullying prevention in each grade through an evidence-based curriculum.
4. Provide professional development to build the skills of all staff members to prevent, identify,



and respond to bullying.

The content of such professional development shall include, but not be limited to:

- developmentally appropriate strategies to prevent bullying incidents
- developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents
- information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment
- information on the incidence and nature of cyber-bullying, and internet safety issues as they relate to cyber-bullying.

5. Inform parents and guardians about:

- the bullying prevention curriculum of the school district
- how parents and guardians can reinforce the curriculum at home and support the school district
- the dynamics of bullying, and online safety and cyber-bullying

6. Institute a policy regarding internet safety measures to protect students from inappropriate subject matter and materials that can be accessed via the internet and notify the parents or guardians of all students attending the school of the policy.

7. Include the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing in Individualized Education Plans for children with a disability that affects their social skills development and for children who are vulnerable to bullying, harassment, or teasing because of the child's disability.

**Administrative Responsibility:** The Principal of each school is responsible for the implementation and oversight of the bullying policy at his or her school. It is important to note that any Principal or assistant Principal who receives a report of alleged bullying or retaliation will complete an investigation of the alleged incident within 24 hours of having received the report, including meeting(s) with involved students and witnesses. For more information on your schools Guidelines and Procedures please see your school administrators.

## **Appendix C: Non-Discrimination and Complaint Policies**

### **Non-Discrimination Policy**

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

Schools and its commitment to equal opportunity in education.

It will be a violation of this policy for any student, district employee or third party based on a student's, employee's or third party's actual or perceived protected class status to: (1) harass a student, district employee or third party through conduct or communication (e.g., physical, verbal, graphic or written) or to (2) inflict, threaten to inflict or attempt to inflict violence; or to (3) discriminate against a student, District employee or third party.

This policy applies to all of the academic and nonacademic (for example, athletic and extracurricular) programs of the district and will be enforced before, during, or after school hours on all school property, including the school bus, school functions, or events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students, employees or third parties to be free from a hostile school environment, taking into consideration the totality of the circumstances on and off campus. Any retaliation against an individual who has complained about discrimination, including harassment, or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint, is also unlawful and will not be tolerated.

The Malden Public Schools takes allegations of discrimination, including harassment, seriously and will respond promptly to complaints that are known or reasonably should be known by the Malden Public Schools. Where it is determined that conduct that violates the law and this policy has occurred, the Malden Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include school-related discipline.

### **Complaint/Grievance Procedures: Reporting Complaints of Discrimination and Harassment**

If any Malden Public Schools student, parent/guardian, visitor or employee believes, in good faith, that he or she has been subjected to sexual harassment or any other form of harassment or discrimination described above or who has witnessed or learns about the harassment or discrimination of another person in the school environment has a right to file a complaint with the Malden Public Schools. This may be done informally or formally.

Teachers or other staff members who observe or receive reports of incidents of harassment or discrimination involving students shall report such incidents immediately to the student's Principal. Delays between the date of the alleged incident and the reporting date may make investigations more difficult. Individuals aware of harassment or discrimination involving any employee or if a Principal is the person alleged to be engaged in the discrimination/harassment shall report such incidents to the Civil Rights Coordinator, listed below, or to the Superintendent.

Please note that while these procedures relate to the Malden Public Schools' policy of promoting an educational setting free from discrimination and harassment, including sexual harassment, as detailed further in this policy, these procedures are not designed nor intended to limit the Malden

Public Schools' authority to discipline or take remedial action for conduct which the Malden Public Schools deems unacceptable.

### **District Contact**

District Civil Rights Coordinator for Title VI (race, color, national origin); Title IX (sex); Section 504 (disability); Title II of the ADA (disability); Religion, Sexual Orientation, Gender Identity and Age is: Assistant Superintendent Sandra Donah or Assistant Superintendent Carol Keenan Malden Public Schools, 77 Salem Street, Malden, MA 02148 781-397-6100

## **Appendix D: Field Trips**

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

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

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

## **Appendix E: FERPA Policy and Records Request Protocol**

### **School Records: The Family Educational Rights and Privacy Act (FERPA)**

FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents/guardians certain rights with respect to their children’s education records. These rights, described below, transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

### **Providing Student Records**

A student transferring into the Malden Public Schools must provide a complete school record. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act. See G.L. c. 71 §37L.

## **Release of Information About Students**

The Malden Public Schools' treatment of student records shall be consistent with applicable state and federal law. 603 CMR 23.00 describes parents'/guardians' and students' rights of confidentiality, inspection, amendment, and destruction of students' records in Massachusetts.

A parent/guardian (or student who has entered the 9th grade or is at least 14 years old, called the 'eligible student') has the right to inspect all portions of the student record upon request. The record must be made available to the parent/guardian or eligible student as soon as practicable and within 10 days after the request, unless the parent/guardian or student consents to the delay.

The parent/guardian and eligible student have the right to receive copies of any part of the record. A reasonable fee may be charged for the cost of duplicating the materials, unless charging the fee would effectively prevent the parent/guardian or eligible student from exercising their right under federal law to inspect and review the records.

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

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

—the parent/guardian has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student, and the threat is specifically noted in the order pertaining to custody or supervised visitation, or

—the parent/guardian has been denied visitation, or

—the parent's/guardian's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or there is an order of a probate and family court judge which prohibits the distribution of student records to the parent/guardian.

