

STUDENT HANDBOOK

MEDFORD HIGH
SCHOOL



CURTIS TUFTS
HIGH SCHOOL



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MEDFORD SCHOOL COMMITTEE

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MEDFORD HIGH SCHOOL



VISION:

We believe in a future where our students grow into responsible, open-minded leaders, creating a positive impact on the world by embracing diversity, leading with empathy, and excelling in their academic and technical strengths.



MISSION:

At Medford High School, students are encouraged to engage with the world around them. We empower students through academic and career technical education (CTE), while celebrating their unique identities and preparing them for their future. We hold students accountable for their success and support them in their growth.

WE
LEAD
WITH
EMPATHY

WE
EMBRACE
DIVERSITY

WE
EMPOWER
EACH OTHER



2025-2026

MHS BELL SCHEDULE

Bell schedule

REGULAR TIME:

WARNING- 7:40
 ADVISORY- 7:45-7:48
 PERIOD 1- 7:51-8:42
 PERIOD 2- 8:45-9:36
 PERIOD 3- 9:39-10:30
 PERIOD 4- 10:33-11:24

FIRST LUNCH
 LUNCH 1 11:24 -11:54*
 PERIOD 5- 11:54-12:45

SECOND LUNCH
 PERIOD 5- 11:27-12:18
 LUNCH 2 12:18-12:48*

PERIOD 6- 12:48-1:39
 PERIOD 7- 1:42-2:33

*Lunch is 30 Minutes Bell-to-Bell

EARLY RELEASE:

WARNING- 7:40
 ADVISORY- 7:45-7:48
 PERIOD 1- 7:51- 8:24
 PERIOD 2- 8:27 - 9:00
 PERIOD 3- 9:03 - 9:36
 PERIOD 4- 9:39 - 10:12
 PERIOD 5- 10:15 - 10:48
 PERIOD 6- 10:51 - 11:24
 PERIOD 7- 11:27 - 12:00

ADVISORY ACTIVITY: OPTIONAL USE- WHEN NEEDED

WARNING- 7:40
 ADVISORY- 7:45-7:49
 PERIOD 1- 7:52- 8:36
 PERIOD 2- 8:39- 9:23
 PERIOD 3- 9:26- 10:10
 ADVISORY- 10:13-10:57
 PERIOD 4- 11:00- 11:44

FIRST LUNCH
 LUNCH 1 11:44 -12:15
 PERIOD 5- 12:15-12:59

SECOND LUNCH
 PERIOD 5- 11:47 - 12:31
 LUNCH 2 - 12:31 - 1:02

PERIOD 6- 1:02-1:46
 PERIOD 7- 1:49-2:33

*Lunch is 31 Minutes Bell-to-Bell

EXTENDED ADVISORY: PRIMARYLY USED EVERY OTHER TUESDAY

WARNING- 7:40
 ADVISORY- 7:45-8:15 (30)
 PERIOD 1- 8:18- 9:05 (47)
 PERIOD 2- 9:08- 9:55 (47)
 PERIOD 3- 9:58- 10:45 (47)
 PERIOD 4- 10:48- 11:35 (47)

FIRST LUNCH
 LUNCH 1 11:35 -12:06
 PERIOD 5- 12:06-12:53 (47)

SECOND LUNCH
 PERIOD 5- 11:38 - 12:25
 LUNCH 2 - 12:25 - 12:56

PERIOD 6- 12:56-1:43
 PERIOD 7- 1:46-2:33

*Lunch is 31 Minutes Bell-to-Bell



Medford Public Schools

2025-2026 School Calendar

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						2 Days

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						21 Days

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						21 Days

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						16 Days

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						17 Days

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						18 Days

February 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						15 Days

March 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						20 Days

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						17 Days

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20 Days

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						13 Days

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 School Closed
 HS/MS Only Early Release Day

 HD All students dismissed for half day
 PD Professional Development Days

First and Last Day of School



ACADEMICS

REQUIREMENTS FOR GRADUATION AND CLASSIFICATION OF STUDENTS

A total of 112 credits is required for graduation.

To be promoted to the next class at Medford High School, a student must have secured a minimum number of credits:

Sophomore Status:	Minimum of 26 credits
Junior Status:	Minimum of 54 credits
Senior Status:	Minimum of 81 credits

PROMOTION POLICY

The following Promotion Policy adds other specific requirements but does not lessen the above requirements.

Students entering Grades 9-10 must pass both mathematics and English at each grade level in order to be promoted to the next grade level. Students who fail mathematics or English with a final grade of “E” must take the subject in summer school and achieve a passing grade of “C-” or better if they wish to be promoted to the next grade level. (Students earning a final grade of “F” (0-49%) in mathematics or English are not eligible to attend summer school and will not meet the promotion requirements. Special appeals to the Principal are applicable.)

Students entering Grades 11 and 12 who have passed both MCAS tests are exempt from the specific Promotion Policy guidelines (related to mathematics and English). These students, however, must meet the high school requirements for credits in mathematics and English for promotion and for graduation. For example, a Grade 11 student who has accumulated 80 credits, has passed MCAS in mathematics and ELA, but fails his/her mathematics course is promoted and will graduate on the condition that at the end of Grade 12 all the required graduation credits (including mathematics) have been secured.

Students entering Grades 11 and 12 who have not passed MCAS and fail a mathematics or English course with a final grade of “E” must take the course in summer school in order to be promoted to Grade 12. These students must also meet all high school requirements for graduation and, in the case of juniors, all high school requirements for promotion. For example, a student who fails Grade 11 mathematics with a final grade of “E” and has not yet passed MCAS is required to make up the specific failed mathematics course or its equivalent in a summer program in order to be promoted to Grade 12.

Requirements for Eligibility for Medford High School Diploma

The following course subjects are required for graduation:

Four Years of English	Take and Pass
Four Years of Math	Take and Pass to include Integrated Math I, II, and III
Three Years of Science	Take and Pass to include Biology and Chemistry
Three Years of Social Studies	Take and Pass to include World History, US History I, and U.S. History II
Two Years of World Language	Take and Pass (Exception for CTE students)
Two Years of Health	Take and Pass
Two Years of Physical Education	Take and Pass
One course in Fine Arts	Take and Pass
Four years of community service (60 hours required, 15 per year)	



Proficient scores on the MCAS ELA, Math, and Science tests (or fulfillment of the student’s Educational Proficiency Plan)

The Massachusetts Comprehensive Assessment System (MCAS)

See the Department of Education website for the most updated information regarding MCAS requirements for the purpose of graduation. <https://www.doe.mass.edu/mcas/graduation.html>

The Massachusetts Comprehensive Assessment System (MCAS) will be administered in Grade 10 in both English Language Arts (ELA) and Mathematics, while the administration of the Science MCAS will take place in Grade 9. According to the Education Reform Act, students are required to meet specific Competency Determination (CD) standards for English Language Arts (ELA), Mathematics, and Science in order to receive a diploma, in addition to meeting all local graduation requirements.

MVTHS - Additional Requirements

10 hours OSHA Certification (General Industry or Construction)

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Medford Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin, or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

STUDENT GRADING

Letter Grades and Numerical Descriptions

For courses carrying two or more credits, grades should be indicated in accordance with the descriptive evaluation of grades as noted below:

A+	97-100 percent	C-	70-72 percent
A	93-96 percent	D+	67-69 percent
A-	90-92 percent	D	63-66 percent
B+	87-89 percent	D-	60-62 percent
B	83-86 percent	E	50-59 percent Quarter or Year
B-	80-82 percent	F	0-49 percent Quarter or Year
C+	77-79 percent		
C	73-76 percent		

Only students who earn a final grade of “E” (50-59%) are eligible to attend summer school. However, in cases where students are not eligible, the Principal will consider appeals based on extenuating circumstances and level of academic proficiency. (See Summer School.)

"INC" Incomplete

"MED" Medically Excused - to be used by Physical Education Department members only with the authorization of the school nurse.

"WDN" Withdrawn - subject dropped or student is withdrawn from school.

"P" Passing (satisfactory) and "F" Failing (unsatisfactory) - grades in one and two-credit courses and in other courses by arrangement with the Principal and Director of Guidance (“P” and “F” are included in the calculation of the Honor Roll or GPA, except for special education courses where the use of “P” and “F” is standard procedure.)

Standards for Selection of Honor Roll Students

The purpose of the Medford High School Honor Roll is to recognize student achievement and to encourage students to maintain or expand their commitment to their studies. Students who achieve a certain academic standard are placed on the school’s Honor Roll. Students with Incomplete grades do not qualify for the Honor Roll.

**The Honor Roll Criteria is as follows:****High Honors:** All A's in Academic Core Courses, all P's in Elective Courses.**Honors:** All A's and B's in Academic Core Courses, all P's in Elective Courses.**Merit:** All B's in Academic Core Courses, all P's in Elective Courses.**PROGRESS REPORTS**

Progress Reports are issued, and accessible on SchoolBrains midway through the quarter to all students earning a "C-" or lower. If the decline occurs later in a quarter and a Progress Report was not issued, the teacher will communicate with the parent/caregiver two weeks prior to the end of the quarter.

NOTIFICATION OF FAILURE

Failure to provide written or electronic notification to a student and parent/caregiver regarding their failure (or impending failure) for the quarter at least two weeks (ten school days) prior to the close of the quarter will result in a passing grade for the student in a given quarter.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION

Any medical excuse submitted to the Health Suite can be backdated not more than 30 days from the date received. Any student obtaining a medical excuse from Physical Education during the fourth quarter will have fulfilled their fourth quarter program in Physical Education. Any student obtaining a permanent medical excuse, who has not fulfilled the Physical Education requirements for a previous year, must complete said requirements through an alternative program approved by the Director of Physical Education Health Education and Health Services, and Director of School Counseling.

EXAM SCHEDULES

Students will be provided an exam schedule for Mid-Year and Final Exams at least one week prior to exams. No other tests or quizzes that are not consistent with the exam schedule will be scheduled in any particular class. Teachers may not assign homework not directly related to the exam during the exam schedule in order for students to adequately prepare for the exam.

MIDYEAR AND FINAL EXAMS

Midyear and Final Exams will be given in all subjects that meet at least four times a cycle unless the curriculum director has approved an alternative route for assessment. All teachers of courses meeting two and three periods per cycle may give Midyear and Final Exams the week prior to the exam schedule. Final Examinations will be scheduled during the last week of school. Seniors will have a separate exam schedule.

With departmental approval of extenuating circumstances, teachers may administer their Midyear Exams and Final Exams before the exam schedule. However, if teachers administer exams during the exam schedule, they must adhere strictly to the schedule.

SUMMER SCHOOL

Medford High School Summer School is intended for students of the Medford Public Schools. Other students may enroll only at the discretion of the Director of Summer School.

Only students who earn a final grade of "E" (50-59%) are eligible to attend summer school. Students who earn a final grade of "F" (0-49%) are not eligible to attend summer school and must repeat applicable courses during the regular school day during the regular school year. (The Principal will consider appeals based on extenuating circumstances.)

All rules and policies specified in the Student Handbook apply to students enrolled in Summer School.

HOME/HOSPITAL INSTRUCTION**Definition of Home Instruction**

- Written order by a physician
- Student at home or hospital (or a combination of both)
- Not fewer than fourteen school days in any school year



- Not special education services (unless the student has been determined eligible for such services and the services include services of the student's IEP)

Notification

- The Assistant Principal and School Counselor monitors student attendance records and communicates concerns with parents/caregivers of students. School nurses monitor students with chronic medical conditions that may affect attendance and communicate with Assistant Principal and School Counselor.
- As the number of days absent nears fourteen, the School Counselor alerts parents about the possibility of obtaining Home Instruction services for the student and provides medical forms to parents.
- Parents/Caregiver(s) obtain medical orders from their physician and give a copy to the School Counselor or School Nurse, who in turn keeps a copy (signed by the medical doctor) for the student's medical his/her records and who forwards, in a timely manner, a copy of the signed form to the Office of Student Services.
- The Office of Student Services notifies the student's Assistant Principal about the decision to place the student on Home Instruction and provides an estimate of the duration of Home Instruction for their child.
- The School Counselor notifies the teacher about the student's need for Home Instruction and obtains the appropriate books and instructional materials from the classroom teachers for the home instructors to use.
- The Assistant Principal and School Counselor provide the teachers with an estimate of the duration of Home Instruction for the student.
- The Assistant Principal will oversee the home instructor and classroom teachers collaboration of materials covered in class and of student progress in Home Instruction through team meetings including a re-entry meeting.

