

MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A § 20 Act relative to extending certain COVID-19 measures adopted during the state of emergency

Marblehead School Committee

Name of Board or Committee

Address: Marblehead High School Library 2 Humphrey Street Marblehead MA 01945

OR

Zoom Conference:

<https://marbleheadschoools-org.zoom.us/j/97886762817?pwd=5hT6kswajlCtbJVAc2uYOnlpdv7fE.1>

Meeting ID: 978 8676 2817

Password: 610612

Dial in Phone +1 646 931 3860 US

Thursday	June	11	2026	7:00PM
Day of Week	Month	Date	Year	Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

- I. Initial Business: Call to Order
 - a. Pledge of Allegiance
 - b. School Committee Reorganization (vote)
 - c. Commendations
 - d. Public Comment

- II. District Updates – Supt. John Robidoux
 - a. Superintendent Update
 - b. Staff Retirements
 - c. Financial Update

- III. Consent Action and Agenda Items (vote)
 - a. Schedule of Bills
 - b. Approve Meeting Minutes: (5/21/2026)
 - c. Policies Update

ECAB: Access to Buildings and Grounds -- REVISE

ECAF: Security Cameras in Schools -- REVISE

EEAEA: Bus Driver Examination and Training -- REVISE

IGB: Student Services Programs -- REVISE
 IHAMA: Parental Notification Relative to Sex Education -- REVISE
 IHBH: Alternative School Programs -- REVISE
 JB: Equal Educational Opportunities -- REVISE
 JFABE: Educational Opportunities for Military Children -- REVISE
 JFABF: Education Opportunities for Children in Foster Care -- REVISE
 JFBB: School Choice -- REVISE
 JH: Student Absences and Excuses -- REVISE
 JHD: Exclusion and Exemptions from School Attendance -- REVISE
 JICE: Student Publications -- REVISE
 JICFA: Prohibition of Hazing -- REVISE
 JIH: Searches and Interrogations -- REVISE
 JJ: Co-Curricular and Extracurricular Activities -- REVISE
 JJE: Student Fund-Raising Activities -- REVISE
 JJIB: Interscholastic Athletics -- REVISE
 JL: Student Welfare -- REVISE
 JLC: Student Health Services and Requirements -- REVISE
 JLCA: Physical Examination of Students -- REVISE
 JLCB: Immunization of Students -- REVISE
 JLCC: Communicable Diseases -- REVISE

IV. School Committee Communication and Discussion Items

- a. Brown Spotlight
- b. High School Trip (vote)
- c. Handbook Updates (vote)
- d. Plan for Success Wrap-up
- e. Budget Transfers (vote)
- f. Greg Dana Naming of Auditorium (vote)
- g. High School Disposition of Materials (vote)
- h. Executive Session Minutes
 - i. Release of 10/17/2024; 11/20/2024; and 1/15/2025
 - ii. Withhold of 11/24/2024 and 1/6/2025
- i. Report out of June 2026 MOAs
- j. Policies Update

GBEB: Staff Conduct -- REVISE (Vote)
 JKAA: Time Out, Seclusion and Restraint of Students -- REVISE (Vote)
 KCB: Community Involvement in Decision Making -- RESCIND (Vote)
 KDC: Community Use of Digital Resources -- Second Reading
 KDCB: District Website and Social Media -- Second Reading
 JLCDC: Self-Administration and Self-Carry of Medications -- Second Reading
 JICK: Harassment of Students -- Second Reading

- k. Sub Committee & Liaison Updates

V. Closing Business

a. Correspondence

Adjournment

Hybrid Meeting Notice: Members of the public are welcome to attend this in-person at 2 Humphrey Street Marblehead MA 01945 or by the remote zoom connection provided. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Al Williams
Posted by: Al Williams
Date: 6/8/26



Marblehead Public Schools

9 Widger Road
Marblehead, Massachusetts 01945
Phone: (781) 639-3140

John Robidoux
Superintendent of Schools

Julia Ferreira
*Assistant Superintendent of
Teaching & Learning*

LisaMarie Ippolito
*Assistant Superintendent of
Student Services*

Michael Pfifferling
*Assistant Superintendent of
Finance & Operations*

MEMORANDUM

TO: Marblehead School Committee
FROM: Michael Pfifferling, Assistant Superintendent of Finance and Operations
DATE: June 9, 2026
RE: Schedule of Bills for Approval

Included in this packet are the following Schedules of Bills for your consideration. The schedules and invoices have been uploaded to the shared drive.

