

RESPECT – UNDERSTANDING – TRUST

STUDENT/PARENT HANDBOOK

Maynard High School

John Lent, Principal
Michael Testa, Assistant Principal

One Tiger Drive
Maynard, Massachusetts 01754
978-897-8891

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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STUDENTS' RIGHTS AND RESPONSIBILITIES

Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of people peaceably to assemble, and to petition for the government for a redress of grievances.

First Amendment of the U.S. Constitution

“Neither the fourteenth amendment nor the Bill of Rights is for adults alone.”

The courts of the United States have assured each high school student certain rights. Students' rights imply corresponding responsibility. It is important that students understand and accept the boundaries of their rights. Respect must be demonstrated for the right of others. All students are responsible for accepting the consequences of their actions.

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PRINCIPAL'S MESSAGE

It is with great pleasure that I take this opportunity to welcome you to MHS. I am extremely proud of the programs offered to our students, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer.

MISSION STATEMENT

Maynard High School strives to provide a challenging and nurturing environment, free of bias, where students, faculty, and administrators are supported in actively taking creative approaches to finding solutions, exchanging ideas openly, and taking risks as they pursue and celebrate academic excellence and lifelong learning. Through our dedication to the principle of equal access to knowledge, the high school holds high expectations for all students and faculty to succeed through hard work. The high school advocates high academic achievement to ensure the widest range of choices for our graduates' future and for further education, whatever direction it may take.

We affirm the principles of democracy, equality and justice. We promote community service and membership in a collaborative community of learners, where our core values of respect, understanding, and trust can flourish. We uphold high standards of ethics. Through all aspects of student life we encourage our students to exercise leadership, to show school pride, and to make a positive contribution.

EXPECTATIONS FOR STUDENT LEARNING

Academic – Social – Civic

Academic

1. Students will be proficient in a common core of academic knowledge, concepts and methods in reading, writing, math speaking and listening to achieve future success.
2. Students will be continuous learners who use critical thinking when solving problems, acquiring knowledge, and evaluating ideas.
3. Student will be able to identify and access varies primary and secondary resources (e.g., library, computer) and evaluate the quality of information.
4. Student will demonstrate how to set and achieve personal and group goals.
5. Students will take personal responsibility for learning through a demonstrated work ethic.

Social

1. Students will consistently treat themselves and others with respect and tolerance.
2. Students will show school and personal pride in their achievement through public display of academic work for the recognition of achieving high standards.
3. Students will be able to communicate effectively with a variety of people in various situations.
4. Students will employ appropriate strategies, skills, and processes to make sensible independent choices and decisions.

Civic

1. Students will demonstrate an understanding of the rights, responsibilities, and roles of individuals in their school, local, national, and world communities.
2. Students will demonstrate citizenship as contributing members of the school and local communities as they prepare for the challenges of adult life.
3. Students will be effective leaders in a variety of academic and extracurricular school programs.

DIRECTORY

Maynard High School Administration

John D. Lent, Principal.....	897-8891
Michael Testa, Assistant Principal	897-8891
Michael Graceffa, Athletic Director.....	897-6168
Lisa MacLean, Guidance Counselor.....	897-0406
Guidance Counselor.....	897-0406
WAVM.....	897-5213/897-5179
Maynard Food Service.....	897-6100
Maynard High School Fax.....	897-6089

<http://web.maynard.ma.us>

Maynard School Committee

2007-2008

Mary Brannelly
Paul Howes
William Kohlman
Ann Pratt
Brian Smith

Maynard Public Schools Administration

Mark Masterson, Superintendent	897-2222
Daniel Mayer, Asst. Superintendent	897-2222
Jill Greene, Director of Student Services	897-2138

Maynard High School Faculty Directory

Adams, Jennifer	113	Lerner, Rochelle	203
Andrade, Deborah	111	Lind, Janice	109
Barkley, Korey	Guid	Luther, Doug	101
Brennan, Patricia	107	MacLean, Lisa	Guid
Caloggero, Steve	202	Maloney, Maegan	Library
Caruso, Kevin	104	Minansian, Mark	WAVM
Edgar, Laurie	210	Reed, Kristen	112
Erickson, Lucinda	Band	Riley, Shawna	112
Flynn, John	Art	Schuster, Elizabeth	Guid
Green, Fern	208	Semel, Ann	114
Green, Jon	Comp Lab	Sforza, John	208
Hannon, Sandi	204	Steigerwald, Stephanie	213
Herring, Theresa	112	Stevens, Mike	Tech Lab
Indoli, Danielle	205	Sullivan, Brenda	105
Jusseume, Gary	211	Vanaria, Lawrence	201
Kanniard, Kathy	114	Waldron, Alex	110
Lent, John	Office	Waldron, Mike	102
		Weaver, Alice	208

Secretaries

Carter, Pam	Office
Gilfeather, Ellen	Library
Filz, Joyce	WAVM
Koskinen, Linda	Office
Sullivan, Maureen	Guid

Custodians

Helin, Walter
Ignachuck, Walter
Bob Sczerzen

Cafeteria

Clark, Winnie	Joan Tyler
Krysa, Chris	Lee Landry
Parker, Linda	Wardwell, Mary

School Calendar 2007/2008

August	23	Grade 9 Orientation/Cookout 4:30-6:00
	27	First Day for Teachers
	28	First Day for Students
	31	No School
September	3	No School
	21	Early Release (1:06 p.m.)
October	5	Early Release (1:06 p.m.)
	8	Columbus Day - No School
	19	Early Release (1:06 p.m.)
November	9	Early Release (1:06 p.m.)
	12	Veterans Day - No School
	21	Early Release (11:15 a.m.)
	22-23	Thanksgiving Holiday - No School
December	7	Early Release (1:06 p.m.)
	14	Early Release (1:06 p.m.)
	24-28	Winter Vacation
January	1	New Years Day - No School
	21	Martin Luther King Day - No School
	22	Professional Day for Teachers
February	1	Early Release (1:06 p.m.)
	8	Early Release (1:06 p.m.)
	18-22	Winter Vacation
March	7	Early Release (1:06 p.m.)
	14	Early Release (1:06 p.m.)
April	11	Early Release (1:06 p.m.)
	21-25	Spring Vacation
May	9	Early Release (1:06 p.m.)
	26	Memorial Day - No School
June	8	Graduation
	11	Last Day of School

MHS Bell Schedule

7:35 - First Bell (Warning Bell)

7:45 - Second Bell (A Block Begins)

Homeroom Day 1: 9:00-9:07 Homeroom Day 2-6: 8:30-8:37

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:45	7:45	7:45	7:45	7:45	7:45
A	G	A	A	A	A
	8:30	8:30	8:30	8:30	8:30
9:00	B	8:40	8:40	8:40	8:40
B		9:30	B	B	B
	10:00	10:00	9:33	9:33	9:33
10:03	10:03	C	D	E	G
C	C				
10:53	10:53	10:53	10:53	10:53	10:53
10:56	10:56	10:56	10:56	10:56	10:56
D	D	D	G	C	C
12:13	12:13	12:13	12:13	12:13	12:13
12:16	12:16	12:16	12:16	12:16	12:16
E	E	E	E	G	D
1:06	1:06	1:06	1:06	1:06	1:06
1:09	1:09	1:09	1:09	1:09	1:09
F	F	F	F	F	F
2:00	2:00	2:00	2:00	2:00	2:00

First Lunch 10:53-11:18

Second Lunch 11:48-12:13

MHS Academic Calendar 2007-2008

Term	Warnings Due	Warnings Mailed	Term Ends	Grades Due	R.C. Mailed
1	10/5/07	10/10/07	11/2/07	11/7/07	11/14/07
2	12/7/07	12/12/07	1/18/08	1/23/08	1/30/08
3	3/7/08	3/12/08	4/1/08	4/16/08	4/30/08
Sr. 4	5/2/08	5/7/08	5/30/08	6/2/08	6/6/08
4	5/9/08	5/14/08	6/11/08	6/11/08	6/25/08

Mid Year Exam	Senior Finals	Finals
Jan 15-18, 08	May 25-May 31, 07	June 5-8, 07

IMPORTANT DATES:

- 9/27/07 Curriculum Night
- 11/20/07 Activities Night for 8th Graders, 7:00 p.m.
- 11/21/06 National Honor Society Induction, 7:30 p.m.
- 11/30/06 Financial Aid Night
- 1/15-18/08 Mid-Year Exams
- 2/6/08 Spanish Honor Society Induction, 7:00 p.m.
- 2/28/07 Grade 8 Information Night
- 3/19/07 College Planning Night
- 6/6/08 Graduation, 7:00 p.m.