Assignments

- The teacher will leave assignments and materials for the home/hospital instructor with the administrative assistant in the Main Office (unless the School Counselor makes other arrangements and notifies all of the parties concerned).
- Students and parent/caregiver are responsible for notifying the School Counselor if assignments for any course have not been provided by the teacher or home/hospital instructor. Students and parent/caregiver are responsible for notifying the Assistant Principal (in writing) if this sort of problem continues.
- The School Counselor will consult with students and parents about the advisability of schedule changes, in cases where it is impractical to provide Home Instruction services with regard to certain courses.

Extension of Home Instruction

- The medical orders (mentioned above) are for 60 days only. The Office of student Services will assist the School Counselor with reminders as time limits approach.
- The Assistant Principal and School Nurse must obtain new medical orders from physicians and parents, if needed.

Grading

- The classroom teacher determines the final grades of students who receive temporary Home Instruction.
- The home/hospital instructor must provide evidence of the student's work and tests in order for the assigned classroom teacher to determine the final grade. The home/hospital instructor should make grade recommendations to the classroom teacher.

SCHOOL COUNSELING AND SUPPORT SERVICES

School Counselors: The School Counselor is an integral part of the educational team providing services to students, parents/caregivers, teachers and administrators. The counselor's goal is to help each student identify their needs, interests and aptitudes and to use this information to get the most from their educational experience while aiding in the preparation of each student for life beyond high school; whether it be attending college or a career.

NATIONAL HONOR SOCIETY

The National Honor Society recognizes juniors and seniors who are outstanding in the areas of scholarship, leadership, character, and service. Students who meet national standards in academics (including a G.P.A of 3.3 or higher) are invited to fill out an application. All members of the MHS faculty are asked for their comments about potential members. Then a five-member Faculty Council reviews each student's academic record, activity form, and



relevant faculty comments. A majority decision is required to elect a student to membership. Eligible juniors are considered in March and seniors in September.

In the absence of rules and regulations published by the local NHS chapter, all rules and regulations of the national organization apply. Also, transfer students should contact the advisor of the NHS about protocols for acceptance into the NHS.

The National Honor Society acknowledges the academic performance, character, leadership, and service of its members. Maintaining high standards in all four pillars is an essential part of NHS membership. With that in mind, students participating in the National Honor Society agree to the following expectations:

Character

1. Any form of cheating, including online plagiarism, lack of citations, or “collaborating” on homework without the explicit approval of the teacher assigning the work will result in expulsion from the NHS.
2. Any student who incurs suspension, social probation, or multiple **or** significant disciplinary referrals will be subject to faculty review and possible expulsion from the NHS.

Academic

1. Students are expected to maintain above a 3.3 GPA. Students who fall below this GPA will receive a warning after the first grading period with a substandard GPA and expulsion from the NHS for any subsequent grading period with a substandard GPA.
2. Students are expected to be passing all major academic courses. Students who fail a major academic course will receive a warning after the first instance and expulsion from the NHS for any subsequent grading period where they fail a major academic course.

Leadership

1. Leadership in the NHS requires attendance and participation in NHS meetings and in planning NHS activities. We recognize that NHS members are often the most involved students in the school, but membership in NHS is purely voluntary and comes with responsibilities; hence, members must arrange their schedules to meet those responsibilities. Students who miss three NHS meetings without prior approval from the NHS advisor will receive a warning. Students who miss additional meetings without NHS advisor approval will be subject to faculty review and possible expulsion from the NHS.
2. Regardless of attendance (excused or unexcused) at NHS meetings, students are responsible for collaborating on all NHS activities throughout the year and fulfilling responsibilities relative to those activities in a timely manner. Failure to meet those responsibilities will result in cancellation of those activities and in warning letters from the NHS advisor. Continued failure to meet responsibilities will result in faculty review and possible expulsion from the NHS.

Service

1. NHS members provide tutoring for students throughout the year. Each member is expected to provide 4 hours of tutoring per quarter for a total of 16 hours per year. Each quarter, students will report their hours spent tutoring to the NHS advisor. Any students who, without specific, compelling reasons approved by the NHS advisor, fall below their quarterly service hours or fail to report their quarterly service hours will receive a warning letter from the NHS advisor and be barred from participation in any NHS events unless given specific, written permission from the NHS advisor. Any students who continue to fall below their service hours after receiving a warning letter will be expelled from the NHS.
2. Because the NHS is a collaborative group, if 25% of the membership as a whole falls below its service requirement, the NHS advisor may suspend all other NHS activities.

DETERMINATION OF CLASS RANK

The cumulative standing of each student in their class is determined on the basis of a 5.0 quality-point weighted system. The following subjects are excluded from Rank in Class calculations: Physical Education and all one-credit courses. Under



many circumstances, the GPA and Rank in Class are only estimates. For example, when "Incompletes" become letter grades and when teachers correct electronic errors in grading, the changes in those students' GPAs will most likely change their Rank in Class, as well as other students' Rank in Class.

Course Levels range from 1 to 3 based on degree of difficulty, achievement expectations, and acceleration.

- Level 1 COLLEGE PREP courses in high school are the standard classes that are designed to prepare high school students for a higher education and careers.
- Level 2 HONORS courses are higher level than College Prep, but driven by the same curriculum. The difference is the courses are more rigorous, fast paced, and more in-depth. Honors courses were created for those students who want more of a challenge.
- Level 3 ADVANCED PLACEMENT courses are the highest level coursework and were designed by College Board so that high school students would have an opportunity to receive college credit by obtaining a certain score.

The class rank that Medford High School provides for transfer students includes only courses taken at our school. In reporting to colleges, we report only the student's partial class rank earned at MHS and forward any similar partial class ranks from other schools the student attended. *Appeals to this process may be made to the Principal.*

Valedictorian and Salutatorian

Valedictorian and Salutatorian are determined after the release of the third quarter grades in the senior year. Over their four years at Medford High School, the student ranked #1 is the Valedictorian, and the student ranked #2 is the Salutatorian. Students who transfer to MHS during their freshman year in time to earn final grades from MHS for all required courses are eligible for the distinctions of Valedictorian and Salutatorian. Otherwise, transfer students are not eligible.

Policy on Student Electives - Re: Class Rank

Most 2 credit mini courses will be graded as Pass/Fail and will be counted into a student's GPA calculation. All 4 credit elective courses (with a few exceptions) will be graded, and will be calculated into a student's GPA. Wellness is a graduation requirement and will be calculated into GPA

GPA, Summer School

Where students have a failing grade during the regular school year and a grade in Summer School the Summer School grade will count toward the GPA and class rank.

Home Instruction

Students on Home Instruction for longer than one marking period will earn Level 1 weight for their courses.

Transfer Students

Medford High School does not give full credit for courses like Theology and Religion, which many students take as major courses at private and parochial schools. However, where the Director of School Counseling determines that the curriculum includes cultural literacy or history, a single credit for each such course can be given.

GRADE WEIGHT TABLE

AP (Level 3)	Honors (Level 2)	College Prep (Level 1)
A+ = 5.0	A+ = 4.5	A+ = 4.0
A = 4.7	A = 4.2	A = 3.7
A- = 4.5	A- = 4.0	A- = 3.5
B+ = 4.3	B+ = 3.8	B+ = 3.3
B = 4.0	B = 3.5	B = 3.0
B- = 3.7	B- = 3.2	B- = 2.7
C+ = 3.4	C+ = 2.9	C+ = 2.4
C = 3.0	C = 2.5	C = 2.0
C- = 2.7	C- = 2.2	C- = 1.7
D+ = 2.4	D+ = 1.9	D+ = 1.4
D = 2.0	D = 1.5	D = 1.0
D- = 1.7	D- = 1.2	D- = 0.7
E/F = 0.0	E/F = 0	E/F = 0.0



GPA CALCULATION

Based on our grade weight table and the calculation of our electronic grading system, GPA is calculated by the following: ((Point Value of the Grade Earned + the Factor {Factor is based on Level of Course}) * by credits earned. GPA = (GPA contribution total/number of entries total)

PARTIAL COURSE CREDIT

- A. Students may acquire partial course credit when:
 - 1. Student enters a course anytime after the first quarter (prorated on a quarterly basis).
 - 2. Student leaves a course with a passing grade to enter an approved alternative course of study.
 - 3. The changes requiring partial credit are in the best interest of the student.
 - 4. The student obtains departmental and administrative (Principal) approval.
- B. A student may petition the Principal or his designee for a review of a lower-level decision. Such a request will be reviewed and evaluated on an individual basis.
- C. Partial course credit will be prorated on a quarterly basis as follows for year-long courses:

<u>Course Credit</u>	<u>Quarterly Credit Value</u>
5 Credit Course	one and one-quarter
4 Credit Course	one
3 Credit Course	three-quarters
2 Credit Course	one-half
1 Credit Course	one-quarter

COLLEGE BOARD EXAMS

PSAT: All juniors will be offered the PSAT during school and free of charge. (Subject to budget availability)

SAT & Subject Exams: It is recommended that juniors take the SAT & Subject exams during the spring to prepare for college entrance requirements. Registration for these exams takes place on the College Board website.

AP Exams: It is recommended that students who take AP courses should also take the AP exams. Medford High School offers only the AP Exams that are taught at the school. If a student wishes to take an exam that MHS does not offer, they must make arrangements to do so at another school.

ATTENDANCE

ATTENDANCE POLICY

Regular and punctual attendance at school is essential for school success and is required by Massachusetts Law (G.L. c. 76, §2) for all persons between ages 6 and 16. Students, families and the school share responsibility in ensuring that students attend school in accordance with state law.

a. Definition of Absence

Absence is defined as attendance for fewer than three hours and thirty minutes of a regular school day and fewer than three hours of an early release day.

b. Truancy

There are two types of truancy: Regular Truancy, which is a student’s absence from school without parent/caregiver permission; and In-School Truancy, which is the student’s failure to sign in at school and failure to attend classes (even though the student is present in the building).

SCHOOL ATTENDANCE POLICY

Medford High Schools is preparing students for Career and Life readiness, therefore students are expected to attend school everyday. Students are allotted 3 unexcused absences per quarter. On the 4th unexcused absence, the student



will receive an “attendance failure” grade of a 59. Students who exceed the 3 allotted unexcused absences will have the opportunity to participate in the attendance appeal process.

Attendance Appeals provide students an opportunity to explain the reasoning of why they exceeded 3 unexcused absences. If an attendance appeal is granted, the student’s grade will be restored.

- House Assistant Principals may override the attendance failure for extenuating circumstances.

If an appeal is not granted, MHS will employ a restorative approach in which students have the opportunity to earn back their quarter grade if they do not receive an attendance failure the following quarter by way of an [Attendance Improvement Contract](#).

STUDENT ABSENCES AND EXCUSES

We recognize that parents/caregivers of students attending Medford High School have special rights as well as responsibilities, one of which is to ensure that their student attends school regularly, in accordance with state law. Students who have 10 or more consecutive absences may be unenrolled from the Medford Public School.

All students must be in school at least 3.5 hours in order for them to be counted as present.

Therefore, students may receive excused absences from school attendance only for the following reasons:

- Illness, injury or quarantine that prevents the student from attending school (**A doctor's note must be provided to the school nurse within two weeks of the absence in order to excuse the absence.**)
- Bereavement
- Observance of major religious holidays
- A significant personal or parents/caregivers crisis that prevents the student from attending school as approved by school admin
- Court appearances: Students must present evidence of the required appearance
- Medical or psychological tests during the school day that cannot be scheduled after school or on the weekend. Students must show evidence (such as a note from the health center) that the tests could not be scheduled after school
- Other extenuating circumstances approved by the school administration
- School Exclusion
- A student may also be excused for other exceptional reasons with approval of the Principal or designee

In instances of chronic or a pattern irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

[See Tardy/Attendance Flowchart](#)

Vacations

Attending school every day is vital to students’ academic success. Parents/caregivers and students should make every possible effort to plan vacations during the regular scheduled school breaks listed in the annual academic calendar. We strongly discourage family vacations when school is in session. State policy requires the Medford Public Schools to mark skipped days as unexcused absences.

Senior Excused Absences

Seniors may be excused for up to **three school days** during their senior year to allow for visitations to post-secondary schools. We recommend that students visit colleges during school vacation weeks during their junior year and during the summer following their junior year. The three days allowed for this purpose during the senior year are to be regarded as a back-up plan. The following criteria must be observed for a documented absence:



- a. Senior students must provide a written note from their parent/caregiver at least one day prior to the requested day for visitation.
- b. Students, upon their return, must provide a letter from the admissions office, stating the student's name and date of the visit.