Schedule	Amount
A26-45 – FAC – LM	\$16,576.26
A26-46 – DW – MSR	\$12,328.72
A26-46 – FAC – LM	\$10,488.82
A26-47 – DW – MSR	\$74,139.51
A26-47 – FS – CF	\$14,435.17
A26-47 – SS- KG – Redacted	\$419,805.02
A26-47 – DW – MSR2	\$2,695.00
A26-48 – DW – MSR	\$144,234.26
A26-48 – FS – CF	\$28,282.37
A26-48 – SS – KG – Redacted	\$116,206.28
A26-49 – SS – KG – Redacted	\$560,684.93
A26-49 – 403B MATCH UNIT A – MSR	\$56,389.00
Total	\$1,456,265.34

Suggested Motion:

Motion to approve the identified schedules of bills totaling \$1,456,265.34



DRAFT

Marblehead School Committee

Chair: Al Williams

Meeting Date, Time & Location: Thursday, May 21st, 2026, 6pm, Marblehead High School Library, 2 Humphrey St, Marblehead MA 01945

SC Members Present:, A. Williams, K. Schmeckpeper, H. Gwazda, M. Clucas

SC Members Absent: J. Schaeffner

Agenda/Materials: [Link](#)

Meeting Recording: [Link](#)

Minutes Respectfully Submitted By: Henry Gwazda

Pledge of Allegiance and Public Hearing on School Choice (00:01:00–00:06:00)

a. Public Hearing on School Choice

- A motion was made by Kate Schmeckpeper and seconded by Henry Gwazda to open the public hearing on school choice.
- The motion passed 3–0, with votes in favor: Kate Schmeckpeper, Henry Gwazda, and Al Williams.
- No public comment.

b. Vote to Accept Recommendation

- Superintendent John Robidoux recommended Marblehead not participate in school choice, citing inadequate per-pupil funding and budget constraints.
- A motion was made by Kate Schmeckpeper and seconded by Melissa Clucas to accept the superintendent's recommendation that Marblehead not participate in school choice.
- The motion passed 4–0, with votes in favor: Kate Schmeckpeper, Melissa Clucas, Henry Gwazda, and Al Williams.

c. Close of Public Hearing

- A motion was made by Kate Schmeckpeper and seconded by Henry Gwazda to close the public hearing on school choice.
- The motion passed 4–0, with votes in favor: Kate Schmeckpeper, Henry Gwazda, Melissa Clucas, and Al Williams.

Commendations and Public Comment (00:06:00–00:15:00)

a. Brown School Fun Run



- Brown School fun run raised \$30,000.
- b. Al Williams commended Jennifer Schaeffner for her service on the Marblehead School Committee.
- c. Superintendent John Robidoux commended Will Cruikshank for his service as student representative on the School Committee, and Jennifer Schaeffner for her service on the School Committee.
- d. Public Comment — Jonathan Heller (Village School teacher, remote from Camp Bournedale)
 - Reported Village School 6th graders participating in outdoor experience at Camp Bournedale
- e. No other members of the public spoke during public comment.

Student Representative Update (00:15:00–00:18:00)

- a. Student Representative Will Cruikshank provided updates from Marblehead High School:
 - Math MCAS testing underway for sophomores; Quarter 4 progress checks released.
 - National Honor Society induction held; seniors with 40+ service hours received graduation cords.
 - MHS Culture Feast scheduled Friday, May 29, 5:00–8:00 PM.
- b. Spring sports updates included NEC conference championships for both track teams.