Parent-Teacher Conferences

- October 11, 2007 6:30-9:00 p.m.
- March 13, 2008 6:30-9:00 p.m.

Faculty Meeting – Thursdays, 2:15 Library				
9/7/07	11/8/07	1/10/08	3/6/08	5/8/08
10/4/07	12/6/07	2/7/08	4/10/08	6/5/08

STUDENT SERVICES

Guidance

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

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

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

Guidance helps to build a bridge of communication between families and schools to facilitate healthy decision making by students.

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

Additional Guidance services includes school adjustment counseling, School-to-Career, Virtual High School, Future Teachers Program, work study, School Safety Task Force, non-standard testing.

SUPPORT SERVICES AND SPECIAL EDUCATION

Maynard High School provides specialized programs to meet the individual special needs of identified students. Whenever possible, these services are provided in the regular classroom setting. Such programs may be in the form of special education or 504 plans. All regular classroom teachers are provided information about the specific needs and plans for individual students.

Each student diagnosed with special needs has an individual education plan (IEP) reviewed and written yearly. This is developed as a cooperative effort with members of the regular and special education staff, the parents, student, and other appropriate outside personnel. A partnership between

the special education staff and regular classroom teachers is developed to implement the appropriate services.

A student being serviced under a 504 plan works in coordination with the guidance department. A written plan is developed to provide for necessary accommodations for success.

Maynard High School expects and encourages a strong home-school partnership. This is especially important with students with special needs. Parents are expected to participate in the annual IEP meetings as well as to take an active role in support of daily homework completion. Progress for all students is monitored quarterly with the Maynard High School's report card program. In addition special education students are provided a written progress report quarterly in coordination with their Individual Education Plan.

ACADEMIC COURSES/PROMOTION/CREDIT REQUIREMENTS

Academic Requirements

Minimum number of academic courses per semester

Freshmen	6
Sophomores	6
Juniors	6
Seniors	6 (regardless of number of credits accumulated)
5 th Year Students	(specific needs only for graduation requirements)

An academic course is one taught primarily in the classroom for which students receive 2.5 credits per semester.

Specific Course Requirements (minimum)

English	Pass four years. Includes one year each of Grades 9, 10, 11, 12
Mathematics	Pass three years.
Science	Pass two years. Recommended to be fulfilled within the first two years. (Three years, beginning with Class of 2008)
Social Studies	Pass three years of history. One must be U.S. History.
Physical Education	Pass two years.
Computer Tech	Pass one semester of technology.
Health	Required in Grade 10.

Promotion Requirements

100	credits from academic majors
2	credits from physical education
8	credits from other areas (music or other areas)
110	

Credits Needed

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

ALL SENIORS MUST PASS FOUR COURSES/MAJOR SUBJECTS WITH FULL CREDIT (20 CREDITS).

MAYNARD HIGH SCHOOL GRADING SYSTEM

90-100 = A 60-69 = D
80-89 = B Below 60 = F
70-79 = C Pass = P Withdraw = W Fail = F

MCAS EXAMS MUST BE PASSED FOR GRADUATION

GRADUATION ELIGIBILITY POLICY 631.1

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

Students ineligible to receive diplomas because they have not met graduation requirements by this date will not be permitted to participate in commencement exercises.

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

RETENTION OF STUDENTS

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

Students may be assigned to a previous homeroom that reflects their credit status.

HONOR ROLL

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

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

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

ADVANCED PLACEMENT

Students who elect Advanced Placement courses recognize that AP is college level work and requires a substantial commitment. These classes are not designed to be honors courses; they are challenging in their own right. AP provides talented and diligent students the opportunity to go beyond high school work in selected classes that reflect their interests and strengths. All students who take AP are required to take the exam in May, sign a contract and do summer work. There will be allowance for late or incomplete work, nor attendance problems. The following are expectations that all AP students are expected to meet.

1. Students must sign and agree to the terms of a course contract. Summer work must be completed and submitted by the due date or student will be withdrawn from the course. There will be no exceptions.
2. Students must have a minimum of an 85 average in prerequisite courses and the recommendation of the teacher to be enrolled in AP. Students without this requirement must file a request to elect AP form to the principal to be considered for the class.
3. There will be a limit of two AP classes per year per student. For any student who intends to enroll in three AP classes, a request to elect AP form must be filed with the principal.
4. Students who are enrolled in AP classes may only take two field trips per year, excluding college visits. Attendance in class is critical.
5. There will be no unexcused tardies to AP class. The door will be closed and tardy students will miss the class.
6. There will be no allowances for late work. Class will be taught to the highest standard and students who fall behind will have to catch up on their own time.
7. Expect to participate fully in all class activities, including all oral and written assignments. There will be additional study sessions prior to the exams and students will be expected to attend them.

GPA AND CLASS RANK

Both systems utilize a weighted GPA based on a 5.0 scale.

Course levels are indicated on the transcript.

Level 2 – Modified Course

Level 3 – College Preparatory

Level 4 – Honors/Accelerated

Level 5 – Advance Placement/Dual Enrollment

Rank is a calculated average based on weighted GPA. Final rank is computed after semester one, senior year.

ACADEMIC WARNINGS

Academic warnings are issued at the mid-point of the term. Students who are failing or not meeting expectations are to be given a warning in a subject.

SEMESTER/MID-YEAR AND FINAL EXAMS

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

REPORT CARDS

Report cards are issued four times a year. The school works diligently to ensure that report cards are shared with parents. This type of communication is vital. If for some reason you do not receive your son's/daughter's report card, please contact the main office or his/her guidance counselor. Year-end report cards will be mailed to parents as soon as possible.

EXTRA HELP SESSIONS

1. Teachers after school. See teachers' schedules.
2. Math/Science Tutoring: 6:00-8:00 p.m., Monday through Thursday.
3. Computer Help (109) 2:30-4:00 p.m., Monday through Thursday.
4. Peer tutoring. See guidance.
5. Homework Club. 2:00-3:00 p.m., Monday through Thursday.

COURSE CHANGE PROCEDURE

The established procedures are designed to allow and facilitate communication between all the interested parties. For that reason, it is important that students, parents and staff follow the established procedures. For any proposed course change, the first step is that the student discuss the course change with parents. Parental approval is necessary for all course changes. Next, the student must discuss the proposed change with the counselor and current teacher (if dropping a class). It is the responsibility of the student to speak to the teacher of the new class to make sure this is appropriate. Assuming that the proposed change meets with parental approval, falls within the course change guidelines, and is in the student's best interest, the student must complete the following process.

To change a course at the beginning of the semester:

1. Obtain an add/drop slip from a guidance counselor.
2. List the course(s) that the student intends to add or delete.
3. Obtain approval from every teacher affected by the change.
4. Get a signed parent permission (unless discussed previously via telephone or through a parental note).
5. Return completed form to guidance
6. Until the procedure is complete, the student must continue to attend the course in which he or she is currently enrolled.
7. Students will not be officially dropped from a class unless all books and other course materials are returned to the teacher of the course being dropped.

Students may add or drop a course through the first week of the semester provided:

1. The student is taking the requirements necessary for graduation.
2. Written approval to parent, teacher and guidance is obtained (Use of add/drop form).
3. It is academically in the best interest of the student, determined by teacher, parent and guidance counselor.
4. It is necessary due to Chapter 766 involvement.
5. Parent has final option in the process.

If a student drops a course prior to five weeks into a course, a WP (withdraw pass) will be noted on the report card and the transcript. A "W" (withdrawal) will be placed on the report card/transcript if it is teacher recommended or initiated. No designation is made in the add/drop time period. A student cannot drop a course within two weeks of the end of the term. A student cannot drop a course when the final exam is the **only** activity remaining. The student must take the final exam and receive a full semester grade. If a conflict arises regarding course change, the assistant principal or principal

will be consulted. A new student will not be admitted to a new course until producing the signed course change slip from the course being dropped. No student may request a specific teacher for any course. However, students/parents may request to be removed from a class due to prior documented academic or personal difficulties.

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

INCOMPLETE GRADES AND MAKE-UP POLICY

Arrangements for completing work missed are the responsibility of the student. Students must follow guidelines established by the teacher for completing make-up work from each class missed.

1. Grades will not be designated as incomplete for more than two weeks after the close of the marking period.
2. Students who do not make up incomplete work during that time will receive a zero for that work.
3. Make-up due to absences will be allowed. Scheduling will be at the discretion of the teacher.
4. Make-up due to suspension **may** be allowed at the discretion of the teacher.