Dismissals from School

Students bringing notes for dismissals must present them to the Main Office before school on the day of the dismissal. A parent/caregiver email can also take the place of a hand-written note. Excessive dismissals (more than 4x per quarter) may be denied by the respective Assistant Principal. If a student requires additional dismissals, a meeting should be held between parent/caregiver, student, and administration to gain approval for excessive dismissals. Students may not be dismissed on early release days unless they have a medical appointment and provide documentation of the appointment in advance. All students must be in school at least 3.5 hours in order for them to be counted as present for the school day.

Tardiness to School

Students are expected to arrive at school by 7:40 am (warning bell) and arrive at their homeroom no later than 7:45 am. Students that arrive after 7:45am are considered tardy to school.

Students are allotted 3 tardies to school per quarter. The 4th tardy to school will be considered as one unexcused absence from period 1. On the 8th tardy, the student will receive two unexcused absences, etc.

(This policy applies per quarter and will be reset each quarter.. Students can request an attendance appeal from the House Assistant Principal at the end of the quarter.)

Tardiness to class is a matter between teacher and student. Teachers are permitted to refer tardy students to the Assistant Principal after engaging in Tier I Interventions.

Restrictions on Attendance at School Events

To attend or participate in after-school or evening activities or events, students must be in attendance on the day of the event (present at school for at least three hours and thirty minutes of a regular school day and more than two hours and thirty minutes of an early release day). Students who play a specific role or serve a specific function in formal afternoon or evening school events (plays, athletic events, concerts, shows) may not be dismissed on the day of the event. Under special circumstances, students may apply for waivers, which will be presented to the Assistant Principal. However, these students need to plan ahead and apply for waivers prior to the date of the dismissal and the event.

Appeals to the Principal

The Principal will consider student appeals, based on extenuating circumstances. They will also consider additional instructional time the student has missed due to tardiness to school, dismissals and ground permits.

CLASS ATTENDANCE POLICY

- Students are required to attend all regularly scheduled academic classes.
- Medford High School considers cutting class to be a serious disruption to our school community rather than an attendance issue.
- Any student who is marked present in school, but does not report to class will be marked absent in the missing class and the absence will count as unexcused absence. A conduct referral will also be submitted to the House Assistant Principal.
- Students who are tardy to their Period 1 class or any other class during the day without an excuse from their Assistant Principal are to be held accountable for making up work missed before being given credit for being present. Students who are tardy after 8:15 a.m. without an excuse accepted by the Assistant Principal will be recorded as cutting a class by their respective classroom teachers.
- Students tardy for class must be admitted to that class with or without a note. Tardiness to class is a disciplinary matter between the teacher and the student. Repeated tardiness to class will be reported to the



Assistant Principal by the teacher.

STUDENT ABSENCE NOTIFICATION PROGRAM

A phone call and/or email will notify a student's parent/caregiver within 3 days of the student's absence in the event the parent/caregiver/caregiver has not informed the school of the absence. We strongly encourage parents/caregivers to notify the school of any absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/caregiver, who has missed five (5) or more unexcused school days in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Assistant Principal or designee, the student, and the student's parent/caregiver. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

DROPOUT PREVENTION

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent notice to the student, and that student's parent/caregiver. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/caregiver/caregiver. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/caregiver and no extension shall exceed 14 days.

The House Assistant Principal will hold an exit interview and shall provide information to the student and, if applicable, the student's parent/caregiver on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.



CODE OF CONDUCT

The primary purpose of Medford High School is to educate students in an atmosphere that encourages each student to realize their full potential. Medford High School is committed to creating a supportive learning community utilizing practices to build community and address conflict. Students and staff will all work towards upholding the Medford High School community norms and values together. We will recognize and celebrate each other for these, and we will hold each other accountable to meet them.

Students are expected to:

- Perform to the best of their ability;
- Be responsible and accountable for their own actions;
- Respect the rights of all individuals

MHS Behavior Expectations



WE ARE ...	Classroom / Offices	Hallway/Common Spaces	Cafeteria	Bathrooms and Locker Rooms	School Events	Learning Common, Tech Spaces, and Devices
<u>Respectful</u>	<ul style="list-style-type: none"> ● Listening to others ● Respecting others' opinions and privacy ● Self-regulating ● Respecting classroom property 	<ul style="list-style-type: none"> ● Aware of appropriate noise level ● Conscious of our surroundings ● Safe Body ● Respectful of personal space 	<ul style="list-style-type: none"> ● Putting trash or recycling in barrels ● Self-regulating ● Using appropriate language ● Courteous to all cafeteria workers, staff members, and peers ● Inclusive of peers 	<ul style="list-style-type: none"> ● Keeping floors and walls dry and clean ● Reporting any lack of supplies ● Locking up our valuables ● Washing our hands 	<ul style="list-style-type: none"> ● Listening and being respectful ● Participating appropriately ● Entering and exiting in an orderly fashion 	<ul style="list-style-type: none"> ● Returning equipment, materials, and furniture to its proper place ● Working quietly without disturbing others ● Treating learning materials respectfully
<u>Responsible</u>	<ul style="list-style-type: none"> ● Doing our own work ● On time ● Prepared ● Engaged in learning ● Taking responsibility for our actions 	<ul style="list-style-type: none"> ● Using passing time effectively ● Using appropriate language ● Looking out for our peers 	<ul style="list-style-type: none"> ● Following staff directions ● Remaining in the cafeteria unless we have permission to eat somewhere else ● Keeping food in the cafeteria so the building remains clean 	<ul style="list-style-type: none"> ● Using the bathroom for its intended purpose ● Reporting vandalism, damage, or inappropriate behavior to an adult 	<ul style="list-style-type: none"> ● Respectful of visitors, guests, and members of opposing teams ● Becoming active members of the school community ● Demonstrating unity whether we succeed or fail 	<ul style="list-style-type: none"> ● Using the space for educational and academic purposes ● Using technology appropriately
<u>Empathetic and Kind</u>	<ul style="list-style-type: none"> ● Listening to others ● Respecting different perspectives ● Actively participating ● Encouraging our peers 	<ul style="list-style-type: none"> ● Holding doors for others ● Actively helping others beyond being bystanders 	<ul style="list-style-type: none"> ● Respecting each other's personal space ● Being inclusive 	<ul style="list-style-type: none"> ● Respecting each other's privacy ● Speaking up for our peers 	<ul style="list-style-type: none"> ● Supporting our peers using positive language ● Showing positive enthusiasm ● Representing MHS in a positive way 	<ul style="list-style-type: none"> ● Helping our peers ● Seeking help when needed



DISCIPLINE

The policies in regards to discipline pertain not only to students' behavior during the school day but also to any school-sponsored event, home or away, at any hour of the day or night throughout the twelve months of the year. Unless otherwise stated, these rules apply to the entire MHS campus and school grounds, including property within one thousand feet of school property, to all of the property of the Medford Public Schools, to bus stops, to travel on buses, and to facilities and grounds where school events are held.

Medford High School engages in a restorative approach to school discipline. The following approaches are geared to empower students to grow and learn from the situation, as well as maintain a healthy role in the school and classroom environment. In all disciplinary interactions, students will be provided appropriate due process and be expected to be a partner in the resolution.

The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal shall first consider ways to re-engage the student offender in the learning process, and shall avoid using expulsion until other remedies and consequences have been employed.

a. Definition of Restorative Justice

Restorative justice is an alternative to punitive discipline which allows students and staff to resolve disputes. It is a way of looking at a problem, identifying the issues, and thinking through the alternatives and consequences.

Traditional vs. Restorative

Punitive - Traditional Discipline	Restorative - Possibility for relationship repair
What rule has been broken?	Who has been harmed and how?
Establish guilt or innocence	Identify needs and obligations
Accountability = Punishment	Accountability = Understand impact, take responsibility, make amends
Suppress misbehavior and conflict	Recognize misbehavior and conflict as a learning opportunity
Authority driven disciplinary actions	Those impacted determine resolution collectively with guidance
Uses fear of punishment and exclusion as motive for positive behavior	Positive behavior results from opportunity to make amends and honorably reintegrate



b. Definition of Tiered Response

[The Tiered Intervention Response](#) is intended to address the root causes of inappropriate behavior, resolving conflict, meeting students' needs, and keeping our students in class and in school. Medford High School believes that students learn best and have the most meaningful access to their education when caregivers, educators, staff, administrators, and students work together in shared responsibility of creating and sustaining safe, welcoming, inclusive, and consistent learning environments in which all members of the school community are valued.



DISCIPLINARY ACTIONS

A student who engages in, or contributes to, any behavior which disrupts the safe and orderly environment of the school is subject to disciplinary action. Conduct which is prohibited, includes but is not limited to, the following examples: cutting classes or other assigned activities without acceptable excuse; truancy; smoking/vaping anywhere on campus; gambling; theft; fireworks; loitering in unauthorized areas; throwing dangerous objects; insubordination; vulgar or obscene language or gestures; vandalism; hazing; bullying; harassment; the disrespectful use of social media, improper use of technology; use or possession of weapons; use or possession of alcoholic beverages, drugs, narcotics, or other controlled substances; and, failure to comply with previously assigned disciplinary action.

Discipline which may be imposed includes but is not limited to: contact with parents/caregivers by mail, telephone or conferences; after-school detention; loss of school privileges; loss of parking privileges; temporary or permanent removal from classes; short term or long term in-school or out-of-school suspension; expulsion (i.e. permanent exclusion). In some instances, students may be given an opportunity to provide service to the school or community in lieu of disciplinary action. (Refer to [Tiered Intervention Response](#))

Students are also reminded that conduct at school may lead to consequences beyond school discipline. These consequences may include requirements for monetary restitution for damages caused and city fines. In addition, when school staff have a reasonable basis for believing that a crime has been or is being committed by a student on school property or at school-related events, such matters will be reported to the police. Reportable crimes include, but are not limited to, possession of a controlled substance or dangerous weapon, assault, vandalism, stalking and hazing.

A restorative lens is part of the disciplinary decision-making processes.

Please note that we value and respect confidentiality of all involved.

Major Violations:

A. Weapons and Contraband at the High School

Students who sell, possess, or carry a weapon or weapons shall be suspended and be subject of an exclusionary hearing. The term "weapon" includes, but is not limited to, knives, firearms, paint/pellet/BB guns, clubs, a realistic facsimile of a weapon, any item that is used as a weapon, any razor blade, and any device that includes a blade.

The following definition of "possession" applies to the above major violations and to all other uses of the term within this handbook. "Possession" not only means holding an item, having it on one's person, or storing it in one's locker or automobile; it can also mean being willingly and knowingly in the presence of the item.

B. The Unlawful Setting off of a Fire Alarm

Chapter 269 section 13 of the Massachusetts General Laws states: "Whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise makes or circulates or causes to be made or circulated a false alarm of a fire shall be punished by a fine of not less than one hundred dollars, or no more than five hundred dollars, or by imprisonment in a jail or house of correction for not more than one year."

C. Disruptive Behavior

Students who incite a major incident (or whose behavior has the potential for causing a major incident) may receive a suspension or be excluded from Medford High School.

D. Vandalism



In addition to receiving disciplinary action, students will be held responsible for making restitution for damages. Vandalism is also a criminal offense and may be reported to law enforcement officials.

E. Hazing

See Violation of Chapter 536 - Hazing in this handbook.

F. Pattern of Behavior

The repetition or combination of disciplinary infractions justifying Tier I or Tier II disciplinary consequences may justify a suspension.

G. Inappropriate Use of Cell Phones, Cameras and Recording Devices

Students are forbidden to photograph, record, or create an electronic image or voice recording or distribute such photos, recordings or images of another person without that person's knowledge or consent will result in an appropriate disciplinary consequence.

H. Fighting

Students involved in fighting in the building or on school grounds will be subject to suspension from school. Students involved in a fight outside of school (a fight that was initiated by an event that began in school) will also be subject to suspension.

I. Possession of a Controlled Substance

J. Assault on a member of the educational staff

K. Felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, § 37H or 37H½. A disciplinary offense, as defined, is subject to the provisions of M.G.L. c. 71, § 37H¾ and 603 CMR 53.00.

I. Lewd and Lascivious Behavior

Appropriate disciplinary action for major infractions listed above may include the following:

Restorative Day (In-School Suspension) under M.G.L. c. 71, § 37H 3/4: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. * *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

Short-Term Suspension under M.G.L. c. 71, § 37H 3/4: the removal of a student from school for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year.