Superintendent's Update (00:18:00–00:26:00)

- a. District Activities
 - Village School hosted the first whole-school assembly since COVID, featuring speaker Thomas Smith on resilience.
 - Glover School students fundraising for John Glover Farmhouse; culminating walk scheduled June 15–16.
- b. DESE & Curriculum Updates
 - Village School received unannounced DESE visit to observe MCAS administration; feedback was very positive. Superintendent Robidoux thanked Principal Scott Williams, Jenny Conrad, and Village School teachers.
 - Assistant Superintendent Julia Ferreira and teacher Brigitte Karns awarded \$1,000 Mark Schonwetter Holocaust Educational Foundation grant for Holocaust survivor speaker and classroom copies of Anne Frank.
 - Julia Ferreira collaborated with Marblehead Museum Director Lauren McCormick on the Jeremiah Lee Brick Kitchen and Slave Quarters project; with Mass Humanities grant funding, nine district social studies educators developing curricula for statewide publication.



c. Policy & Other Items

- MASS and MASC drafted position papers pushing back on DESE-proposed graduation requirement mandates, primarily around ensuring adequate state funding; Superintendent Robidoux to update the committee as developments occur.

Consent Agenda Approval (00:26:00-00:29:00)

- a. Chair Al Williams presented the consent agenda: schedule of bills totaling \$1,174,747 and May 7, 2026 meeting minutes.
- b. A committee member noted a spelling error in the May 7 minutes (name correction for Jack Attridge, page 3, first bullet under B).
- c. A motion was made by Henry Gwazda and seconded by Melissa Clucas to approve the schedule of bills totaling \$1,174,747 and the meeting minutes from May 7, 2026 with the spelling correction.
- The motion passed 4-0, with votes in favor: Henry Gwazda, Melissa Clucas, Kate Schmeckpeper, and Al Williams.

School Improvement Plans: Brown School and Glover School (00:29:00-00:57:00)

- a. Brown School Improvement Plan — Presented by Principal Mary Maxfield
- Goals: student growth in math, reading, and writing; writing proficiency identified as priority; preschool curriculum inventory to address inconsistencies, aligned with District Improvement Plan.
- b. Glover School Improvement Plan — Presented by Principal Frank Kowalski
- Goals: enrichment opportunities using MCAS diagnostic data; PBIS reintroduced; instructional coaches for grade-level proficiency; parent volunteer plan for WIN blocks; student voice initiatives.
- c. Vote — Brown School Improvement Plan:
- A motion was made by Kate Schmeckpeper and seconded by Henry Gwazda to approve the Brown School Improvement Plan as presented.
 - The motion passed 4-0, with votes in favor: Kate Schmeckpeper, Henry Gwazda, Melissa Clucas, and Al Williams.
- d. Vote — Glover School Improvement Plan:
- A motion was made by Henry Gwazda and seconded by Melissa Clucas to approve the Glover School Improvement Plan as presented.
 - The motion passed 4-0, with votes in favor: Henry Gwazda, Melissa Clucas, Kate Schmeckpeper, and Al Williams.



Youth Risk Behavior and Substance Abuse Survey Presentation (00:57:00–01:30:00)

a. Survey Overview

- Youth Risk Behavior Data combines MGH school-wide survey with Marblehead-specific questions; 5th year of collection; ~75% response rate; anonymous/confidential with opt-out option.

b. Key Findings

- ~19% above clinical anxiety threshold, 10% depression, 6% psychotic features — all trending down; suicide attempt rate ~1%.
- Vulnerable populations elevated: 64% of sexually diverse students above anxiety threshold; 44% reported suicidal thoughts vs. 8.8% heterosexual.
- Lifetime use: 32% alcohol, 28% nicotine, 16% cannabis — consistent with national downward trends; substance use on school property declined from 27% to 10% over three years.
- 71.7% overestimated peer alcohol use; 5.5% at risk for problem gambling; 60% of licensed drivers reported texting while driving.

c. District Response and Recommendations

- Existing programs: Tier 1 health curriculum, Wayfinder SEL, SBIRT screening (7th/9th), diversion programs, trauma-informed PD, community partnerships.
- Assistant Superintendent Julia Ferreira noted survey data previously supported funding a Village School health educator; emphasized K-12 multi-tiered support framework.
- Recommendations: continue evidence-based prevention, LGBTQIA+ and racial justice programming, address body image/eating disorders, partner with parents and community. Superintendent Robidoux noted Town Board of Health interest in forming a collaborative subcommittee.