MAKE-UP POLICY REGARDING TARDINESS/DISMISSALS

1. Any tardy students must make up work on the day he or she is late or receive a zero for the work missed in the class he/she was tardy for or missed due to the tardiness.
2. Any student who is dismissed and misses any scheduled class work must make up the work by the end of the day he or she returns to class. If the dismissal is followed by absences, the student is responsible on the day he or she returns for the work that was scheduled to take place on the dismissal day. Regular makeup for absences can then be completed for the days absent.

WITHDRAWAL FROM SCHOOL/TRANSFER

When a student wishes to withdraw from school, he/she must obtain and complete a withdrawal form from the guidance counselor. All textbooks, library books and other school materials must be turned in before officially withdrawing or transferring. Students are responsible for books and materials not returned and thus will be required to pay for the books or materials. No grades or report cards will be issued unless the student in question is free from any and all financial obligations to the school. Transfer students are required to have a minimum of one semester of education at Maynard High School in order to receive a Maynard High School diploma.

POLICY FOR COURSES TAKEN OUTSIDE MHS

A maximum of ten transfer credits from an accredited summer or night school program is accepted for a diploma from Maynard High School. These ten credits are for courses failed at Maynard High School or courses not offered at Maynard High School. Students may not take courses outside of Maynard High School while they are currently being offered here. Dual enrollment courses with colleges and virtual high school courses are not included in the ten point transfer credit limits. Such courses will be permitted for academic credit upon the approval of the principal. All courses must be approved by the principal.

Summer school, night school, dual courses are not leveled and are not included in quality points. Virtual High School courses are level three, provided they receive a numerical grade is received.

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

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

1. Recommendation from guidance counselor and approval from the principal
2. Written parental permission.

WORKING PERMITS

The state requires every person between the ages of 14-18 to have a work permit in order to hold a job. Forms are available in the high school office and in the business office of the school department (in Coolidge School at 12 Bancroft Street). During school vacation and the summer, school offices are not open after 1:00 p.m. The state requires that you furnish a birth certificate or driver's license as proof of age; however, if you currently attend Maynard High School, your proof of age is on file. Students ages 14-16 should obtain an offer of employment first, then pick up paperwork that requires a physician's signature. Upon receipt of this form, the secretary will fill out the white permit requiring the signature of the parent. Students ages 16-18 may obtain the yellow form that identifies them to a prospective employer.

COURTYARD

The courtyard is reserved for seniors only! Underclassmen should respect this senior privilege. **Disruptive behavior in the courtyard will result in loss of privilege to use the area.**

STUDENT ID'S

Picture identification cards are available to all students.

NURSE'S OFFICE

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

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

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

All immunizations must be updated according to state laws.

CAFETERIA

The following rules are to be observed at all times:

1. *Only water* may be taken out of the cafeteria. No food or other drinks will be allowed out of the cafeteria.
2. The students will keep tables and surrounding area clean.
3. Students are not to leave the cafeteria area until their lunch period is over unless they are using the restrooms adjacent to the cafeteria.
4. Stealing of food/drink from the cafeteria will result in suspension and possible removal of cafeteria privileges, as will unruly conduct or failure to observe the above rules and regulations.

LIBRARY

The facilities of the Maynard High School Library are available to students and staff from 8:00 a.m. – 4:00 p.m., Monday through Friday. The library maintains a collection of current print materials to support the Maynard High School curriculum. A wide variety of periodical literature is also available for use by library patrons. The collection of print and non-print materials is added to on a regular basis. Teacher and student input is considered for the purchase of new materials. A card catalog is maintained by a computerized system called OPAC. Four computers are available for teacher and student use for academic research. The library also maintains supervision of the school audio-visual equipment inventory and distribution to the classrooms.

HOMework

It is sound educational practice to develop good study habits by encouraging students to take upon themselves school assigned responsibilities at home at an early age. It is equally important to make each school-assigned home responsibility an effective part of the student's learning program.

Homework should:

- A. Contribute to a love of learning, therefore be productive, not busy work
- B. Be an outgrowth of preparation for class activities
- C. Be used to build study habits and time management
- D. Be a vehicle to develop or reinforce skills
- E. Be a child's responsibility
- F. Contribute to home/school communication, and child/parent communication

Work done at home will be evaluated promptly by the teacher and returned to the student. When homework is assigned, deadlines are expected to be met. However, latitude for an extension of time must remain with the teacher in consideration of extenuating circumstances.

The teacher should instruct and explain so that the student understands how to do the homework. Parents often wonder whether they should help their children with homework. Students should be encouraged to begin an assignment and to complete as much of it alone as possible. However, many assignments which seem clear in the classroom reveal hidden difficulties once the student is on his/her own. Herein lies much of the value of homework. Anything a parent can do to explain, discuss, or remove confusion, is heartily encouraged. The parent should be especially careful to follow the procedure being used in the classroom. When in doubt, a parent should feel free to consult the teacher involved; the teacher will gladly provide an explanation.

Student handbooks contain time allotment guidelines and other relevant information.

Current Version: 10/96

Administrative Regs: 607.1

Earlier Versions: 9/88, 10/93

Legal References:

Homework is based upon the course level and is assigned accordingly. Generally, homework will average 2-2½ hours per course per week and/or a sum of 2-2½ hours per day for all courses.

STUDY PERIODS

Students going to the library, computer lab, extra help sessions in a teacher's classroom or a conference in the guidance office must receive a proper pass prior to the study period and present it to the study teacher. If the students return to study during the period, a signed, dated, and timed pass must be presented to the study teacher. Emergency requests to guidance must have a time out and time in signed on the request during study. Directed study is an unassigned class period held in the cafeteria.

TRANSPORTATION

Maynard High School Bus Policy: Only students attending Maynard High School may ride on the school bus.

SCHOOL BUS AND FIELD TRIP BEHAVIOR

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

FIELD TRIP ELIGIBILITY

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

CLASS DUES

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

LOCKS AND LOCKERS

Locker assignments will be kept by homeroom teachers and the front office. Students must use only the locker assigned to them, and they should be locked when not in actual use. Students are responsible for all belongings (including texts) missing from unlocked lockers. Please report anything missing immediately to the Assistant Principal.

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

If a student needs a lock, he/she may request one through his/her homeroom teacher or the front office. School issued locks will be the only locks allowed, unless approved by the Assistant Principal. If he/she chooses not to have a lock, the student must realize that he/she is responsible for any lost or stolen property.

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

SEARCH AND SEIZURE

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

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

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

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

STOLEN ARTICLES/LOST OR DAMAGED SCHOOL PROPERTY

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

ACTIVITY FEE

All students participating in school activities must pay the activity fee at the beginning of the school year. This fee covers any activity the student may wish to join for the entire year.

DISCIPLINING STUDENTS WITH SPECIAL NEEDS

Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

The Individualized Education Plan for a student must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified due to the student's disability.

In general, special education students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, the student's special education Team must develop a functional behavioral assessment plan. In many instances, the Team also may be required to determine whether the student's behavior was related to his/her disability (a "manifestation determination"),

If the Team determines the behavior was not due to the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was related to the disability, the student may not be excluded from the current educational placement (except in the case of weapons or drugs) until the Team develops and the parent(s) consent(s) to the new IEP. In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon at school or a school function, the school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

STUDENT ACTIVITIES

STUDENT GOVERNMENT

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

STUDENT COUNCIL

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

NATIONAL HONOR SOCIETY

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

Each year new members are inducted into this group. The faculty committee has determined that the qualifying average for all juniors will be a numerical average of 87, and for seniors an average of 86. All potential inductees must have attended Maynard High School for at least one year. Qualified students are invited by letter to fill out a data information sheet which will include the names of three adult references from the school and community who will verify the service, leadership and character qualities he or she possesses. All teachers are given the opportunity to comment on character, leadership and service of each applicant. A faculty committee appointed by the principal makes the final selection for membership. Students who have been inducted into a chapter of the National Honor Society in another school may transfer their membership to this chapter upon presentation of their membership card and certificate to the advisor of the National Honor Society.

A candlelight induction ceremony and reception for new members is held each fall. The National Honor Society members are expected to help with a fundraiser each year to help defray the cost of operating expenses of the chapter. They are also expected to be ready to tutor all high school/middle school students who request this service.

Dismissal of Members: Members who fall below the standard shall be promptly warned in writing by the chapter advisor and given one school semester to correct the deficiency. In the case of flagrant violation of school rules or civic laws, a member does not necessarily have to be warned, i.e. suspension from school, absences resulting in loss of credit, not attending chapter meetings and failure to participate in the National

Honor Society. Members who resign or are dismissed are never again eligible for membership or its benefits.