Long-Term Suspension under M.G.L. c. 71, § 37H 3/4: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or, for those offenses under for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days under M.G. L c. 71, §§ 37H or 37H 1/2.

While a student is suspended, they may not be present on any MPS school property and may not be present at any school-sponsored event (home or away). Violations will be regarded as trespassing, which will be reported to the police.



When and if a student is allowed to return to school after a suspension, they may be subject to social probation for a period of time to be determined by the Principal in consultation with the Assistant Principal. Social probation prohibits students from attending extra curricular activities, functions, dances and any other social event that the Assistant Principal identifies.

STUDENT DUE PROCESS PROCEDURES

In all exclusionary situations, the principal will hold a formal hearing to review the facts of the incident and provide student and family due process and appeal. Decisions of the Principal to suspend or expel can be appealed to the Superintendent of Schools, pursuant to Mass. G. L. Chapter 71, Section 37 H.

Appeal:

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal of a long-term suspension with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal of a long-term suspension with the superintendent. And for long-term suspensions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request. There is no right to appeal a short-term suspension, in-school suspension or emergency removal.

SUSPENDED STUDENT'S EDUCATIONAL OPPORTUNITIES

All students subject to any form of long term suspension will be provided with an opportunity to earn credit, make up assignments, tests, papers, and other school work in order to make academic progress.

SUSPENSION OF STUDENTS WITH 504 OR I.E.P. ACCOMMODATIONS

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Education Plan (IEP) OR 504 Plan. The following additional requirements apply only to the discipline of students with these accommodations:

1. A suspension of longer than 10 consecutive days but constitutes a pattern is considered to represent a change in placement.
2. When a suspension constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP—"a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer:
 - services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
 - as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days
 - on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or



- on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is “substantially likely” to injure him/herself or others.
 - In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.
5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.
 6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with a written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student’s current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

SUSPENSION OF STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION

1. If, prior to a disciplinary action that the district had knowledge that the student may be a student with a disability, then the district makes all special education protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - i. The parent had expressed concern in writing; or
 - ii. The parent had requested an evaluation; or
 - iii. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.
2. The district may not be considered to have had prior knowledge if the parent has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
3. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district will conduct an expedited evaluation to determine eligibility consistent with federal requirements.
4. If the student is found eligible, then they will receive all procedural protections subsequent to the finding of eligibility.

MEDFORD PUBLIC SCHOOLS DRUG AND ALCOHOL POLICY *with specific Medford High School Regulations (in italics)*

The Medford Public Schools wish to provide the optimum learning environment for our community of learners and, therefore, the Medford Public Schools promote a substance-free atmosphere.

GOALS

The Medford Public Schools wish to provide the optimum learning environment for our community of learners and therefore the Medford Public Schools promote a substance-free atmosphere. However, the Medford Public School System recognizes that certain individuals use/abuse drugs and alcohol. The use of these substances poses a potential danger to the individual using as well as the entire student body and staff. This policy recognizes the importance of a three-prong approach to drug and alcohol use: prevention, enforcement, and rehabilitation.



The policy pertains to all vehicles while under school jurisdiction; all school facilities, school grounds, and all school sponsored functions and events regardless of their location. State law mandates that anyone within 1,000 feet of a school building convicted of possessing drugs with intent to distribute or actually distributing receive a mandatory two-year jail sentence.

School lockers, desks and all other school fixtures are considered school property. The school system reserves the right to conduct periodic inspection of all school property.

DEFINITION OF DRUGS

The term drug includes all illegal drugs. It also includes over the counter medication, prescription medication, inhalants, or any substance that has not received medical clearance from the school health office for use by a specific student.

POLICY

- Students with legitimate medical needs must be identified and cleared in the health office.
- Any student needing to take medication must follow the Medford Public Schools Medication Policy.
- No student can transport medication to school as per policy.
- Any illegal use of drugs and /or the misuse of prescribed or over the counter medications as defined in the Medford Public Schools Medication Policy constitutes abuse.
- No person shall possess, have under his/her control, sell, dispense, purchase, administer, transport, be in the presence of, possess with intent to sell, or conceal alcohol or any controlled drug or any substance represented to be a drug or alcohol.
- No person shall ingest, inject, inhale, or otherwise introduce into the human body nor be under the influence of any drug or alcohol.
- No person shall possess, have under his/her control, sell, dispense, purchases, transport possess with intent to sell, or conceal any drug paraphernalia or objects used for the containment or dispensing of alcohol.
- Student athletes/cheerleaders and a parent/caregiver of each must attend a mandatory chemical awareness session prior to the start of each season as a requirement of eligibility.
- On an annual basis all students will sign an acknowledgment of having read the drug and alcohol policy after they have done so.
- School property, including lockers, may be periodically checked for drugs/alcohol at the discretion of the administration when there is reasonable suspicion of a violation of school rules.
- Students will not be allowed access to their cars/vehicles during the school day unless accompanied by a school official.

PREVENTION

- The comprehensive health curriculum shall address the issues of drugs, alcohol, and tobacco throughout a student's academic experience. A variety of age-appropriate methods will be used; including, but not limited to, the established core curriculum, DARE, specific tobacco programs, and CASPAR (Alcohol/Drug Education).
- Tobacco education and tobacco cessation programs will be offered during the school year.
- The school will provide training and review of its drug/alcohol policies each year to all staff.
- Chemical awareness programs will be offered to all parents annually.
- Local law enforcement, with approval of the principal or his/her designee, may periodically provide assistance in maintaining a drug/alcohol free environment. This may include both announced and unannounced visits by the canine drug detection unit, in accordance with procedures promulgated by the Middlesex District Attorney's Office.

DEFINITION OF ABUSE:

Students are not allowed to possess any drug or medication in school. Students who need inhalers, insulin, and epi-pens must be identified by the health office as having permission to carry their medication.



Any illegal use of drugs and/or the misuse of prescribed or over-the-counter medications as defined in the Medford Public Schools Medication Policy constitutes abuse.

Any use of alcohol, including medications containing alcohol, is forbidden and considered abuse.

DEFINITION OF SUSPICION

Suspicion is defined as: Recognition that a student's or individual's behavior or appearance is out the ordinary, with or without evidence.

POLICY ENFORCEMENT

- All students are expected to meet the requirements for behavior as set forth in this handbook.
- Any student who poses an immediate threat to the safety of himself/herself or others will be suspended regardless of their regular/special education status.
- Additional provisions are made for individual students who have been found to need an Individual Education Plan. The Individual Education Plan of all students must state whether the student is able to meet the discipline code or if some modification is needed. A representative of the special education department will participate/advise in the disciplinary procedures for students with IEPs to interpret all modifications of the IEP and pertinent legal issues. Students without a modified discipline code shall be subject to the discipline outlined below.
- Any staff member who suspects that a student is in violation of the school drug/alcohol policy is required to report the situation immediately to the appropriate administrator of that building (Submaster, Assistant Principal, Assistant Director, Principal, or Director) for evaluation. The appropriate administrator is then responsible to notify the school resource officer or designee.
- Staff members must be assured of confidentiality in reporting.
- It is recommended that one individual in each building be identified as the appropriate administrator.
- The appropriate administrator must report all incidents, regardless of severity or outcome, in writing to the head administrator.
- If the administrator determines probable ingestion of drugs or alcohol, the student must be escorted to the health office for medical evaluation. If the nurse determines the student must be medically evaluated, the student will be transported via ambulance to the nearest medical facility.
- When there are reasonable grounds to believe or where facts and circumstances give rise to reasonable suspicion that a person has violated or is violating either the law or the rules of the school as outlined in this policy and that a search will turn up evidence, a search conducted by school officials will be permissible if its scope is reasonably related to the objectives of the search.
- The Medford Public Schools have a Memorandum of Agreement with the Medford Police. Any student found to be in violation of the policy must be reported to the school resource officer or police designee.
- In the case of medical emergencies, the health office will notify the parent/caregiver. The administrator in charge will handle all other communications between the school and parent/caregiver.

VIOLATION

Notwithstanding the possibility of expulsion, the following disciplinary policy is recommended. The principal reserves the right to increase the penalty, based on the circumstances of each case.

First Offense

The school administrator notifies the school resource officer or designee. A student in violation will be suspended for three days. The student will be immediately removed from the school by parent/caregiver or transported to the nearest medical facility if necessary. Social probation imposed for one month. * Reentry must be accompanied by medical evidence that the student is drug/alcohol free. ** The director of Guidance will refer the student to an in-house counselor for continued follow-up and monitoring of the treatment plan. The parent/caregiver must meet with school administration to discuss a specific plan for the student, including monitoring of behavior as well as treatment.



Second Offense within One Year of First Violation

The police resource officer is notified. A student in violation will be suspended for six days. The student will immediately be removed from the school by parent/caregiver or transported to the nearest medical facility if necessary. Social probation imposed for two months.*

Reentry must be accompanied by medical evidence that the student is drug/alcohol free. ** The parent/caregiver

must agree to enroll said student in an outpatient drug/alcohol treatment program.. The student must agree to adhere to the treatment plan recommended by the program. The Director of Guidance will refer the student to an in-house counselor for continued follow-up and monitoring of the treatment program. Failure to meet the treatment program requirements will result in an exclusionary hearing.

Third Offense within One Year of First Violation

The police resource officer is notified. A student in violation will be suspended indefinitely, minimum ten days, until an exclusionary hearing takes place. Social probation period - indefinite.

DISTRIBUTING: If a student is found to be selling, distributing or in possession of a quantity sufficient to be charged with the intent to distribute drugs or alcohol, the Principal or designee will immediately notify the parent and the police for mandatory removal of the student. There will be Out of School Suspension and possible exclusion by the Principal. The police will take appropriate action under the law regarding the sale of drugs in proximity to school buildings. An incident report must be completed and forwarded to the head administrator.

Social Probation: Violation of the drug/alcohol policy is a serious infraction of the Code of Discipline in the Medford Public Schools. Students will lose the privilege of attending all school-sponsored events for **the** duration indicated. Seniors in violation of the drug/alcohol code will jeopardize participation in graduation exercises.

****Medical Evidence** - The parent/caregiver is ultimately responsible for the medical clearance of a student.

CONFISCATED DRUGS/ALCOHOL/PARAPHERNALIA: All confiscated drugs/alcohol or paraphernalia must be immediately turned over to the police resource officer or his/her designee. A receipt should be obtained.

REHABILITATION: The Medford Public School System is committed to the academic achievement of all students. A student who is experiencing difficulty with drugs/alcohol will be supported through health services, counseling services, and administration. The school system will make every attempt to provide parent/caregiver with referral for available community resources. The schools will annually review all policies and health curriculum to discourage students from engaging in risk-taking behaviors and encourage positive, healthy, life choices.

All students are encouraged to see their counselor, nurse, or police resource officer if they feel they are in need of assistance with alcohol or drugs. The school's support services will assist students to receive appropriate referrals.

The implementation of this policy will utilize all applicable due process, statutes, regulations, and guidelines.

ALCOHOLIC BEVERAGES

Gift, Sale, Delivery or Possession on Public School Premises

Any student that has intent to sell or deliver and/or has in their possession any alcoholic beverage, except for medical purposes, in any school building, or any premises used for public school purposes shall be disciplined by the discretion of the principal. Discipline can include up to expulsion per discretion of the Principal, Superintendent and School Committee.

NO-SMOKING / VAPING POLICY

The Educational Reform Act of 1993 shall prohibit the use of any tobacco products (including e-cigarettes and vaping devices) within the school building, the school facilities, or on the school grounds or on school buses by any individual, including students, faculty, staff, and visitors at any time of the day or night. This includes all extra-curricular activities, i.e., athletic games, school dances, etc., on school property or at another location. In



addition, smoking (or use of e-cigarettes, or vaping devices) is not allowed at any time within one thousand feet of school property.

The administration and all supervisory personnel are responsible for enforcing this policy.

APPLICABILITY OF STATE AND FEDERAL LAWS

All state and Federal laws obviously apply at all times on school property. Violations of state and Federal laws will result in action by law enforcement personnel and in appropriate disciplinary action by school officials.

STATE LAW

[M.G.L. c. 71 37H](#) governs situations in which a student is found to be in possession of a dangerous weapon, controlled substance, or to have assaulted a school staff member. In these instances – and consistent with the MPS policy and guidance noted above – a student may be suspended subsequent to a hearing with the Principal.