School Calendar Revision (01:30:00–01:32:00)

a. Superintendent John Robidoux recommended moving the approved PD day from March 29th to Friday, March 19th based on educator feedback.

b. A motion was made by Henry Gwazda and seconded by Melissa Clucas to approve the revised school calendar.

- The motion passed 4–0, with votes in favor: Henry Gwazda, Melissa Clucas, Kate Schmeckpeper, and Al Williams.

Override Proclamation (01:32:00–01:37:00)



a. Henry Gwazda introduced a proclamation supporting the FY27–FY29 override at Tier 3 (\$8.5 million school side).

b. Proclamation summary:

- District closed \$3.7M FY27 gap through 18.25 FTE eliminations and one-time \$1.5M special education tuition repayment, neither repeatable in FY28.
- Tier 1 (\$6.2M) maintains staff/programs; Tier 2 (\$7.2M) adds full-day kindergarten and technology lifecycle funding; Tier 3 (\$8.5M) adds recurring capital fund and in-district 18-to-22 special education program.
- Resolved that the committee officially supports Tier 3 to ensure fiscal and operational stability through 2030.

c. A motion was made by Kate Schmeckpeper and seconded by Melissa Clucas to approve the proclamation.

- The motion passed 4–0, with votes in favor: Kate Schmeckpeper, Melissa Clucas, Henry Gwazda, and Al Williams.

District Improvement Plan (01:37:00–02:00:00)

a. Superintendent John Robidoux presented the DIP as a three-year framework, with detailed work in School Improvement Plans; plan is fluid and will evolve.

b. Feedback-driven changes included adding a cover letter, numbered strategies, timeline column, and language on special education, ELL, MCAS, and teaching/learning responsibilities.

- A discrepancy between six core values (page 2) and seven (page 10) was noted; Superintendent Robidoux agreed to correct for consistency.

c. Committee agreed to quarterly DIP check-ins beginning around November.

d. A motion was made by Al Williams and seconded by Kate Schmeckpeper to approve the District Improvement Plan as presented.

- The motion passed 4–0, with votes in favor: Al Williams, Kate Schmeckpeper, Henry Gwazda, and Melissa Clucas.

Anti-Discrimination Committee and Heritage Month Updates (02:00:00–02:08:00)

a. Anti-Discrimination Committee Update

- Superintendent John Robidoux reported the committee last met March 16th, next meeting June 4th; attendance from some members had been inconsistent.
- Committee found harassment policy adequate but district lacked a specific reporting form for discriminatory actions/harassment distinct from general bullying; a combined draft form was created.



- Draft to be finalized for review at June 4th meeting, which would also address committee's future structure and meeting frequency.

b. Jewish American Heritage Month Activities

- Students Maya Berman, Gabby Berman, Jack Conley, and Delia Hite worked with co-director Keisha and Principal Michele Carlson on activities including Culture Feast integration, heritage-themed announcements, posters, and documentaries.
- Students raised adding a Jewish Heritage Month banner; Superintendent Robidoux indicated this would need referral to the Policy Subcommittee.

c. District-Wide Activities

- Holocaust survivor speaker scheduled to visit Veterans Middle School.
- Conversations ongoing between Principal Michele Carlson and Principal Scott Williams at Village School about high school students visiting to share heritage month content.

Subcommittee and Liaison Updates and Correspondence (02:08:00–02:13:00)

a. Facilities Subcommittee

- Reviewed building walk items; discussed Village School facility improvements involving a parent group.

b. Policy Subcommittee

- Had not met; planned full policy manual review. Revised CTE middle school acceleration policy had been approved.

c. Correspondence

- Chair Al Williams reported Veterans Middle School recognized as newest NELM Spotlight School.
- Chair Al Williams read letter from Commissioner Pedro Martinez recognizing Marblehead as one of 55 districts (out of 351) that decreased chronic absenteeism by at least 5 percentage points through March 1, 2026.
- Superintendent Robidoux indicated he would share absenteeism data with families at the start of the next school year.