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in the co-curricular and/or extra-curricular activities of the school.

The decision to offer an extra-curricular activity belongs to the administrator and school committee based upon student interest and requests by the student government. The following activities are available to all students who are academically eligible:

Band	SADD
Concert Choir	Spanish Club
Concert Band	Spanish Honor Society
Drama	Student Council
Foreign Language Club	WAVM
Stage Band	Yearbook
Math League	Wind Ensemble
National Honor Society	Class Activities: preparation
Peer Leadership	for dances, musicals, plays, prom committee, etc.

Concert Choir

Membership in the chorus is unlimited and no auditions are required. Students are expected, however, to match tones and sing in pitch. Rehearsals are held as a class block, meeting after school Tuesday through Friday. Music will include classics, traditional folk and popular music. All selections are either three or four part arrangements.. Enjoyment and enthusiasm for singing are the basic goals. Students are made aware of the importance of the control of dynamics, balance and blend, articulation, good diction and expressive interpretation.

Concert Band

Some band members cannot be scheduled every day because of course conflicts within their schedule. All band members are required to take either private or group lessons on their chosen instrument. Professional instructors not employed by the school department will provide the lessons. Lessons are held at the school and lesson fees are paid by each student directly to the instructor. Emphasis in the concert band is placed on the development of music skills and personal growth and self-fulfillment through the performance of music. A major event is held every spring, which includes out of state travel and performance in either a festival or in an exchange band program.

Drama and Musical

Whenever possible, a drama is presented in the fall and a musical is presented in the spring. Any interested student may participate in either or both of these productions. Auditions are held for selecting cast members, and rehearsals will be scheduled to avoid other school commitments or school assignments. Essential qualification includes total commitment to attending all rehearsals and enthusiasm for public performance.

Stage Band

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

Public Performance

Public performances are presented by all of the above music groups at the annual winter and spring concerts. Additionally, several programs are scheduled throughout the school year in Maynard and out of town.

Spanish Club

The Spanish Club is open to all students studying Spanish. The purpose of the club is to bring students together who are interested in learning more about the culture of various countries. Some activities include trips to ethnic restaurants, films, pot luck dinners, etc.

Spanish Honor Society

Students are eligible for induction into the Spanish Honor Society if they have maintained an 85 average for two years.

WAVM

The WAVM radio and television program at Maynard High School is open to all students. It offers a wide variety of activities including broadcasting, technical work, and working behind the scenes. WAVM offers an excellent opportunity for those students who merely want to dabble in the communications arts, but is also offers a tremendous head start to those who seriously want to pursue communications as a career.

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

Yearbook

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

DANCES/PROM

- High School dance hours are from 7:00 p.m. to 10:00 p.m. Any exceptions to these times must be approved by the principal or vice principal. This does not include the prom, which may have longer hours.
- No one will be admitted into the dance after 9:00 p.m. Anyone who leaves the dance will not be permitted to re-enter.
- The administration has the right to restrict school dances to Maynard High School students only.
- Guests of the prom who are not Maynard High School students must be approved in advance by the principal or vice principal.
- All school dances/proms are considered an extension of the school day; therefore, all rules/policies apply to such events.

SCHOOL ATTENDANCE FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

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

REQUIREMENTS FOR ELIGIBILITY AND PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order to be eligible, students must:

1. Pass the equivalent of ten credits per term in major subject areas.
2. Earn ten credits in major subject areas for the semester/twenty for the year.
3. In addition, students who earn ten credits in major areas for the second semester but do not pass at least four major subjects for the fourth term, must enroll and pass at least one course at summer school to become eligible for extra-curricular activities in September. The course must be approved in advance by the guidance department.

ELIGIBILITY POLICY

In order to maintain eligibility, students must pass four major courses per term. Those who pass four major courses but fail one or more courses (provisionally eligible) will be required to participate in a tutoring program for each course failed. The plan will be designed with the student, by the classroom teacher and will be approved by the administration. The teacher, the coach or the advisor, and the administration will monitor the student's progress on a biweekly basis. Students who fail to fulfill the terms of the plan at the time of the biweekly review will lose eligibility.

An ineligible student may not practice or play. A provisionally eligible student may practice and play if he/she is following a plan and receiving a satisfactory report(s). Students who do not get a satisfactory report are ineligible until receiving a satisfactory report at the time of the next biweekly review.

During a term, when a tutoring progress report is issued, the student's status will be determined as being eligible because of following the plan or not eligible because of non-compliance with the plan. Students who do not get a satisfactory report may appeal to the administration.

INTERSCHOLASTIC ATHLETICS

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

Fall	Football	Varsity, Junior Varsity
	Cheerleading	Varsity
	Golf	Varsity
	Soccer	Varsity, Junior Varsity
	Field Hockey	Varsity, Junior Varsity
Winter	Basketball	Varsity, Junior Varsity
	Cheerleading	Varsity
	Ice Hockey	Varsity, Junior Varsity (collaborative w/Assabet)
Spring	Baseball	Varsity, Junior Varsity
	Softball	Varsity, Junior Varsity
	Outdoor Track	Varsity

The eligibility requirements apply to participation in Student Government, clubs, band, school plays, etc.

ATHLETIC CODE OF BEHAVIOR

Involvement in athletics can be a rewarding and valuable experience for the student at Maynard High School. In order to benefit fully from this involvement, certain commitments must be made. Coaches and athletes are expected to conduct themselves at all times in a manner that is appropriate.

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

1. The student-athlete must make the commitment to maintain his/her body and mind in top physical and mental condition. To be at one's best requires adequate rest, nourishing food and abstention from all things that impair peak mental and physical performance, i.e. tobacco, smokeless tobacco, alcohol, marijuana, drugs, etc. The use of any of the above as well as frequenting drinking establishments and breaking curfews will result in suspension from the squad, in accordance with MIAA policy.
2. The student-athlete must maintain an attitude and mode of behavior that reflects positively on himself/herself as well as his/her coach, teammates, school, family, community and school athletics in general. This attitude and behavior must be demonstrated by appropriate conduct at all times. Also, we would expect appropriate attire, responsibility and dedication to the team and respect for officials. **The use of profanity and unsportsmanlike behavior conduct will not be tolerated.**
3. The student-athlete must exhibit self-discipline, common sense, and respect for other individuals and property of the school and community. All squad members are responsible for equipment issued to them and will be assessed for the replacement cost if any article is lost. Stealing will not be tolerated. Stolen money and school equipment will be repaid or replaced. First offenses will result in suspension from athletics for one school year; a second offense will result in permanent exclusion from athletics.
4. Squad members must respect rules and regulations set forth by individual coaches. Disciplinary action for the violation of team rules may result in suspension or exclusion from the team as well as school disciplinary action, if warranted.
5. The administration, i.e. principal, vice principal, athletic director, agree that violations of sportsmanship will be handled by the coach. However, repeat offenders or extreme cases of unsportsmanlike behavior will be reported to the administration for review. Student athletes are reminded that sporting events are an extension of the school day and all rules apply. The administration reserves the right to impose penalties that exceed the coaches' in situations of repeat or extreme cases.

The major objective of the athletic program at Maynard High School is to provide a learning situation through interscholastic competition under the most conducive conditions to help develop more well rounded individuals by meeting the objectives of the above rules and regulations all will realize the benefits available and intended by the athletic program at Maynard High School.

ATHLETIC CODE OF BEHAVIOR PROBATIONARY POLICY

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

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

The coach and the school administration (principal, vice principal and athletic director) will meet with the student regarding the incident and will make the final decision for probation.

The probation period will consist of six weeks. During the six-week probationary period, students are expected to be model citizens. Students who have any other school, athletic or community issues/problems during their probationary period will be removed from that particular team/activity/group.

Students who violate the Athletic Code of Behavior for their second offense **MAY** not be allowed to participate in team/activity/group sponsored school events for the remainder of the school year. A meeting with the coach, principal, vice principal, and athletic director will be held to determine the student's status.