[M.G.L. c. 71 37H ½](#) governs situations in which a student is charged with a felony or subject to a felony complaint. In these instances – and consistent with the MPS policy and guidance noted above – a student may be suspended provided that the student is given written notice for the basis of that suspension. The written notice will provide an opportunity for a hearing, but the suspension may take effect upon the service of the written notice and need not wait for the completion of the hearing. In this instance, a suspension may only be imposed if the principal has determined that the student's continued presence in school will have a detrimental effect on the general welfare of the school.

[M.G.L. c. 71 37H ¾](#) governs all other situations in which a student has been determined to be responsible for misconduct not contemplated by 37H and 37H ½ in which, consistent with the MPS policy and guidance noted above, a principal has determined an exclusion is an appropriate and necessary disciplinary consequence. Note that while the statute might allow for an administrator other than a school principal to dole out such a disciplinary consequence, Medford is concentrating this authority exclusively in school principals in order to ensure strict adherence to the reporting requirements outlined above. Note further than under the statute the following requirements must be fulfilled:

- Written notice to the student and parent/caregiver in English and the primary language spoken in the home of the student explaining the basis for the disciplinary action.
- Written notice must be provided prior to the imposition of the exclusion along with an opportunity for a meeting with the principal. Documented reasonable efforts must be made to include the parent/caregiver in the meeting.
- Written notification subsequent to the meeting of the outcome and disciplinary action imposed (if such an action involves exclusion).

603 CMR sect.46.00 RESTRAINT POLICY

The Medford Public Schools complies with the provisions of 603 CMR sect. 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the Principal, the Director of Special Education and student Personnel Services, and the Superintendent's Office. Further, the policy is posted outside each Assistant Principal's office and in the Main Office.

SEARCH AND SEIZURE LAW AND POLICY

The legality of a search of a student should depend simply on the reasonableness, under all the circumstances, of a search. "Under the circumstances, a search of a student by a teacher or other school official will 'be justified at its inception' when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

- New Jersey v. T.L.O. 53 U.S.L.W., 3083, 4087-4088



VIOLATION OF CHAPTER 536 -HAZING

The following statute regarding hazing was passed by the Massachusetts Legislature. Chapter 269 of the General Laws is hereby amended by adding the following three sections:

"Section 17. Whoever is a principal organizer or participant in the crime 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 both such fine and imprisonment.

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

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

Disciplinary Action

Any student found involved as an organizer or as a participant in a hazing action will be immediately suspended from school for a period of ten days and/or recommended for exclusion from Medford High School to the Principal. Any student who is a witness to a hazing incident on school property or at a school event held at any location but who fails to report such an incident to school officials shall be subject to disciplinary action, including Tier I-III consequences and/or social probation.

MEDFORD PUBLIC SCHOOLS BULLYING & CYBERBULLYING

Medford Public Schools provides a learning environment that is free from bullying. Medford Public Schools does not condone acts of bullying of any kind. Medford Public Schools seeks to promote social activities and actions that foster collaboration and empathy toward all individuals in the community. It is a violation of this policy for any student to engage in bullying or cyberbullying, or for any employee of the Medford Public Schools to condone or fail to report acts of bullying or cyberbullying that they witness or become aware of (i) on school grounds and property immediately adjacent to school grounds; (ii) at school-sponsored or school-related activities, functions or programs, whether on or off school grounds; (iii) at school bus stops;(iv) on school buses or other vehicles owned, leased or used by the school district; or (v) through the use of technology or an electronic device owned, leased or used by the school district.

[See detailed Bullying and Harassment Policy in the appendix.](#)

POLICY PROHIBITING HARASSMENT AND VIOLENCE

I. General Statement of Policy

It is the policy of the Medford Public Schools to maintain a learning and working environment that is free from sexual orientation harassment, sexual harassment, and violence. The school district prohibits any form of sexual orientation harassment, sexual harassment, and violence.

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of the school district to harass a student, teacher, administrator, or other school personnel through conduct or communication of a sexual nature as defined by this policy. (For the purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the



district.)

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of the school district to inflict, threat to inflict, or attempt to inflict sexual violence or harassment upon any student, teacher, administrator, or other school personnel.

The school district will act to investigate complaints, either formal or informal, verbal or written, of sexual orientation harassment, sexual harassment, and violence and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

Medford High School recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived characteristics including race, color, religion, ancestry, national origins, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental, or sensor disability, or by association with a person who has or is perceived to have one or more of these characteristics. MHS will develop specific steps to support vulnerable students and will provide all students with the skills, knowledge, and strategies needed to prevent or respond to bullying or harassment

TITLE IX - CHAPTER 622

It is the policy of the Medford School Department not to discriminate on the basis of sex, race, religion, color, national origin, or handicap in its educational programs, activities or employment policies as required by Title IX Section 504 of the Rehabilitation Act of 1973.

Specifically, it reaffirms its policy against discrimination related to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, having equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

The Committee further indicates its acceptance of all federal and state laws and regulations dealing with the civil rights of parents, students, and employees of the School Department, as outlined in Chapter 622, Acts of 1971.

If any student feels as though his or her rights have been violated, he or she may contact the following school personnel and submit a complaint in writing. The complaint forms may be picked up in an Assistant Principal's Office.



SCHOOLWIDE GENERAL INFORMATION

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have the right of freedom of speech, press, and assembly, provided that such does not disrupt the educational process. Any student or students disrupting the school process would be immediately subject to disciplinary action.

ACADEMIC HONESTY

The Medford High School community values personal integrity, learning and effort. Academic honesty is expected of all students. Cheating in any form, including plagiarism, is a breach of this expectation. Inherent in the definition of academic honesty is the expectation that all work submitted by a student is their own unless otherwise specifically permitted by the teacher, in which case all the sources cited or consulted are explicitly documented by the student.

Academic dishonesty includes, but is not limited to the following behaviors:

- Communicating about course material with anyone other than the teacher during a test/quiz.
- Looking at another student's test/quiz or essay and submitting the work as one's own.
- Allowing one's own work to be copied, shared, or photographed and submitted as part of another person's work without acknowledgements.
- Using unauthorized assistance (ie: notes, calculators, phones, or other devices) on a test/quiz.
- Acquiring, without authorization, copies of tests/quizzes before the scheduled exercise.
- Using another person's words or ideas without acknowledgment.
- Copying and pasting information from a webpage into a paper or presentation without proper citation.
- Purchasing, selling, obtaining, or furnishing an assignment from another person or technological resource and using it without acknowledgement.
- The use of artificial intelligence (AI) software or technology as a substitute for one's own work.
- The unauthorized use of translation services or devices.
- Falsifying scientific or other data submitted for academic credit.

Consequences for academic dishonesty:

- *In all cases of suspected academic dishonesty, the teacher/staff member will notify the student in private that they detected the alleged academic dishonesty and will give the student the opportunity to respond to the allegation before formalizing the behavior referral.*
- *In all cases of academic dishonesty, the student may lose access to privileges such as admission or continued membership to the National Honor Society and/or Student Voice/Advisory Organizations at the discretion of the Principal and Assistant Principal.*
 - **First Offense:** The student will receive a zero on the assignment. At the teacher's discretion, the student may be offered an opportunity to make the assignment up for a passing grade or partial credit. The teacher will contact the student's parent/caregiver to inform them of the academic dishonesty and submit a behavior referral to the Assistant Principal to document the first offense. The teacher will meet with the student to discuss the importance of academic honesty and may give the student a teacher detention.
 - **Second Offense:** The student will receive a zero on the assignment. The teacher will contact the student's parent/caregiver to inform them of the academic dishonesty and submit a behavior referral to the Assistant Principal to document the second offense. The Assistant Principal will meet with the student to discuss academic dishonesty and seriousness of the repeated offense. The student will be given a school detention.
 - **Third (and Subsequent) Offense(s):** The student will receive a zero on the assignment. The teacher will contact the student's parent/caregiver to inform them of the academic dishonesty and submit a behavior referral to the Assistant Principal to document the third (or subsequent) offense. The Assistant Principal will involve the School Principal, who will hold a meeting with the



student, teacher(s), parent/caregiver, and any other appropriate staff to reinforce the academic honesty policy, make a behavioral plan to prevent future offenses and offer support/guidance on what is cheating/plagiarism. The student will be given a Saturday detention (or in cases involving multiple offenses possible suspension at the discretion of the Principal and/or Assistant Principal).

DRESS CODE POLICY

It is the policy of the School Committee that the student and their parent/caregiver/caregiver hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Core Values

In relation to student dress, the district's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase the marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

Universal Dress Code

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical education, science, or CTE courses), as well as recess. Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming or gymnastics.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts (nipples, genitals, buttocks) or undergarments (with the exception of bra straps). Clothing must cover private parts in opaque (not able to be seen-through) material;
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or
- Demonstrate gang association/affiliation.

Attire worn in observance of a student's religion is not subject to this policy.

Clothing that displays profanity or other vulgarities can disrupt the learning environment. School leaders reserve the right to address disruptions on a case by case basis.

Enforcement

Principals are required to ensure that all staff are aware of and understand the core values and associated guidelines of this policy. Staff will use reasonable efforts to avoid issuing dress code discipline to individuals in front of other students. Staff will use reasonable efforts to limit disciplining or removing students from class as a consequence of wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as



malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as “a distraction” due to their appearance or attire.

Typical consequences for a violation of this policy may include parent/caregiver/caregiver contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. The Principal or their designee will notify a student’s parent/caregiver/caregiver of the school’s response to violations of the student dress code policy.

CTE Programs

MVTHS follows OSHA standards and regulations. As a result, uniforms are a necessary part of the safety of each student. All CTE dress code requirements are intended to keep each student safe. Each CTE program has specific uniform requirements which must be adhered to by every student in the program. A student who is not in uniform is not considered to be prepared for class. This unpreparedness will result in a phone call to the parent/caregiver requesting that they bring the uniform to school so that their student may participate. Detention and further actions may be taken for further repeated uniform violations. Any questions related to uniforms should be directed to the CTE instructor.

LUNCH

During the lunch block, students will have the option to either report to one of the three cafeterias, gym, or the library (with approval). Students will not be permitted in the other sections of the building during lunch.

RESTRICTED AREAS

No student without prior permission or faculty supervision, is allowed unsupervised in the following areas :

- Areas under construction
- The Caron Theater
- Northwest, West and South Courtyards and Lower Courtyards
- Upper fields
- Parking lot areas during the school day
- Gymnasium and locker rooms before, during, and after school (unless there is supervision by school personnel)
- Pool corridor, stairwell, and exits
- Any area or room that is not supervised by staff member
- Science teacher corridors in the science wings
- CTE/Vocational classroom/shops unsupervised

Students found in restricted areas are subject to disciplinary action.

CELL PHONE POLICY

We value instructional time and want to ensure that students access the high quality instruction that Medford High School offers. For that reason, cell phones will be **strictly prohibited during class**. Please note that cell phones will be collected by the teacher at the start of each class period and returned at the end of class.

First infraction for not adhering to Cell Phone Policy: After prompting student, teacher will inform Assistant Principal and/or main office. Assistant Principal will collect the cell phone for the remainder of the school day.

Second infraction for not adhering to the Cell Phone Policy: Parent/Caregiver must pick up the cell phone at the end of the school day.

Third infraction for not adhering to the Cell Phone Policy: A parent/caregiver meeting will be held and student must give AP the cell phone every morning for 1x week. Cell phone will be returned to the student at the end of each day.

**MPS is not liable or responsible for lost or stolen cell phones or other devices. We will not investigate such theft,*



therefore students are strongly advised to store their devices in their lockers, in their bags, or at home.

***The MPS administration reserves the right to adjust these consequences on a case-by-case basis, if needed. For example, extreme behaviors that break the law or engage in cyber bullying or harassment of other students may result in suspension and/phone privilege revocation.*

STUDENT CONDUCT AND SCHOOL BUSES

Students being transported on a school bus are under the supervision of the school bus driver. All school rules and regulations apply to students while they are present at school bus stops and while en route to or from school on school buses, including contracted buses, vans, CTE transportation and MBTA buses. This privilege may be withdrawn to protect the safety and welfare of students and assure efficient operation of the school bus transportation system.

STUDENT PARKING GUIDELINES

All student vehicles parked on the MHS campus must have completed an online registration form before they are officially allowed to park their car in Medford High School Parking Lot.

General Information: Operating a vehicle on the school campus is a privilege and not a right. Students who violate parking guidelines or behave in a reckless manner may be subject to any/all of the following consequences:

- a. Immediate temporary or permanent revocation of parking privileges
- b. Legal citations
- c. School disciplinary actions

Parking spaces are available each day on a first come/first serve basis during school hours. Students may park only in defined student parking space areas.