Executive Session Motion and Adjournment (02:13:00–02:16:00)

a. Chair Al Williams requested a motion to enter executive session for three purposes without intent to return to open session:

- Purpose 3 (Collective Bargaining): To discuss strategy with respect to and in preparation for collective bargaining with the Marblehead Education Association — occupational therapists, physical therapists,



board-certified behavior analysts, occupational therapist assistants, physical therapist assistants, and certified nurse assistants — because an open meeting may have a detrimental effect on the bargaining position of the school committee.

- Purpose 7 (Open Meeting Law Compliance): To comply with Chapter 30A, Sections 22F–G, relative to review and release of executive session minutes from the following dates: December 19, 2023; October 17, 2024; November 20, 2024; November 25, 2024; January 6, 2025; January 15, 2025; July 31, 2025; December 4, 2025; and December 18, 2025.

- Purpose 3 (Litigation): To discuss litigation — Marblehead School Committee and Marblehead Education Association, MUP-26-12060 — because an open meeting may have a detrimental effect on the litigating position of the school committee.

b. A motion was made by Henry Gwazda and seconded by Kate Schmeckpeper to enter executive session for the three stated purposes without intent to return to open session.

- The motion passed 4–0 by roll call vote, with votes in favor: Melissa Clucas, Henry Gwazda, Kate Schmeckpeper, and Al Williams.

c. The meeting adjourned at 8:17pm.

Marblehead High School

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Quote Q-18008

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TOUR PROPOSAL

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through **4/20/2027**

TOUR PROPOSAL

TOUR FEATURES

AIRFARE

- Round-Trip Airfare (subject to change until time of booking) (based on a \$650 airfare estimate)

MOTOR COACH

- Local Area Transportation as needed per the Itinerary
- Gratuities for your motor coach driver(s)

HOTEL

- 5 Nights' accommodations at Disney's POP Century Resort
- All Students will pay Quad Occupancy Price (Quad Occupancy must be maximized)

SECURITY

- 2 Dedicated overnight chaperone(s)

MEALS

- 5 - \$25 Disney World Dining Cards
- 5 - Breakfast Meal Certificates at Disney World

THEATER/ATTRACTION TICKETS

- Disney Imagination Campus Performing Arts Performance 4 Day Starter (1 park per day)
Ticket to the Walt Disney World® Resort

CLINIC

- Participation in a Disney Imagination Campus Soundtrack Sessions: Instrumental
- Participation in a Disney Imagination Campus Soundtrack Sessions: Vocal

PERFORMANCES

- Performance at the Walt Disney World Resort (pending acceptance and availability)

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Marblehead High School

Orlando- Flying/On Disney Property



Bob Rogers Travel

Quote Q-18008

Touring from **4/15/2027**
through **4/20/2027**

TOUR PROPOSAL

TOUR PRICING

Occupancy	Paying Participants
	80-89 Travelers
Quad	\$2,481
Triple	\$2,660
Double	\$2,826
Single	\$3,514

Non-inclusions/Options

- Meals stated at student cost
- Rental costs for chairs, stands, instruments or keyboards for performances/clinics (BRT can assist in arranging the rental of these items)
- TravMark offers a specially priced Enhanced Trip Protection which includes a CFAR* (Cancel For Any Reason) feature for BRT travelers. *CFAR coverage covers 75% of the nonrefundable trip cost. Trip cancellation must be made with BRT 2 days or more prior to scheduled departure. Traveler must "opt in" to this plan within 14 days of initial deposit to be eligible for CFAR coverage. This benefit is not available for residents in New York.
- Baggage Fees for checked baggage, oversize/overweight luggage or instruments*
- Airport transfers between the school and airport

***AIRLINE BAGGAGE FEES:** Most airlines charge additional fees for checked baggage. **Checked baggage fees are NOT included in your estimated tour package costs (unless otherwise noted).** Fees vary by airline and can range from \$60 for the first checked bag (round trip) to over \$200 for an overweight or over sized item (round trip). BRT strongly recommends considering an equipment truck to reduce your costs. Please ask your BRT representative for more information.