CHEMICAL HEALTH POLICY

1. The Chemical Health Policy will be active for the entire school year. In the event that an activity/sport begins prior to the official start date of the school year, the policy is considered to be active on the start date of the activity/sport.
2. Students and parents will be required to sign a contract stating they understand the rules and policies associated with drugs and alcohol.
3. First Offense: In addition to the mandatory loss of eligibility (MIAA) for two weeks, two games/activities or whichever is more severe, students caught using, selling, or possessing drugs, alcohol or tobacco on the first offense will be required to attend a mandatory alcohol/drug counseling assessment.
4. Second Offense: In addition to the mandatory loss of eligibility (MIAA) for the next twelve weeks, twelve games/activities or events, or whichever is greater, students caught using, selling or possessing drugs, alcohol or tobacco on the second offense will be required to attend mandatory alcohol/drug counseling. Although a student may not be allowed to participate in a game or activity, i.e. radio show, field trip, band/choral performance, etc., the student is permitted to attend practices and activity meetings. The students are also encouraged to remain active in the activity or sport so that they will have a support system. In order for the student to fulfill the twelve week, twelve game/activity obligation, they must be a team member.
5. Students found in the presence of alcohol/drugs.
 - 1st Offense Written warning from the administration the parents/guardians as to the nature of the incident.
 - 2nd Offense Same as 1st offense
 - 3rd Offense Meeting with the administration, parents and student concerning the incident and future consequences
 - 4th Offense One week/suspension from the next activity. This will include any and all games/events that take place in the week.

EXTRA-CURRICULAR AGREEMENT

Athletics

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

- to help ensure the physical and mental health of students;

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

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

Rule

During the school year or from the first day of practice, if earlier, a student shall not, regardless of the quantity, use or consume, possess, buy, sell or give away any beverage containing alcohol, any tobacco product, marijuana, steroids or any controlled substance as defined under Mass General Laws, Ch. 90D, or inhale the vapors of any intoxicating substance, such as glue, , nitrous oxide and the like, sometimes referred to as "huffing."

Penalties

First Offense – See Chemical Health Policy

Second Offense – See Chemical Health Policy

ATTENDANCE

All students are expected to attend school on a daily basis. Attendance to school is vital in order to achieve maximum success. It is also mandated by state law, "Massachusetts General Laws (MGL), Chapter 76, Section 2, states that "Every child between the ages of 6-16 shall attend school during the number of days required by the Board of Education in each school year."

Regular attendance and punctuality are necessities in attaining an education and in developing good attendance habits to ensure success in a future professional life.

NOTIFICATION OF STUDENT ABSENCE

Parents/guardians should call the school's main office number *the morning of the absence* to report their child as absent/tardy. If your son/daughter is absent, but has not been called in, the school nurse will make an attempt to contact a parent or guardian at home/work to confirm the absence. A note from parent/guardian will be required upon return.

ATTENDANCE REGULATIONS

1. **All students are allowed seven absences each semester without requiring a physician's note.**
2. After five unexcused absences the *teacher* will fill out a warning slip and it will be sent home to indicate the potential for loss of credit.
Credit loss for semester courses meeting five days per cycle:
 - 8 unexcused absences = ½ credit lost
 - 12 unexcused absences = 1 credit lost
 - 16 unexcused absences = 2 credits lostThree tardies to class equal one miss. Students who have seventeen or more unexcused absences in a semester may fail at the teacher's discretion.
Credit loss for semester or full year courses meeting two days per cycle:
 - 4 unexcused absences = no credit
3. Excused absences
 - Death in the family
 - Doctor verified visit
 - Religious holidays
 - Court/Legal matters
 - College Visits. Juniors have two beginning their second semester of their junior year. Seniors have three beginning in September of their senior year. All visits must be set up and confirmed by guidance. Forty eight hours notice is required in order for approval.
 - Extenuating Circumstances (discretion of administration)
All doctors notes/faxes/emails/calls are required within 48 hours of absence.
4. Unexcused Absences
 - Illness not requiring a doctor's attention/visit
 - Vacations during school time
5. Tardy to School
 - A Block will begin at 7:45 a.m. Students arriving to school after 7:45 must report to A Block. They will be marked tardy. Three tardies equal one miss.
6. Tardy Consequences
A Block begins at 7:45. If a student accumulates the following tardies, the consequences listed will apply. Tardies are based on each semester.

1 – 12 tardies	warning letter sent home
12-21	Parent Conference
24 and above	Loss of Credit

Three (3) tardies = one (1) miss. Students have seventeen or more unexcused absences in a semester may fail at the teacher's discretion.

Excused tardies, see excused absences

7. Tardy to class
 - up to three tardies – handled by teacher
 - beyond three tardies – handled by administration
 - three tardies equal one miss

DISMISSALS

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

TRUANCY

1. Truancy is absence from school without school permission or parental/guardian knowledge.
2. Parents/guardians will be notified immediately, and a conference must be held before the student can return to school.
3. Students who are truant will not be allowed to make up class/school work. Truancy may result in ISS (in-school suspension) or SE (external suspension) for up to three days.
4. The youth officer and/or Maynard Police Department will be informed of all truancies.

HOMEROOM POLICY

Homeroom is an important part of the school day. Announcements are made, attendance is taken, and some mentoring should be occurring between staff and students. Homeroom times are:

Day 1: 9:00-9:07 Days 2-6: 8:30 - 8:37

ALL students, including seniors are required to be in homeroom on time.

Students may serve a detention for tardiness to homeroom, at the discretion of the homeroom teacher. If a student misses homeroom and fails to sign in, he/she will be marked absent for the day.

Excessive tardies to homeroom will result in loss of privileges, WAVM, athletics and suspension from school.

MISCELLANEOUS STUDENT INFORMATION

STUDENT PARKING/DECALS

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

1. The speed of vehicles may not exceed 15 mph.
2. The students will park in the designated student lot only. Repeated failure to do so will result in loss of privilege/disciplinary action.
3. The students will display the Maynard High School parking tag on the rearview mirrors of the registered vehicle. Automobiles without tags may be towed at owner's expense.
4. Students will park on school property at his/her own risk and assume all liability connected with the vehicle.
5. Maynard High School assumes no responsibility for stolen or missing items, or damage to a vehicle.
6. Automobiles parked on school property may be searched by the administration at any time, per the guidelines stated in this handbook (see Search and Seizure).
7. Students who violate driving/parking policy may forfeit his/her parking privilege for a designated amount of time determined by the administration.
8. Students must register for a parking tag during the first week of school. There will be a \$10.00 fee for the tag.
9. Students who park in the student parking lot without permission may have their vehicle towed or ticketed and will be removed from the wait list.
10. All students and passengers of motor vehicles are required to properly fasten seat belts while on school property. Any operator of a vehicle in which the driver or any other passenger is not wearing a safety belt or otherwise properly restrained in an infant or child set will receive the following penalties:
 - 1st Offense: Written warning and parent notification
 - 2nd Offense: Loss of parking privilege for two weeks. Parent notification.
 - 3rd Offense: Loss of parking privilege for the remainder of the school year. Parent conference.

VISITORS TO MAYNARD HIGH SCHOOL

Ordinarily, student visitors are not permitted in the school. However, exceptions will be made to students indicating that they would be interested in coming to MHS on school choice. Any student wishing to bring a visitor to school must first request permission from the principal at least 24 hours in advance.

A request to bring a visitor should be in writing, stating the purpose of the visit, the date of the visit and should be signed by the parent of both student sponsor and visitor. A sign-off by the visitor's present school will also be required. In addition, phone numbers of all parties should be included in the request. All visitors must sign in at the main office and obtain a visitor's pass.

DRESS CODE GUIDELINES

Student behavior and the total school environment are strongly influenced by the dress of students. Students are expected to dress in a manner that supports a positive atmosphere for learning. Clothing that distracts, disrupts, or that constitutes a health or safety hazard violates the dress code.

Habitual offenders will be suspended.

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

- Any clothing that advertises tobacco or alcohol, displays profanity, racial slurs, disruptive images or words, drugs, or gang related symbols or sexual innuendos.
- No large bulky winter coats (inside the building). Dress must be appropriate to climate. For example, a sweatshirt or sweater for the winter.
- No bare midriffs at all. All tops must meet the bottom.
- No exposed undergarments. Students must dress in a manner in which their undergarments are not revealing. Belts must be worn on pants that are considered too big or too baggy. Low-rise jeans should not be worn if undergarments can be seen.
- No sheer fabrics that can be seen through. No tube tops or halter tops. No sweatbands, bandanas, doo-rags, sunglasses or hoods.
- No hats of any type during school hours (7:45-2:00 p.m.) Students are to remove hats upon entering the building.
- No excessively short skirts or shorts.

Students who do not cooperate or who are habitual offenders will face consequences that may result in detention or suspension.

Students in violation of any part of the dress code will be required to:

1. Change into something else.
2. Change into something provided by the school.
3. Have a parent bring a change of clothes to the school.
4. Be sent home to change.