All students must abide by all Massachusetts General Statutes regarding seat belt usage and automobile operation while on the Medford High School campus. All students are to follow the directions of all adults assigned to parking areas at all times.

MHS is not responsible for damages to or theft from all vehicles. Loitering in the parking lots is prohibited. Students should park their vehicles and enter school immediately upon arrival on campus. Students may not return to vehicles during the academic day without permission from an administrator.

** Note: Parking privileges may also be revoked for other school-related issues. The School Administration reserves the right to revoke all parking privileges.*

STUDENT LOCKERS

Medford High School is making students aware of the following:

- Master keys or copies of combinations for lockers are retained by the school.
- Certain items may not be stored in lockers (including, for example, weapons, illegal drugs, alcoholic beverages, stolen property, etc.)
- The school retains the right to inspect lockers and desks periodically in compliance with these rules.
- Lockers and locks are provided to all students at Medford High School. Students should notify their respective Assistant Principal if their locker or lock is not functioning properly. Valuables should not be left unattended at any time, and graphing calculators and other electronic devices should never be left unattended or left in a student's locker.
- Students are responsible for the contents of their lockers, not only with regard to school regulations but also with regard to local ordinances, and state and Federal laws. Accordingly, it is dangerous to share one's locker combination with even one fellow student.

PERSONAL ITEMS

Students are expected to be responsible for their own personal items. The school will not assume responsibility for



valuables left in desks, homerooms, pockets, locker rooms, unlocked lockers. Parents/caregivers should put name labels on all students' personal belongings. These markings will help school staff identify lost items.

LIBRARY EXPECTATIONS

The MHS Library is located on the ground floor of B Building, just off the main lobby and bordering the student entrance and bus/parent drop-off zone. It is large and spacious with tables and seating for 100 or more, two areas for teaching and presentations, and flexibility to accommodate small groups, classes, and larger events.

The library maintains a bank of 11 Mac computers with large screens for student use, a new and growing Makerspace, two technology based classrooms for computer science and digital literacy, and a computer lab available for classes to reserve. Lastly, the Center for Citizenship and Social Responsibility (CCSR) created a room within the library for their meeting space, which is available for school use.

The Library is staffed with a full-time, certified Teacher Librarian and a library assistant, who provide support for academic research, and maintain a collection of both curriculum connected and pleasure reading materials that are diverse and inclusive. Through membership in the MA Library System (MLS) and in partnership with the MA Board of Library Commissioners (MBLC) and the Institute of Museum and Library Services (IMLS), we have access to a suite of both general reference and specialized statewide databases, which are available on the library webpage. The current suite of resources includes access to products from Gale, Encyclopedia Britannica, ProQuest, and Capstone, which are curated for high school use. The district purchases the award-winning eBook platform Sora, and Swank video streaming services, both of which are managed by the library.

Students are issued a Chromebook for their educational use until graduation. Distribution and troubleshooting of the Chromebooks are managed by the school library staff. A permission form and a care and use guide are given to every student. Any damage or misuse of a Chromebook will result in a fee of \$50. Loss or damage to the charger and case are an additional expense.

Library hours are 7am to 3pm, Monday through Friday, with a 1pm closure on early release days. Basic guidelines for library use are as follows:

- Passes are needed to use the library during the school day, including lunchtime
- Students must adhere to the responsible use policy (RUP) when using school technology, both for personal safety (bullying policy) as well as the adherence to copyright laws and plagiarism guidelines to ensure academic integrity
- Students may borrow as many books as they want from the school library for a period of two weeks and they can be renewed
- There are no late fees for overdue books but any lost or damaged books must be paid for at the full cover price
- Notices are sent periodically reminding students of what they have checked out, what is overdue, and any fees that have been assessed.

Please Note: *It is a graduation requirement that the student's library account must be up to date.*

RETURN OF SCHOOL PROPERTY

Students shall be responsible for the return of all school property in satisfactory and usable condition. This includes all textbooks, technology equipment, library materials, user fees, and athletic equipment including uniforms. Although students will not be penalized academically, they will be subject to social probation, disciplinary action, and delays in the availability of transcripts and other school document

HOMEWORK POLICY

Homework is any assigned activity completed outside the regular classroom meeting which is related to any phase of learning. It should be an enrichment, refinement, and a reinforcement of learning activities that emanate out of



each academic class setting. In order to maintain positive learning experiences outside the classroom, students have to be cognizant of the value and the intent of homework assignments. Homework assignments can vary widely. They can consist of library research, study or writing, and they can be long-term or short-term in nature.

Purpose

1. The purpose of homework assignments is to reinforce topics learned in class and/or aid a student's mastery or interest in a subject.
2. Homework assignments should have a discernible purpose in aiding the student's understanding and mastery of a specific topic. Homework should not be given for the sole purpose of keeping students "busy" at any point.
3. Homework assignments should be a logical extension of what was learned.

Time/Frequency

1. Homework assignments must have reasonable due dates for the level of work expected of students.
2. Homework that is due the next day must be assigned by the end of the class period.
3. Students in CP Classes may not be given a weekly average of more than 20 minutes of homework a night.
4. Students in Honors classes may not be given a weekly average of more than 30 minutes of homework a night.
5. Homework for AP Courses, by their nature, will vary from standard homework assignments as AP courses often contain their own curriculum. AP courses may not be given a weekly average of more than 45 minutes of homework per night.
6. Homework must be assigned to students during class time, and cannot be due prior to the meeting of the next class

Credit

1. As homework should encourage students to practice skills learnt in class, homework should be graded on completion. This does not include projects, or writing papers.
2. When assigning homework teachers must make it clear how they are being graded (completion, accuracy, with a rubric, etc)
3. Credit for makeup homework is to be given based on the make-up policy found - [insert bookmark to makeup policy]

Restrictions

7. Students must be given one week's notice for each hour of homework expected to be completed over school vacations. Homework may not be assigned over December and February Break. No homework may be assigned over April breaks with an exception for AP classes.
8. Homework may not be assigned to MCAS test takers.
9. Taking into account the diversity in students' backgrounds and religious ideologies, no homework shall be assigned during religious holidays recognized by the Medford Public School District.
10. In the event school is canceled, no additional school work is to be assigned on that day.

Enforcement

1. In the event a dispute arises between teacher and student regarding the interpretation of the homework policy, it is the responsibility of the student to discuss with their teacher first and make every effort to resolve the dispute.
2. If this dispute cannot be resolved between teacher and student, then and only then should it be brought to the relevant Assistant Principal or School Counselor



FIELD TRIPS

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

LOST AND FOUND

All lost articles should be reported and brought to the Main Office immediately.

"NO SCHOOL" NOTIFICATION

"No School" announcement information will be posted on our district website, communicated via a robo-call, and provided on the local radio and television station.

STUDENT PRIVACY AND RECORDS ACCESS to STUDENT RECORDS

All student records are confidential. No individuals or organizations but the parents/caregivers, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent/caregiver or eligible student. The Medford Public Schools' treatment of student records shall be consistent with applicable state and federal law. 603 CMR 23.00 describes parents'/caregivers' and students' rights of confidentiality, inspection, amendment, and destruction of students' records in Massachusetts. A parent/caregiver (or student who has entered the 9th grade or is at least 14 years old, called the 'eligible student') has the right to inspect all portions of the student record upon request. The record must be made available to the parent/caregiver or eligible student as soon as practicable and within 10 days after the request, unless the parent/caregiver or student consents to the delay. With certain exceptions, no third party shall have access to student records without written consent of the parent/caregiver or eligible student.

HEALTH AND SECURITY

HEALTH POLICY GUIDELINES

The Health Office is located on the second floor next to the Cafeteria. Students who wish to see the nurse during the school day will go directly from class to the Health Office with a corridor pass from the teacher or administrator. In the event of a serious accident or illness, the student should report directly to the Health Office. Students in need of help in any manner pertaining to health will be given every assistance by the school nurse.

HEALTH SERVICES PROGRAM

The Medford Public Schools' nurses provide a comprehensive health program that includes, but is not limited to: health education, prevention and monitoring of communicable diseases, periodic health screenings, specialized health care, health counseling, dispensing of medications, referrals, first aid, and consultation with health-care providers, as well as the educational team.

The Medford Public School System provides registered nurses for direct service in each school. Three nurses are assigned to Medford High School and Medford Vocational Technical High School. The remaining nurses service the elementary and middle schools. Your school nurse is available between 7:30 a.m. and 2:30 p.m. Please call your individual school nurse with any health-related questions or concerns throughout the school year.

MEDICATION POLICY

The Medford Public Schools follows Department of Public Health Regulations regarding dispensing of medication in the schools. Our medication policy requires the following for ALL medications, including over-the-counter medications such as aspirin, Advil, etc.

- Signed consent by the parent to give the medicine. The parent should complete the consent form and give it to the school nurse.



- Signed medication order. The written medication order form should be first taken to the child's licensed prescriber (the child's physician, nurse practitioner, etc.) for completion and then returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

Medicines should be delivered to the school in a pharmacy or manufacturer-labeled container by the parent or designee. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of medicines should be delivered to the school nurse. **STUDENTS MAY NOT BRING MEDICINE TO SCHOOL.**

Tylenol may be dispensed in Grades 6-12 by a registered nurse, under School Physician protocols, if the parent has provided written consent.

IMMUNIZATIONS

Prior to entering the Medford Public Schools, all students must provide proof of immunization. All students must be medically cleared to enter school by a School Nurse through the Health Suite at Medford High School.

There are three situations in which children not appropriately immunized may be admitted to school:

- 1) A medical exemption is allowed if a physician certifies that immunization is medically contraindicated. This must be renewed annually at the start of the school year.
- 2) A religious exemption is allowed if a parent or caregiver provides a written statement that the immunization conflicts with their sincere religious beliefs. This should be renewed annually at the start of the school year.
- 3) Homeless children and children in foster care are protected from exclusion by the Every Student Succeeds Act (an update to the McKinney-Vento Act), which allows time to secure immunization records from other schools or health systems.

Periodically, certain immunizations must be updated. Failure to comply with immunization regulations may result in exclusion from school.

PHYSICAL EXAMINATIONS

Physical exams are required of all students entering kindergarten. All students entering Medford Public Schools from a different school district are also required to have a recent physical exam. A private physician or the school physician may give the exam. Students in Grades 4 and 7 are required to have a Health Questionnaire completed by their parent/caregiver. Student athletes are required to have a physical exam completed yearly for athletic participation. All forms are available from the school nurse or through your child's healthcare provider. .

HEALTH SCREENINGS

Students are periodically screened in Grades K-9 for vision and hearing. Postural screening is done for all students in Grades 5-9. The nurse notifies parents/caregivers if a student needs further evaluation by a physician.

COMMUNICABLE DISEASES

Students may be excluded from school for certain communicable diseases, per the Department of Public Health.

Chickenpox (Varicella) - Students are contagious for one or two days prior to the rash and for five days after the rash begins. Chicken Pox can be a very serious disease for pregnant women and immunocompromised individuals. Therefore, Chickenpox should be reported to the school immediately.

Students who have been ill with the flu, ear infections, diarrhea, etc., should be fever- and symptom-free for twenty-four hours before returning to school.

There are occasions when a child comes to school with a condition that may be contagious, such as a rash of unknown origin. The parent will be called and asked to take his or her child to the physician. A note from the physician is required for re-entry to the school.

If one or more vaccine-preventable or any other communicable diseases are present in school, all susceptibles,



including those with medical or religious exemptions, are subject to exclusion as described in the Massachusetts Department of Public Health's Reportable Diseases and Isolation and Quarantine Requirements.

PHYSICAL EDUCATION

If a student is unable to participate in the Physical Education program due to illness or injury, a note from the physician is required. It is especially important for the physician to indicate in writing when a student may safely resume full activity. (However, students who are unable to participate in Physical Education may not receive course credit.)

WALKING WITH CRUTCHES/USE OF MOBILITY DEVICES

Any student who requires the use of crutches, wheelchairs, knee scooters or any other mobility device in school must provide written notice from his/her physician that he/she is capable of handling such device crutches in the school environment.

STUDENT ACTIVITIES

MEDFORD PUBLIC SCHOOLS FUNDRAISING POLICY

Each individual school organization and/or club will submit a projected plan to the Superintendent of Schools before November 1 of each school year. Substantial alterations and/or additions/deletions to any plan will require the school organization and/or club to submit an amendment to the Superintendent of Schools for approval. Every effort will be made to avoid duplication and to ensure that items sold and activities proposed are safe and of value. The operation of a school store will be included in this plan.