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Records can be **easily exported**, should your administration or bookkeepers need them.

They're **confident** in our platform powered by Stripe, which has earned the highest grade of payment processing security.

Our **online dashboard centralizes everything** in an easy-to-use hub.

1



Online Registration

You'll start by sending out a link to your trip page. There, in just a few minutes, adults can complete registration for their student travelers. With a few short clicks, they'll submit all the required information – without you collecting a thing.

2



Online Payments

Next up, families can easily pay online and customize their payment preferences. They can set up an easy-to-manage payment schedule, create multiple parent accounts if they need them, and more. Fundraising, booster money and even crowdfunding can be applied here, too!

3



Online Management

This is the best part! You can access your trip dashboard to see who's registered, who's paid and who hasn't – then sort, filter and message any family you need to, completely online.



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Lucas McClure is looking to travel on the trip Chicago 2025 and would appreciate your help with a donation.

Destination
Chicago, IL

Travel Dates
Apr 05-08, 2025

Remaining amount
\$850

Donate now



Friends, relatives and other supporters can now contribute money that will be immediately applied to the trip balance of a student traveler.

Donations can be made with a just a few clicks, and it's part of every trip you book with Bob Rogers Travel!

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- **You'll have less fundraising to do.** The results have been amazing: The average student using Trip Donations has raised over \$350! This reduces the overall fundraising burden for everyone.

It's Easy as 1-2-3!

1

After your trip deposit is paid, students and parents will receive a link they can share via email, social media, or however they like.

2

Then, anyone can safely donate to that student's trip by following a few simple steps. Donors can choose the amount they'd like to contribute, and, if they prefer, they can do so anonymously.

3

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Today 9:52 AM
\$20.00
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Plan Benefits	Standard ¹ Maximum Benefit Amount	Enhanced ¹ Maximum Benefit Amount
Same Rate For All Age Travelers	5.0% of trip cost	7.9% of trip cost
Trip Cancellation Protects trip investments and provides reimbursement for non-refundable prepaid costs if your trip is cancelled due to a covered reason.	100% of the non-refundable insured Trip Cost	100% of the non-refundable insured Trip Cost
Trip Interruption Protects trip investments and provides reimbursement for non-refundable prepaid costs if your trip is interrupted due to a covered reason.	100% of non-refundable insured Trip Cost	100% of non-refundable insured Trip Cost
Trip Delay Reimbursement for reasonable expenses, such as lodging, local transportation, and meals if a trip is delayed 8 consecutive hours or more for a covered reason.	\$750 (\$150/day)	\$750 (\$150/day)
Missed Connection Reimbursement for additional transportation cost and unused non-refundable land or water arrangements if your arrival at your destination is delayed for at least 3 consecutive hours for a covered reason.	\$500	\$500
Baggage & Personal Effects Reimbursement for luggage and personal effects if bags are lost, stolen, damaged or destroyed.	\$1,500	\$1,500
Baggage Delay Reimbursement for necessary personal items if bags are delayed for at least 12 consecutive hours or more.	\$300	\$300
Accident and Sickness Medical Expense Provides reimbursement for medical expenses if a sickness or injury occurs during your trip. Includes dental expense sublimit for emergency dental treatment expenses up to \$750.	\$25,000	\$25,000
Medical Evacuation and Repatriation Among other things, this reimburses transportation expenses incurred to transport you to the nearest suitable medical facility where treatment is available if you incur a sickness or injury that is acute, severe, or life threatening during your trip provided adequate treatment is not available in your immediate area.	\$100,000	\$100,000
Political or Security Evacuation and Natural Disaster Evacuation Provides coverage for all reasonable political, security and natural disaster evacuation expenses and related costs incurred for your transportation, if you must interrupt for a covered political, security or natural disaster event while traveling outside your home country.	\$25,000	\$25,000
Cancel for Any Reason²	N/A	75% of trip cost
Non-Insurance Travel Assistance Services Includes a wide range of services before and during trips through our 24/7 toll free number. Includes assistance with emergency medical evacuation, medical monitoring, replacement medication and more.	Included	Included

Product Disclaimers

Coverage and maximum amounts may vary and may not be available in all states. Refer to the plan documents for full details.