Administration Regulation

Reference: School Committee Policy #207

Regulation #207.1

School Cancellation

Delayed Opening

Early Emergency Dismissal

Current Version: 11/94

Regulations for Snow Days, Delayed Opening

Parent Information Resources

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

1. TV stations: Channel 4 (WBZ-TV) and Channel 5 (WCVB-TV)
2. Radio Stations: 1030 AM (WBZ Radio) and 680 AM (WRKO)
3. A recorded message at 897-0310 (Maynard Public Schools)

Please do not call the Fire/Police Depart for school information.

Do Not Call 911.

Early Emergency Dismissal

In the event that an emergency early dismissal is required, the Maynard Public Schools will make every effort to contact parents via a calling chain managed by each building parents group. Parents are encouraged to develop a family emergency plan with their children. This plan should address the following issues:

1. Where should a child go if he/she arrives home and their parent or other responsible person is not home? Is a trusted neighbor usually home?
2. Should the child call the parent if he/she arrives home early?
3. What should the child do if he/she is "home alone?"

FIRE DRILLS/EMERGENCY CODES

Fire Drill Procedure

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

Emergency Codes

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

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

SENIOR PRIVILEGES

Seniors who have A Block free, may arrive to school after A Block without being considered late. **All seniors must attend homeroom.** All seniors may use their senior privilege after homeroom is over.

Seniors who have F Block free may leave after their E Block class.

Seniors who have a study during the day (Blocks B, C, D, E) may leave the building during that study time. Students utilizing this privilege **must sign out when leaving and must sign in** upon return. Students failing to sign out/in **will lose** this privilege.

Students who do not sign out/in or who return to school beyond their allotted time will face the following consequences:

- 1st Offense = Two week loss of privilege and parent notification
- 2nd Offense = Six week loss of privilege and parent conference (possible suspension)
- 3rd Offense = Loss of privilege for remainder of the school year. Parent conference (possible suspension).

SENIOR PRIVILEGE

Senior privileges only apply to seniors with the proper number of credits. Students who do not meet the allotted number of credits will not be eligible for activities that are designed for seniors, i.e. senior privilege.

HALL PASSES

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

Students are required to have a pass to be in any unauthorized area. Violation of this may result in detention or assigned study.

COMPREHENSIVE HEALTH PROGRAM

The Maynard School District has implemented a K-12 Comprehensive Health Education program with HIV/AIDS and human sexuality education components occurring at five through twelve grade levels. The school committee has approved our curriculum to ensure the present and future health of our children.

The goal of the AIDS/HIV program is to work with students to prevent the spread of the disease. Part of the program includes workshops for parents on the basic facts of AIDS/HIV and how to talk with your children about AIDS and sexuality.

We encourage all parents to participate in the education of their child. They are welcome to review our curriculum and related materials and may call the principal to schedule an appointment.

We strongly recommend that all students participate in the lessons scheduled for their own grade level. However, if parents or guardians do not want their child to participate, they have the right to exempt their child by submitting a request in writing to the building principal.

At the high school, students in grade ten will be required to take the health course. All students are offered related programs during Personal Awareness Days.

SCHOOL INFORMATION

Adult Basic Education (GED and ESL)897-4203
Dr. Mark Masterson, Superintendent897-2222
Daniel Mayer, Assistant Superintendent/Director of Curriculum....897-2222
Jill Greene, Director of Student Services897-2138
Business Office897-8251
Maynard High School (Main Office)897-8891
Maynard High School Guidance897-0406
Maynard High School Athletics897-6168
Fowler Middle School897-6700
Green Meadow Elementary School897-8246
WAVM897-5213

GENERAL INFORMATION

Emerson Hospital897-1400
Fire Emergency911
Fire (non emergency)897-1015
Police Emergency911
Police (non-emergency)897-1011
Public Library897-1010
Selectmen897-1001

ASSESS TO STUDENT RECORDS:

MILITARY RECRUITERS/

POST SECONDARY EDUCATION INSTIUTIONS

The No Child Left Behind Act of 2001 requires that all schools receiving federal funds must provide the names, addresses and telephone numbers of secondary students to military recruiters and institutions of higher education.

The Act also requires that military recruiters be given the same access to students that is given to recruiters for post secondary education institutions and employers.

Parents who wish to withhold such information from recruiters and institutions must do so in writing.

STUDENT RECORD INFORMATION

Students and Their Parents:

This is to inform you of the eventual destruction of child's record, which has been maintained by the school system during the period of your child's enrollment. The records, which are described below, contain information which may be of importance to you in the future. Because of this, you have the opportunity to examine and receive copies of any or all records prior to their destruction.

In accordance with the Department of Education regulations, different parts of the record will be destroyed at two points in the future. The majority of the information will be destroyed within five years.

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

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

The following information may be destroyed after sixty years:

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

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

CHAPTER 536

The Commonwealth of Massachusetts In the Year One Thousand Nine Hundred and Eight–five An Act Prohibiting the Practice of Hazing

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

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

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

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

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, and each individual receiving a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying the said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

Computer Acceptable Use

Introduction

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

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

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

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

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

We can also interact directly with the environment itself or use it to interact with other networks and environments world-wide, potentially transforming the environments through those interactions. As with all shared infrastructure, users should refrain from

destroying, damaging, or disrupting the environment just as we refrain from destroying, damaging, or disrupting public roads, electricity supplies, and water supplies.

It takes an ongoing investment in computer and network equipment, software and data services, and technical and teaching personnel to maintain the utility and value of the environment. It is our collective responsibility to ensure that we do our best to protect our investment and maintain this resource by keeping it and its components in good working order and not engaging in behaviors that disrupt, damage, or degrade the environment or the activities and services that it supports.

IDEA REGULATIONS

(Individuals with Disabilities Education Act)

The following special regulations pertain to the application of student discipline under federal IDEA (Individuals with Disabilities Education Act) regulations:

1. Short term suspensions – Section 615 (k) (a) (1)
2. Interim Alternative Education Setting (IAES) (up to 45 days)
 - a. Weapons in school or at school functions
 - b. Possession or use of illegal drugs
 - c. Sale or solicitation of a controlled substance
 - d. IEP TEAM decision
 - e. IAES must enable the student to continue to participate in the general curriculum, although in another setting.
 - f. IAES must provide services and modifications to address the behavior “so that it does not occur.”
3. Behavior Assessments/Behavior Intervention Plans – Section 615 (1) (b)
 - a. No later than ten days after taking disciplinary action involving suspensions or placement in an IASE, the school district shall:
 1. convene an IEP meeting to develop a functional behavioral assessment plan to address the behavior, if one has not been conducted, or

2. if student already has a behavioral assessment plan, to review the plan and modify it, as necessary.
4. Safety/Dangerousness – Section 615 (k) (2)

A school district may seek a hearing officer order placing a student in an IAES for up to 45 days if:

 - a. the district has demonstrated by substantial evidence that maintaining the current placement is substantially likely to result in injury to the student or to others;
 - b. the current placement is appropriate, an
 - c. the district has made reasonable efforts to minimize the risk of harm in the current placement.
 5. Manifestations Determination – Section 615 (k) (4)
 - a. Procedures
 1. IEP TEAM and “their qualified personnel”
 2. Determination made within ten after the date on which the decision to take the action is made; and
 3. Parent/guardian notification of disciplinary action and all procedural safeguards accorded.
 - b. Considerations – Section 615 (d) (4)
 1. Evaluation and diagnostic results
 2. Relevant information supplied by parent/guardian
 3. Observations of the student; and
 4. IEP placement
 - c. Standards

TEAM may determine the behavior was not a manifestation of disability only if:

 1. In relations to behavior, the IEP and placement are deemed appropriate.
 2. The IEP services and behavior intervention strategies were implemented.
 3. The disability did not impair the ability of the child to understand the impact and consequences of the behavior; and
 4. The disability did not impair the student’s ability to control the behavior
 6. No Manifestation – Section 615 (k) (5)
 - a. Regular discipline hearing and
 - b. Continue to provide a free and appropriate public education

7. Expedited Due Process Hearing – Section 615 (k) (6)(7)
 - a. Student not yet eligible – Section 615 (k) (8)
 1. May assert IDEA protections if it is shown school district “had knowledge that the child had a disability before the behavior incident and:
 2. If the LEA does not “have knowledge” that the child is a child with a disability prior to taking disciplinary measure against the child, the child may be subjected to the same disciplinary measures as are applied to children without disabilities who engage in comparable behavior.
 - b. Referral to Law Enforcement/Judicial Authorities – Section 615 (k) (9)
 1. IDEA does not limit a district from reporting a crime to appropriate agencies, and
 2. Transfer of special education and disciplinary records
 - c. Discipline Records – Section 613 (j)

WEAPONS LAW/POLICY

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

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

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

It is the policy of the Maynard Public Schools strictly to enforce this law. The following further explains the language.