The Superintendent of Schools will review these plans with responsible personnel and will make recommendations to the School Committee about any activity that is in conflict with good public school policy and practice. Upon the recommendation of the Superintendent, the Medford School Committee will accept or reject the submitted plan.

The School Department will discourage door-to-door soliciting by school children and not assume responsibility for their safety. Parents will be informed by principals in writing of the policy that door-to-door fundraising is to be discouraged. The School Committee will receive a copy of these letters.

Administrators and teachers should not use academic classroom time organizing and running fund-raising projects. Whenever possible, parents should assume these responsibilities, working closely with the school personnel even if there is not a formally organized parent group.

Charitable fund-raising drives shall be anticipated and included in the annual plan to the maximum extent possible. The number of drives per year is not to exceed two per classroom without special permission from the Superintendent of Schools. Such drives are to be limited to school-oriented, non-profit organizations which document contribution to the public good.

Specific guidelines are as follows:

- No quota may be set for individual students, class, or school. All participation must be voluntary.
- The amounts collected by each student, class, or school in the district may not be published; only the total contribution of all schools may be published.
- Money must be deposited anonymously in a canister provided by the soliciting organization; neither students or teachers may collect money.
- No contests are to be conducted; no prizes of any nature are to be offered.
- No student may solicit funds outside his home/family.
- The distribution of lapel pins, buttons, printed stickers and the like as a designation of contribution is forbidden.
- Generally, persons soliciting such drives must handle all monies and be accountable to themselves
- School personnel will not be responsible or accountable for funds.



- No incursions in instructional time may be permitted for such drives.
- School handbooks will include the text of this policy.
- Principals will ensure that all fund-raising conducted is consistent with the above-stated principles and guidelines.
- If the need arises for material or equipment normally funded for all schools through the School Department, the Superintendent should be notified.
- Each school administrator and parent organization will issue a periodic report to parents and other personnel involved of funds raised and how they are used.
- Middle and Senior High School students may assume responsibility for organizing and running projects under the supervision of advisors and parents. All projects must be approved under the yearly plan.

The purpose of this process is to ensure that the Superintendent and the School Committee are fully informed of all fundraising activities throughout the school system and approve the various activities, practices, procedures and purposes of the fund-raising. It is also intended to provide the maximum flexibility to school and program administrators so that valuable fund-raising activities are not discouraged and so that the proceeds from such activities are used for priority purposes.

ATHLETIC RULES AND ELIGIBILITY

Interscholastic athletes must adhere to the rules and regulations listed in this section regardless of whether the athletic activity is controlled by the Massachusetts Interscholastic Athletic Association (MIAA).

Interscholastic athletes are responsible for adhering to all MIAA Rules and Regulation, the most current of which can be accessed at [MIAA.net](#).

Although most of what follows is drawn directly from the MIAA Bluebook, in some cases the Medford High School administration has developed standards higher than the minimum standards created by MIAA. Please review the [Athletic Policies](#) linked.

STUDENT INVOLVEMENT

Student involvement is an essential part of creating a welcoming learning and social environment for students, and thus, Medford High School encourages active student involvement. Below are ways that students can be involved. Any student representatives should adhere to school policy.

These are general rules and guidelines student representatives must follow. Student organizations may have additional rules & regulations for student candidates / representatives to abide by. Translations of these additional documents can be relayed verbally by current serving members by request.

Any student organizations found in violations of these guidelines will be contacted by an Assistant Principal. Organizations who ignore these violations repeatedly, and make no effort to address these violations may have the club / organization suspended, including any club / organization funds. [The Student Advisory Committee, being mandated to exist by Massachusetts state law, may not be suspended]

Student Organizations:

- Student Advisory Committee (SAC): Elected student representatives to write policy recommendations to the School Committee & other governing bodies to address student concerns. They are primarily a legislative body due to their limited number of representatives and technically being under the discretion of the Medford School Committee.
 - School Site Council: Meeting of parents, teachers, students, and administrators to discuss general school issues and handbook revisions. Students representatives come from other Student Organizations such as Student Advisory Committee, Student Involvement Organization, and or Student Government
 - Regional Student Advisory Committee / State Student Advisory Committee: Student representatives from the Student Advisory Committee that represent Medford High at regional and state committee levels.
- Student Government (SG): Elected representatives to fundraise and act on grade level concerns. These



representatives generally plan fundraising & school events.

- Student Involvement Organization (SIO): Volunteer organization to assist Student Advisory Committee and Student Government through community outreach. Open to all MHS and MVTHS students to provide the opportunity for students to get involved.
- School News Organization: Responsible for informing the school community on events occurring in in the Medford Community and worldwide.
 - Mustang Minute (Media Tech)
 - Responsible for maintaining the mustang minute video media segment
 - Mustang News (School newspaper)
 - Responsible for maintaining the schools newspaper

Expectations:

- Commitment & Code Of Conduct
 - Students elected to the Student Advisory Committee & Student Government will be required to sign a commitment contract indicating they are aware of the responsibilities of their role and understand the commitment they are making
 - Class / organization advisors may draft their own Commitment forms and require all candidates and representatives to sign.
 - Any disruptive behavior or speech on the part of a candidate during the election process will result in suspension and, therefore, electoral disqualification. Any student suspended during a school year will be ineligible to run for office for the current school year. Students who are suspended while in office will be recalled from office, with the Assistant Principal or Advisor appointing a replacement.
 - If a student representative is not fulfilling their obligations, they will receive a verbal warning from their Advisor. If the misconduct continues, the student will receive a written warning from their advisor. If the inactivity continues further, the Advisor will remove the student from office.
- Campaigning: (Clubs exempt)
 - All student wishing to run for an elected leadership position in a student organization, are required to;
 - Be passing four major academic courses at the time of campaigning.
 - Submit a nomination form with at least 25 signatures from MHS and or MVTHS students to their Assistant Principal or designated advisor at least 5 days prior to voting day.
 - Make a campaign video no longer than 3 minutes on why they are running for said position.
 - Candidates should prepare a speech and administrators should hold an assembly at least 2 days before the election where candidates will be given the opportunity to speak.
- Fundraising & Event Planning
 - Students should first brainstorm and contact stakeholders with a potential event day.
 - Student Coordinators should reach out to School Administrators and faculty in advance when scheduling events (Principal/AP, Physical Education / Health Office / Sports Coaches- as necessary)
 - Student Coordinators should write a speech if needed and or reach out for assembly mc's if needed
- Advertising & Campaigning rules
 - Campaign posters are to be prepared with the utmost of discretion based on high ethical standards.
 - Any flyers must be approved by said class/club advisor and approved by a school assistant principal



- Candidates can campaign by promoting their persona and/or policy platform, but slandering other candidates is strictly prohibited.
- Campaign Flyers / posters must be approved by an Assistant Principal (Digital included)
- Flyer / posters may only be hung outside Cafeterias, on the bulletins around school, and/or on/in teachers classrooms/doors with said teachers permission
- Candidates will be elected via an anonymous form of ballot collection. (Google form or other method)
- Students are permitted to pass out campaign literature, but are responsible to see that it does not turn into a litter problem.
- Posters that become disfigured must be removed immediately by the candidate.
-

DANCES AND OTHER SCHOOL EVENTS

Students will not be admitted to dances, proms, semi-formals, and other school events after the first hour of the event. Once students leave the event, they will not be readmitted.

Grade 9 students may take other MHS Grade 9 students to the Freshman Dance or they may not take a date at all. At more formal dances, students may take any other MHS student but only with special permission of the Assistant Principal and Principal, a student who does not attend MHS.

All school rules apply at school events, regardless of whether they are held at the MHS complex or at a private facility. School rules apply not only in the building where the event is held but also in the parking lot and on the grounds.

Students will not be allowed to bring beverages or bags into dances and other school events.

EXTRA-CURRICULAR ACTIVITIES

Participation in Medford High School extra-curricular activities is a privilege available to students. Students whose attendance, punctuality or conduct is problematic may lose that privilege.

VISITOR PASSES

The safety of all students in the building is of utmost importance. Medford Public Schools maintains a school visitation policy for all visitors, including parents/caregivers. The following is expected course of action:

- All visitors entering Medford High School must report to the security desk in the main foyer.
- All visitors will be screened using the Raptor Technology system at the security desk.
- All visitors must wear the name tag provided throughout the building.

Requests for students to request a visitor must be made at least one week in advance at the Office of the Assistant Principal. Only Assistant Principals and the Principal may issue Visitor Passes.

Children under high school age are not allowed on the school premises without expressed permission of the Principal or Assistant Principal. Students shall not be permitted to bring young brothers, sisters, or relatives, or friends to school as a child-custodial action. All visitors must be CORI'd by Human Resources upon approval of visit and prior to the scheduled date of visit.



Acceptable Technology Use Policy Agreement

I accept that using computers and accessing the Internet is an educational advantage afforded me by the Medford Public School District and that inappropriate use of computers may result in my loss of their utilization and other possible disciplinary action.

I accept that the primary use of computer resources and the Internet is to support research and education.

I will follow all copyright regulations and will not copy or pirate software. I will not take hardware, software or computer supplies provided by the school district.

I will not invade the privacy of others or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.

I understand that email is not guaranteed to be private. People who operate the system have access to all mail and that all Internet activity can be monitored.

I will not access information that is considered dangerous or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms/activities.

I will not conduct business transactions, commercial activities or political lobbying on school technology.

I will not give out school information to strangers online. I will not pretend to be someone else when sending/receiving information.

I will be polite and use appropriate language. I will not swear, use vulgarities, harass others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material on school technology.

I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.

I will not degrade or disrupt school or Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes but is not limited to tampering with computer hardware/software, vandalizing data, invoking computer viruses or attempting to access restricted or unauthorized network services.

I will act maturely in Social Media relationships with fellow students, teachers, and anyone a part of our educational environment. Considering these actions and their consequences on the school, academic groups, and myself will be the highest priority.

I understand that Principals, or their designees, will be responsible for disseminating and enforcing policies and enforcing procedures in the buildings under their control and will ensure that all users complete and sign an agreement to abide by the policies and procedures. All such agreements are to be maintained at the building level.

I understand and agree with the school district contract for computer use in the schools and that the Medford School District will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's system or network.

I understand that should I break this contract my access to computers will be revoked and disciplinary actions taken.

Print Name	Signature	Date
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This user agreement will be renewed each academic year.

For Parents/caregivers

I have read the Medford Public Schools District Contract for computer use with my child. I understand that access is for educational purposes. I accept responsibility for my child's computer use.

Print Name	Signature	Date
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NON-DISCRIMINATION POLICY

The Medford Public Schools insures against discrimination in education programs and employment on the basis of all students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, having equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.



APPENDIX

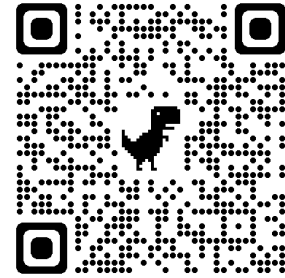
Bullying and Harassment

Medford Public Schools provides a learning environment that is free from bullying. Medford Public Schools does not condone acts of bullying of any kind. Medford Public Schools seeks to promote social activities and actions that foster collaboration and empathy toward all individuals in the community.

Further, students, members of the school staff, and others may not engage in bullying.

Bullying behavior occurring outside of our schools and creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school is the purview of Medford Public Schools to act in accordance with this policy.

Bullying forms can be accessed by [clicking this link](#) or by scanning the QR Code.



Bullying is defined by M.G.L. Chapter 71 § 37O as:

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

- i. causes physical or emotional harm to the victim or damage to the victim's property;
- ii. places the victim in reasonable fear of harm to himself or of damage to his property;
- iii. creates a hostile environment at school for the victim;
- iv. infringes on the rights of the victim at school; or
- v. Materially and substantially disrupts the education process or the orderly operation of a school.

For the purposes of this section, bullying shall include cyber-bullying, as defined below.