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

### **Non-Custodial Parent/Guardian Access:**

In the case of a non-custodial parent/guardian who is eligible to access the student record, i.e., does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the student record to the school Principal. Upon receipt of the request, the Principal and/or his/her designee shall immediately notify the custodial parent/guardian by certified and first-class mail, in English and the primary language of the custodial

parent/guardian, that it will provide the non-custodial parent/guardian with access after 21 days, unless the custodial parent/guardian provides the Principal with documentation that the non-custodial parent/guardian is not eligible to obtain access as set forth under 1-4 above.

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

### **Confidentiality of School Records**

All information regarding students is confidential. No individuals or organizations but the parents/guardians, student, and school personnel working directly with the student can have access to information in the student record without the specific, informed, written consent of the parent/guardian or student. Teachers have a moral responsibility to protect the wellbeing of their students. For this reason, students should be aware that some information that they share with school personnel cannot remain confidential. This includes any information, which is reported to a staff member, which could result in personal harm to the student, such as abuse or neglect, drug use, suicide, etc.

### **Amendment of School Records**

The parent/guardian or eligible student has the right to add relevant comments, information or other written materials to the student record. In addition, the parent/guardian or eligible student has the right to request that information in the record be amended or deleted. The parent/guardian or eligible student has the right to a conference with the school Principal to make their objections known. Within a week of the conference or receipt of the objection in writing, the Principal must render a decision in writing stating the reason or reasons for the decision. If the parent/guardian or eligible student is not satisfied with the decision, the decision may be appealed to the Superintendent. See 603 CMR 23.09.

### **Appeal Process**

In the event that any decision of a Principal or his/her designee regarding any of the provisions contained in 603 CMR 23.00 is not satisfactory in whole or in part to the eligible student or parent/guardian, they shall have the right of appeal to the Superintendent of schools. Request for such appeal shall be in writing to the Superintendent of schools. The Superintendent of schools or his/her designee shall within two weeks after being notified of such appeal (longer should the appellant request a delay) review the issues presented and render a written decision to the appellant, stating the reason or reasons for the decision. If the decision is in favor of the appellant, the Superintendent of schools or his/her designee shall promptly take such steps as may be necessary to put the decision into effect. In the event that the decision of the Superintendent of schools or his/her designee is not satisfactory to the appellant in whole or in

part, the appellant shall have the right of appeal to the school committee. Request for such appeal shall be in writing to the chairperson of the school committee. The school committee shall within four weeks after being notified of such appeal (longer should the appellant request a delay) conduct a fair hearing to decide the issues presented by the appellant.

### **Destruction of School Records**

After five years after the student transfers, graduates or withdraws from the school system, everything is removed from the folder to be destroyed, with the exception of the “permanent record” or “transcript” which includes the student’s vital statistics, course record and grades. The transcript will be kept for 60 years following the student’s graduation or un-enrollment. Written notice must be provided about the approximate date of destruction and the right to receive the information in whole or part must be made at the time of the transfer, graduation or withdrawal.

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

### **School Transfers Out of District**

Parents/guardians should call the office to inform the school of a transfer to another school. The office will need to prepare the records and make out a Massachusetts Transfer Card. In order to complete the card the student’s new address and the name of the new school is needed. Students should report to the office the morning of their last day. They should return all school materials and equipment before leaving. When all responsibilities have been taken care of, the parent/ guardian of the student will be given his/her transfer card and a copy of his/her immunization record to take to the new school. The Malden Public Schools will forward student records to the school/s in which the student seeks or intends to enroll without written consent from the parent/ guardian or eligible student pursuant to 603 CMR 23.07(4)(g).

### **Change of Address**

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

### **Access of Third Parties**

With certain exceptions, no third party shall have access to student records without written consent of the parent/guardian or eligible student. According to Student Record Regulations the following information may be released by the school administration without consent, unless a student or parent/guardian specifically requests that it not be released without their prior consent:

Name, address, telephone listing, date/place of birth, major field of study, dates of attendance, weight/height (for members of athletic teams), class, participation in officially recognized activities and sports, degrees, honors and awards, post high school plans.

The student records regulations allow other exceptions to the requirement for written consent, such as the ability to 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, upon the receipt of a court order, or when given anonymously in a statistical form to the Department of Elementary and Secondary Education (DESE), or as requested by representatives of the DESE acting for the Commissioner in connection with the enforcement of federal and state education laws.

(The above is only a summary of some of the more important provisions of the regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired, a copy of the regulation may be reviewed at the school's guidance office. See 603 CMR 23.00.) Also, for more information on MA laws specific to student records please visit: <http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-subj/about/studentrecords.html#MassachusettsRegulations>

## Student and Family Consent and Release Form for the 2017-2018 School Year

A parent or guardian must sign the acknowledgment form below, indicating that he/she has received and read a copy of the Handbook. If the signed acknowledgment form is not received within two (2) weeks of the start of the school year, then the school district will nonetheless presume that the parent or guardian has received and read the Handbook.

I received the Malden High School Student & Family Handbook. I have carefully read the Malden High School Student & Family Handbook with my son/daughter. We understand the rules and regulations of Malden Public Schools & Malden High School and agree to abide by them.

Student Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please check one:***

\_\_\_\_\_ I give permission for the school to use my child's name and/or picture on the school website and in any media action that pertains to the Malden Public Schools.

\_\_\_\_\_ I do not give permission for the school to use my child's name and/or picture on the school website and in any media action that pertains to the Malden Public Schools.

***Please check one:***

\_\_\_\_\_ I give permission for my child to use the network, internet, e-mail and electronic devices for instruction and with adult supervision in accordance with the Acceptable Use Policy outlined previously in the Handbook.

\_\_\_\_\_ I do not give permission for my child to use the network, internet, e-mail and electronic devices for instruction and with adult supervision in accordance with the Acceptable Use Policy outlined previously in the Handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please return this page to school.***