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

POSSESSION of a weapon includes both the student who brought the weapon and any student who handled it. Possession also includes an object on a school bus, in a student’s locker, book bag, or car on the parking lot on school property where a Maynard school event is taking place, even outside of Maynard. Possession includes a student who “only brought it (a knife or other weapon) to show his friend a birthday gift he received.”

EXPULSION from school could be for the remainder of a school year, for twelve months, or forever.

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

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

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

Memorandum of Understanding

RE: Collaborative Initiative Involving Schools and Police

I. General Principals

The Maynard Public Schools and the Maynard Police Department agree to coordinate their response to violent, delinquent, or criminal acts by students and to alcohol and other drug use which occur on school premises or at school-sponsored or school-related events. To ensure a safe educational environment, this collaborative effort between school administration and law enforcement supports "zero tolerance" for drugs, alcohol, weapons, and violence.

It continues to remain the sole prerogative of school officials to impose discipline for infractions of school rules and policies. In cases where the school has reported an incident to the police, as described below, the school agrees to notify the police department before suspending a student under the provisions of M.G.L. Chapter 71, Section 37 H1/2.

M.G.L. Chapter 71, Section 37 H requires each school district to have a written Code of Conduct reflected in student handbooks stating the standards and procedures to assure building security and safety of students and school personnel, and the disciplinary measure to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or civil rights violations. Reference to the memorandum shall be made in these handbooks.

II. Procedures

While acknowledging that school officials are not agents of the police or Commonwealth and the Commonwealth and police are not agents of the school, the school and police should develop policies and protocols for coordinated efforts.

A. The Superintendent of School and the School Principal (or his designee) are responsible for reporting acts. The Police Chief shall designate an officer (or officers) to coordinate all reported criminal acts.

A mandatory reportable act shall include:

1. Any serious incident of assaultive behavior, destruction of property, or theft;
2. Violation of a restraining order;
3. Possession of a dangerous weapon;
4. Finding any student who is in actual possession of what is reasonably believed to be a controlled substance as defined by state law, except that possession of drugs pursuant to a valid prescription is a discretionary reportable act; and

5. Having a reasonable belief that any student has sold or offered to sell or otherwise distributed a drug which is believed to be a controlled substance under the law.
6. Finding any student, regardless of age, who is reasonably believed to be under the influence of alcohol or other drugs.
7. Threats made to persons or property including, or with reference to, the use of a weapon or explosive device.

A discretionary reportable act shall include:

Any student's violation of a state criminal statute which warrants reporting, but is not as serious as a mandatory reportable act. (Example: Certain assaultive or threatening behaviors, student in possession of prescribed medicines, cigarettes).

- B. Any teacher or other school employee who has reasonable grounds to believe that a student has committed a mandatory reportable act or a discretionary reportable act, as defined above, shall take (or cause to be taken) the student to the Principal or Superintendent. The Principal or Superintendent shall ask the reporting teacher/employee what happened and take custody of any physical evidence. The Superintendent shall establish guidelines for teachers and employees which define those violations of state criminal law which warrant reporting as a discretionary reportable act.
- C. The Principal/Superintendent shall inform the student and his/her parent or guardian, of the nature of the offense and inform them that certain offenses must be reported to the police. The Principal/Superintendent may offer the student the opportunity to respond to the teacher/employee's report. The Principal/Superintendent shall, in the case of a mandatory reportable act, notify the police of the incident and the existence of any physical evidence. All contraband (drug, alcohol, firearms and dangerous weapons) shall be immediately surrendered to the appropriate police department.

In addition, the Principal/Superintendent will comply with the M.G.L. Chapter 71, Section 37L requiring that an incident involving a student's possession or use of a dangerous weapon on school premises at any time be reported in writing to the Chief of Police. This report must be filed in any case involving a student's possession or use of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been expelled.
- D. School personnel are permitted to search a student's clothing, personal possessions, or locker at the direction of the Principal/Superintendent if there is a reasonable basis for believing that the student is concealing material, the possession of which is prohibited by federal, state, or local law, or the provisions of the

School Discipline Code. However, if the Principal/Superintendent believes, prior to the search, that the student's act should be reported to the police, they should inform the police that the school intends to conduct the search.

The Principal/Superintendent shall inform students, in writing, at the beginning of each school year of this practice. The Principal/Superintendent should keep a record of such searches detailing time, place, reasons, and witnesses.

- E. Upon notification from the Principal/Superintendent, police shall respond in cases of mandatory reportable acts and may respond in other cases.

STUDENT CONDUCT

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

1. Establish and maintain a favorable learning atmosphere that is free from distraction and
2. Develop within each student consideration for others and ideals, habits, skills and interests that will make for self-government and good citizenship.

The students are encouraged to assume responsibility for their personal conduct. All blatant examples of discourtesy or disobedience will be dealt with. The administration and staff expect the following from all our students.

1. Respect yourself, others, and all property.
2. Attend all scheduled classes and meetings.
3. Do not leave school without permission.
4. Comply with reasonable requests from adults in and out of the classroom. Realize that teachers may establish rules to govern their classroom that exceed stated rules.

When rules are not met, penalties will occur. The following are examples of what can occur:

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

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

Unacceptable Items

The following are unacceptable items not to be used in school.

1. cell phones
2. beepers/pagers
3. radios, tapes or CD players, MP3 or I-Pods
4. playing cards

These items may be confiscated by staff and turned in to the assistant principal. Items will be returned. Further incidents will result in more serious penalties.

Detention

The principal or the assistant principal may assign office detention which will be held from 2:10 to 3:00 p.m. Students may be assigned detention for breaking a variety of school rules or attendance regulations. Failure to report to office detention will result in further, more serious disciplinary action, up to and including suspension.

Suspensions are issued when it is deemed in the best interest of the school and other students to remove a student from the general school population. Only the principal or the assistant principal will only determine suspension, and for a varying number of days. The principal and assistant principal determine the number of days of suspension by the frequency of the offense and by the severity of the situation. There are two types of suspensions: Internal (in-school) and External (out of school).

Internal (In-School) Suspensions

Students who are assigned in-school suspension will be under the supervision of the in-school suspension teacher for that block of time. Students will complete school assignments and will not leave the in-school area unless supervised by an adult. Failure to comply with in-school suspension rules will result in additional days of in-school suspension or external suspension. Any student under suspension is ineligible to participate or attend any extra curricular activity during the term of the suspension, including athletic events.

External (Out of School) Suspension

External suspension is also an option that the administration may use based upon the frequency of the offense and the severity of the complaint issued against the student. Students on external suspension are prohibited from attendance at school for all activities and are placed in the custody of their parent or guardian. These students may not be on or about school grounds for the duration of the suspension. Any student under suspension is ineligible to participate or attend any extra curricular activity during the term of the suspension, including athletic events.

Disciplining Students with Special Needs (see page 27)

ACTIONS TAKEN FOR UNACCEPTABLE BEHAVIOR

Students are expected to assume responsibility for their behavior. The following is a list of unacceptable behaviors and the actions that may result. The administration reserves the right to impose more severe penalties if deemed appropriate.

Offense	Consequence/Penalty
Poor conduct/Attitude in class	1 st offense – Handled by the teacher at his/her discretion. Subsequent offense may be reported to the administration for review.
Failure to report to detention	1 st offense – Handled by teacher at his/her discretion. Subsequent offenses may be reported to the administration for review.
Conduct which results in removal from class	Students <u>must</u> report to assistant principal's office. He/she will use his/her discretion as to the penalty for the student.
Displays of affection Playing walkman/radio, tapes or CD players, MP3 or I-Pods in school Card Playing Improper use of senior courtyard Leaving trash in cafe Horseplay/rough housing	1 st offense – One week of office detention 2 nd offense – Two weeks of office detention 3 rd offense – May result in up to a five day suspension (SI or ES)
Behavior which results in removal of assembly Disrespect toward staff Refusing to report to office when requested Harassing other students	1 st offense – One day of ISS (parent notification) 2 nd offense – Two days of ISS (parent conference) Subsequent offenses will result in up to a five day suspension (ISS) or (SE) and a parent conference
Hazing Vile Behavior *Stealing *Vandalism Computer Piracy	Up to a five day suspension (SE). * Students in violation of these rules will be obligated to repay/return stolen or damaged property