Bullying investigations may be concluded with a finding of

- Conflict
 - A finding of conflict occurs when the incident is determined to be between two students considered equal in power and within the quarrel or problem.
 - Investigations may reveal that an incident(s) are “conflict” rather than bullying when the incident has not occurred multiple times. OR
- Bullying
 - A finding of bullying is pursuant to the definition above and may occur when the incident is determined to be between two students who are NOT considered to be equal in power within the quarrel or problem. Bullying is abuse and occurs when a socially powerful (e.g., popular or feared) student mentally or physically abuses a weaker (e.g., fearful) student for the purpose of making them afraid and hurt. Bullying is the act of causing hurt, harm, or humiliation
 - Investigations may reveal that an incident(s) are “bullying” when a pattern of behavior is present or when an incident continues repeatedly. OR
- Not Bullying or Conflict

Medford Public Schools prohibits retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.



Massachusetts General Law (M.G.L.) Chapter 71 § 370 clearly states that “(b)ullying shall be prohibited:

- i. on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and
- ii. at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.”

Cyber-bullying is defined by M.G.L. Chapter 71 § 370 as:

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

- i. the creation of a web page or blog in which the creator assumes the identity of another person or
- ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

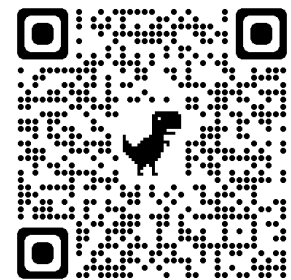
Hostile Environment is defined by M.G.L. Chapter 71 § 370 as:

A situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Investigation

Medford Public Schools will:

- Promptly investigate all reports of bullying. Impacted parties and caregivers will be notified within two business days of receipt of such a report.
- Ensure the Principal oversees all bullying reports that occur as the result of participation in an athletics or extracurricular program. In conjunction with the Athletic Director, Assistant Principals may conduct any number of investigatory steps, but the Principal must agree with and sign off on all findings.
- Remain impartial throughout the course of any investigation. In the event of a conflict of interest, the investigator must disclose the conflict to their immediate supervisor within 24 hours of receipt of the bullying report. Conflict of interest may include family relationships, and supervisor/supervisee relationships, among other possible conflicts.
- Take immediate and necessary action to ensure student safety while any investigation proceeds and will take care to reassure those who report incidents that their involvement will remain confidential wherever possible.
- Document interviews conducted with all relevant parties using [the approved bullying investigation form](#). All notes shall become part of the record of the incident.
- Maintain a central Student Information System (e.g., School Brains) to store incident and investigation forms, determinations, and disciplinary, remediation, and target safety action taken, alphabetically by aggressor and their graduation date.





- o Discipline information, whether written or electronic, is part of the temporary record and will be kept for six years after the graduation of involved students. Temporary records must be destroyed no later than seven years after the graduation of involved students.
- Ensure copies of all Bullying Investigation Forms, Bullying Reporting Forms (if any), Behavioral Remediation Agreements (if any), and Individual Behavior Plans (if any, for repeat offenders only) are placed in the student file, as provided by law.

Bullying is also prohibited through the use of any non-school technology or electronic device if the act or acts:

- Create a hostile environment for the victim at school; or
- Infringe on the rights of the victim at school; or
- Materially and substantially disrupt the education process or orderly operation of the school.

Retaliation is prohibited against a person who reports, provides information, or is a witness to bullying. Please refer to the District Bullying Prevention Policy posted on the website at www.mps02155.org

Medford Public Schools AI Guidance

This document provides guidelines on GenAI’s responsible and ethical use in the Medford Public Schools.

The Medford Public Schools is a caring, educational partnership of school, family, and community designed to ensure that all students are afforded a safe and healthy learning environment in which they develop the knowledge, skills, and mindsets to reach their full academic and personal potential. Medford Public Schools views technology as an integral part of the educational experience and is committed to providing a strong, digital learning environment for all students. We are dedicated to providing all students with a 21st-century education that will enable them to be life-long learners and contributors to a diverse and rapidly changing world.

The Medford Public Schools Technology Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using all technology, including AI. The Medford Public Schools supports the use of technology resources, including GenAI, to improve teaching and learning for all students.

Our Medford Public Schools AI Guiding Principles consider the following:

- how the resource we use supports teaching & learning;
- address data privacy & security considerations;
- support ethical & responsible use of Gen AI tools.

In addition to these considerations, students and staff must ensure critical evaluation of GenAI content to recognize biases and misinformation.

Definitions:

What is it?

Generative artificial intelligence (GenAI) is a type of technology that generates content, including images, text, video, audio, and other media when prompted by a user.

***How does it Work?***

Generative AI is a machine learning model that creates new content based on large amounts of training data in response to user prompts.

Predictive AI

Predictive AI analyzes historical data to examine trends and patterns to make predictions about the future.

OpenAI

OpenAI is an artificial intelligence research company.

ChatGPT

ChatGPT is an artificial intelligence chatbot developed by OpenAI, that allows users to input a prompt and receive a natural language text response.

Prompt Engineering

Prompt engineering is the process of providing specific instructions (inputs) that guide an AI model to generate the best possible responses (outputs).

Example prompt engineering resource: Educationally focused/filtered AI

AI Literacy

AI literacy includes learners' skills and knowledge that demonstrate their understanding of the opportunities, risks, and ethical considerations of generative AI. Medford Public Schools recognizes that AI literacy includes the understanding, evaluation, and use of appropriate GenAI tools. These skills are important for students and staff to participate effectively in technologically driven academic and work realities.

Students:**GenAI Tools**

Any GenAI tools being used must follow usage terms (e.g., age restrictions, caregiver permission requirements, etc.) and align with district student and data privacy and security Requirements.

Students should not use any generative GenAI tools without prior approval from educators or educational team. Students must also properly cite all AI-generated content.

Plagiarism:

AI tools are to be used only with the express permission of educators or academic teams. Obtaining answers or completing assignments without properly attributing AI-generated content



is plagiarism and is forbidden. Teachers will provide information on the purpose of assignments and how GenAI should and shouldn't be used in classwork.

Academic Honesty Panel

If students are suspected of plagiarism with Gen AI, teachers will be required to supply relevant work samples for review and determination by the “Academic Honesty Panel.” The Panel’s decision is final.

Assessments:

If allowed by educational staff, AI tools may be used to assist students in preparing for assessments, but cannot be used to complete assessments unless explicitly stated.

Bias & Critical Thinking:

All AI generated content should be checked for accuracy, bias, misinformation and potentially negative content. Students should understand the limitations of AI generated information, and the importance of using trusted sources for information verification.

Citations:

A record of prompts used in GenAI should be kept, along with the output from the AI tool used. Any AI-generated content used in assignments must be cited, and teachers will provide guidance on how to attribute AI generated content in student work.

Students must cite their use of an AI system using one of the following resources (as specified by the teacher):

- MLA Style - Generative AI
- APA Style - ChatGPT

Data Collection & Privacy:

All technology resources utilized in the Medford Public Schools, including GenAI, will adhere to district student data privacy data collection regulations and best practices. Students should never input personally identifying information, sensitive or confidential data into any AI system, including images. Students should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

Ethical Use:

All GenAI content should be critically reviewed before use. All AI generated content should be checked for accuracy, bias, misinformation and potentially negative content.

Users may not use AI tools to create or disseminate harmful content. Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.

Use of GenAI for school work must be recorded and shared. GenAI tools used in the Medford Public Schools are for educational purposes only.



Educational Staff:

Educational staff should speak with students about the definition and use of GenAI in MPS.

GenAI Tools

Any GenAI tools being used must follow usage terms (e.g. age restrictions, caregiver permission requirements, etc.) and align with district student and data privacy and security requirements. Educators use of genAI should be as a tool to support the teaching and learning environment, but is not to be solely relied upon in place of educator review and judgement.

Assignments/Assessments:

Teachers are responsible for posting expectations, allowable and/or prohibited uses of GenAI tools for student use in their classes. These expectations may be specified in assignment directions, the syllabus, Google Classroom information, classroom postings or other relevant locations for students to access. Teachers might allow the limited use of generative AI on entire assignments or parts of assignments. Educators should identify when and how GenAI can be used and why.

Bias & Critical Thinking:

All AI generated content should be checked for accuracy, bias, misinformation and potentially negative content. Educational staff should understand the limitations of AI generated information, and the importance of using trusted sources for information verification.

AI Detection Tools:

Currently, detection tools that claim to detect content developed by generative AI are not reliable enough to accurately identify cheating and plagiarism on their own.

Data Collection & Privacy:

All technology resources utilized in the Medford Public Schools, including GenAI, will adhere to district student data privacy data collection regulations and best practices. No private, confidential or personally identifying information should be entered into GenAI tools. The district’s approved list of online platforms, software and resources including AI tools should always be consulted. https://sdpc.a4l.org/district_listing.php?districtID=606

Ethical Use:

All GenAI content should be critically reviewed before use. All AI generated content should be checked for accuracy, bias, misinformation and potentially negative content. Users cannot use AI tools to create or disseminate harmful content. All use of GenAI for school work must be recorded and shared with teachers, such as with a transcript of prompts and responses. GenAI tools used in the Medford Public Schools are for educational purposes only.

Monitoring and Review

The district has a right to monitor the use of AI technologies to ensure compliance with this policy. Monitoring will be conducted in an ethical manner, respecting the privacy and rights of Students.



Violations of this policy may result in disciplinary action, including but not limited to, restriction of access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the school administration.

This policy will be reviewed and updated annually to reflect new developments in AI technology, changes in legal and ethical standards, and the evolving needs of the educational environment.

Resources: Class Syllabus

Sample language to include in class syllabus:

AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism.

Code.org, CoSN, Digital Promise, European EdTech Alliance, Larimore, J., and PACE (2023). AI Guidance for Schools Toolkit. Retrieved from teachai.org/toolkit. [1/23/25].

Resources: Citation for AI Use

Keep a record of the prompt used in GenAI as well as the output.

Citations: Any AI-generated content used in assignments must be appropriately cited; its use must be disclosed and explained. As part of the disclosure, students may choose to cite their use of an AI system using one of the following resources:

- MLA Style - Generative AI
- APA Style - ChatGPT

*Modified from: Code.org, CoSN, Digital Promise, European EdTech Alliance, Larimore, J., and PACE (2023). AI Guidance for Schools Toolkit. Retrieved from teachai.org/toolkit. [1/23/25].

Resources: Sample Student Agreement

Artificial intelligence (AI) can help my learning and is important for my future, so I will use it responsibly.

1. I will use AI tools responsibly and will not use AI in a way that could harm myself or others.
2. I will not share personal or confidential information with an AI tool.
3. I will only use AI to support my learning and will follow my school's rules and teacher's instructions on when and how to use AI on an assignment.
4. I will be honest about when I use AI to help with assignments, and I will not turn in work that is fully created by an AI as my own.
5. If I use AI, I will review its work for mistakes.
6. I will check with my teacher when unsure about what is acceptable.

Student Signature _____

Modified from: Code.org, CoSN, Digital Promise, European EdTech Alliance, Larimore, J., and PACE (2023). AI Guidance for Schools Toolkit. Retrieved from teachai.org/toolkit. [1/23/25].



Sample AI Resources with signed MPS Student Data Privacy Agreements (or no personal identifying information required).

AI RESOURCES FOR STUDENTS:

Canva Magic Write
Grammarly

AI RESOURCES FOR TEACHERS:

Brisk Teaching: Google Chrome extension
Diffit for Teachers
MagicSchool
QuestionWell
SchoolAI

GoogleWorkspace Tools

To parents, guardians and caregivers,

At Medford Public Schools we use Google Workspace for Education services. Through Google for Education Core services, all Medford Public Schools students are provided access to tools that include Gmail accounts, Google Calendar, Google Classroom, Google Docs, Google Sheets, Google Forms, Google Slides and other core services that are part of day-to-day education activities in our schools. We have a student data privacy agreement in place with Google Workspace for Education to ensure data privacy for your child.

According to an update to Google's Terms of Services, Medford Public Schools must obtain annual parental/caregiver consent before allowing access to Additional Google Services for students under the age of 18.

Permission is requested to allow your child access to the following Additional Google Services that are used in the Medford Public Schools for specific content enrichment, and are determined to be educationally sound.

These Google Services include:

Chrome Web Store

The store is used to make available Medford Public Schools approved apps and extensions, all of which have student data privacy policies reviewed.

Google Earth

This is used in classes to allow students to explore the world and learn about different landmarks, historical sites and physical features

Google Maps

This app is used in classes to teach subjects such as geography, history and politics.



Google Photos

This is used in classes to store and share photos

Google Translate

This is used to translate words, phrases, and web pages between English and over 100 other languages. It is only used as needed as there are other translation tools available for use in the district.

Youtube

This is used to watch, upload and share videos. Youtube is used with students in a variety of classrooms, and access to video content is restricted by age.