Offense	Consequence/Penalty
<p>Fighting When two students engage in the act of fighting</p>	<p>1st offense – Three day external suspension and parent notification 2nd offense – Same as above 3rd offense – Mandatory five day external suspension and parent notification</p>
<p>Possession of a weapon/or weapons</p>	<p>Weapons are not permitted on school grounds. Firearms, whether loaded or unloaded, are prohibited by law. These and other potentially dangerous weapons/items will be confiscated and the Maynard Police Department will be contacted. 1st offense – Students will be suspended for up to ten days. Students will be subject to an expulsion hearing.</p>
<p>Threats of Physical Violence</p>	<p>Acts/Threats of physical violence on a student or staff member may result in a suspension of up to ten days. Physical violence or an attack on a student or staff member will result in a ten day suspension. Violent acts will require participation in counseling. Request for expulsion will result when there has been an assault on a employee of the school district. All assaults, threats, and violent acts will be reported to the police.</p>
<p>Physical, Verbal or Sexual Harassment</p>	<p>Physical harassment is <u>any</u> threatening action or physical tormenting of another. Verbal harassment will include any negative remarks based on another's race, gender, sexual orientation, religion or national origin. Sexual Harassment is <u>any</u> unwanted behavior of a sexual nature: physical, verbal, or gestures. Victims of this type of behavior should report it to the assistant principal or their guidance counselor. Students using this type of behavior toward another student(s) will be suspended for up to ten days. All incidents of harassment will be reported to the police.</p>

Cutting Class	<p>Students are required to attend <u>all</u> classes during the school day. Students that “cut” a class will be faced with the following consequences.</p> <p>1st offense – one week (5 days) of office detention. 2:00-3:00 p.m.</p> <p>2nd offense – Two day ISS. Parent notification and parent conference.</p> <p>3rd offense – Up to a three day suspension (ISS or SE). Parent notification and parent conference.</p> <p>Note – Seniors who have senior privilege: if a senior “cuts” a class his/her senior privilege will be suspended/eliminated.</p>
Leaving the School or School Grounds without Permission	<p>Leaving the school/building or leaving school grounds without permission is considered a serious violation of school policy.</p> <p>1st offense – A mandatory meeting with the parent(s)/guardian upon return to school, followed by three days of in-school suspension</p> <p>2nd offense – Up to a three day external suspension. Students must be accompanied back to school with a parent/guardian in order to be accepted back.</p> <p>Subsequent offenses – Up to five day suspension and parent conference. Loss of school sponsored activities.</p> <p>Students who leave school grounds in their or other’s vehicles will forfeit their parking/driving privilege on school grounds.</p> <p>1st offense – Loss of parking/driving for two weeks (police notification)</p> <p>2nd offense – Loss of parking/driving for a semester (police notification)</p> <p>3rd offense – Loss of driving/parking privilege for the remainder of the school year. The student will receive a “no trespassing notice” from the administration as well as the Maynard Police. Students found driving/parking on campus with a no trespassing notification will have their vehicle towed/ticketed.</p>

<p>Cheating Policy</p>	<p>The faculty and administration regard cheating as a very serious offense. The term "cheating" includes the following:</p> <ul style="list-style-type: none"> • Copying answers from others on tests, quizzes or homework • Providing answers to others on tests, quizzes, or homework • Obtaining answers or other information during quizzes or tests using methods of cheating • Plagiarism, not attributing sources <p>First offense – Handled by the teacher with notification given to the administration and the parents. Parent conference.</p> <p>Second offense – Will result in a failure of the course in question and suspension from school for two days.</p> <p>Second and subsequent offenses of cheating may result in students being dropped from one level to another. For instance, students found cheating (second offense) in an advanced placement course may be dropped to an honors level. Students may also lose eligibility for awards or extra curricular activities.</p>
<p>Smoking, Chewing of Tobacco Products Possession of Tobacco Products</p>	<p>Massachusetts State Law prohibits smoking or the use of smokeless tobacco in any part of the building, on school grounds, on school transportation or on school sponsored field trips. Students found to be in possession of tobacco products or caught in the act of smoking or 'dipping' will be suspended and the tobacco will be confiscated. The act of smoking includes, but is not limited to, holding a lit cigarette in one's hand or mouth.</p> <p>First offense – One day external suspension. \$25 fine</p> <p>Second offense – Two day external suspension. \$25 fine</p> <p>Subsequent offenses will be handled by the administration. Violators may be subject to mandatory enrollment in an anti-smoking program.</p>

Drug and Alcohol Disciplinary Code	<p>Students found possessing drugs and/or alcohol, under the influence of drugs/alcohol, or selling drugs/alcohol on school property or at a school function will be treated in the following manner:</p> <ol style="list-style-type: none"> 1. Immediate notification of the Maynard Police Department/Youth Officer 2. Notification and conference with parent(s) before the student returns to MHS. <ul style="list-style-type: none"> • Five day SE from school • Referred to guidance counselor for mandatory drug/alcohol counseling within a certified/approved program. • Indefinite suspension from school activities with the principal reinstating student privileges at his/her discretion • Referred to the Superintendent of Schools 3. Students found selling drugs or alcohol on school grounds or at school activities may be recommended for exclusion/expulsion from the school system. 4. Students caught in an area where drugs or alcohol are being used may be subject to suspension for up to five days.
Forgery/Falsifying phone calls	<p>Students found forging letters of any kind or falsifying phone calls in order to be dismissed or excused from school will serve a two day external suspension from school, including parent notification and a parent conference. Subsequent offenses will result in additional days of external suspension.</p>
Bomb Threats and Fire Alarms	<p>Students found guilty of pulling the fire alarm will be suspended for up to five days. Students responsible for bo,b scares will be prosecuted in court and may be expelled from school.</p>

EXPULSION/EXCLUSION

EXPULSION

Expulsion is the permanent removal of a student from the school and the school district.

Any student charged with a violation which warrants expulsion shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled students shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent.

The principal may also forgo an expulsion and pursue an exclusion, which is defined as excluding a student from regular classroom instruction and school activities for a period exceeding ten days, but not to exceed a school year, when the student has acted in such a manner that his/her removal is necessary to protect the physical safety of others or in order to prevent substantial interference with the right of others to pursue an education.

A student facing exclusion has the right to a hearing and has the right to appeal as spelled out earlier.

EXCLUSION

The principal may initiate exclusion proceedings which shall be defined as excluding a student from regular classroom instruction and related activities for a period exceeding ten, but not to exceed one hundred seventy nine (179) school days, when the student has acted in such a manner that his/her removal is necessary to protect the physical safety of others or in order to prevent substantial interference with the right of others to pursue an education and/or because of a violation listed below:

Exclusions may be imposed for the following violations:

- Possession of a weapon, other than a firearm, or any object that can be construed as a weapon
- assault/attack on a teacher or staff member which does not involve the use of a weapon, and which does not result in serious bodily injury
- Assault/attack on a fellow student which does not involve the use of a weapon
- Damaging school property/theft of school property
- Arson, bomb threat, false alarm
- Extortion
- Possession/use of a firearm
- Continued and repeated serious disruptive behavior
- Hazing

- The possession of, sale/distribution of alcohol, drugs or other controlled substances
- a student who has been charged with and/or convicted of a felony (or felony delinquency)

If the principal recommends exclusion, he/she shall explain his/her intentions to the student and shall within twenty-four hours of the alleged act(s) upon which the recommendation is based, or within twenty-four hours of the time he/she learns of such alleged act(s), mail a notice thereof to the student and to his/her parent or guardian with a copy forwarded to the superintendent. The notice shall include the time and place of a hearing to be held (not sooner than seven calendar days from the date the notice is postmarked.) The hearing will be held according the Massachusetts General Laws, chapter 71, 47 H ½.

Principal's Authority to Suspend and/or Expel

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

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

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

**CODE OF CONDUCT FOR
SCHOOL SPONSORED ACTIVITIES**

1. Dress appropriately for the occasion.
2. Respond in a positive manner to reasonable request of chaperones.
3. Drugs and/or alcoholic beverages are never permitted at any school sponsored activity whether on or off the campus. Smoking is not permitted by students on any property where a school sponsored activity is held.
4. School sponsored activities held off campus require that students be provided transportation both to and from the activity site, except junior prom and class night (in event these are held off campus).
5. Any damages incurred will be paid for by the student(s) responsible. If responsibility cannot be established, the class, club, association, or group sponsoring the activity will be charged.
6. Students unable or unwilling to conduct themselves according to the above, should either not participate or be prepared to accept the consequences.
7. In case of unlawful use of controlled substances (narcotics, alcohol, marijuana) the school will cooperate fully with proper authorities.
8. School sponsored activities include banquets, class trips, club field trips, fundraisers, course activities, and any in town/out of town activities.

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

The principal and assistant principal have the authority to amend this handbook at any time, with the approval of the school committee.