¹ For Standard and Enhanced plan: Coverage and maximum amounts may vary and may not be available in all states. The **Pre-Existing Medical Condition Exclusion Waiver** can be waived provided: (a) You are medically able and not disabled from travel at the time your plan cost is paid based on assessment of a physician; and (b) You purchase this plan at within 14 days of the date of your initial payment for Your Trip.

² **Cancel For Any Reason Benefit (CFAR)** allows you to cancel your Trip for any reason provided you purchase the plan within 14 days of the date your initial payment or deposit for your trip is received and you cancel your trip up to 2 (two) days before your scheduled Departure Date of your trip. This Cancel for Any Reason Benefit does not cover the failure of the Retail Travel Supplier to provide the bargained for Travel Arrangements due to cessation of operations for any reason. If You cancel Your Trip for any reason not otherwise covered by this Plan, (CFAR) benefits provide reimbursement up to 75% of the Prepaid, forfeited, non-refundable Payment or Deposits You paid for Your Trip. CFAR is not available to New York Residents.

General Disclaimer

This advertisement contains highlights of the plans developed by Travmark.com, Inc., which include travel insurance coverages underwritten by United States Fire Insurance Company, Principal Office located in Morristown, New Jersey, under form series T7000 et al, T210 et al and TP-401 et al and non-insurance Travel Assistance Services provided by On Call International. The terms of insurance coverages in the plans may vary by jurisdiction and not all insurance coverages are available in all jurisdictions. Insurance coverages in these plans are subject to terms, limitations and exclusions including an exclusion for pre-existing medical conditions. In most states, your travel retailer is not a licensed insurance producer/agent, and is not qualified or authorized to answer technical questions about the terms, benefits, exclusions and conditions of the insurance offered or to evaluate the adequacy of your existing insurance coverage. Your travel retailer may be compensated for the purchase of a plan and may provide general information about the plans offered, including a description of the coverage and price. The purchase of travel insurance is not required in order to purchase any other product or service from your travel retailer. CA DOI toll free number is 800-927-4357. The cost of your plan is for the entire plan, which consists of both insurance and non-insurance components. Individuals looking to obtain additional information regarding the features and pricing of each travel plan component, please contact Travmark.com, Inc. 1 Hollywood Avenue #248 Ho Ho Kus, NJ 07423 CA License# 0196377. While Travmark.com, Inc. markets the travel insurance in these plans on behalf of USF, non-insurance components of the plans were added to the plans by Travmark.com, Inc., and Travmark.com, Inc. does not receive compensation from USF for providing the non-insurance components of the plans.

We have included the best group travel app for your trip.



Safety - Communication - Memories

App Features

Group Mapping

- Locate Travelers
- Navigate with Confidence

Group Messaging

- The Entire Group at Once
- Easily Create Sub-Groups
- Individual Travelers
- No phone #s or Email Addresses



Help Manage Your Trip

Group Photo Gallery

- Share pictures with the Group
- Download to Any Device
- Send to Family & Friends

Share Documents

- Itineraries
- Safety Protocols
- Checklists
- Unlimited PDFs, Excel, Docs

It's a Keepsake Souvenir

PLUS *Storytelling videos*
Made from YOUR GROUP'S Pictures

To Have for a Lifetime

- ✓ **Service included with your trip!** Nothing more to pay. Just share your photos during your tour, and we do the rest.
- ✓ **Everyone on the trip** receives access to download the group's keepsake video & photos.
- ✓ **Share the video** with parents and students to promote your next trip!

BRT
Bob Rogers Travel

Your group will be creating memories of a lifetime.

They are worth keeping, and why we made this part of your trip. We hope you enjoy your trip and the lifetime of memories.

Powered by



group travel
VIDEOS

How It Works: Private. No emails or phone numbers needed.

1.

We provide you with a username & password to login to our app and website to upload trip photos.

2.

Your group uploads photos from our app or website while and/or after you travel. Family at home can login and follow along.

3.

We create your video from the edited photos. Both can only be accessed with your group's username & password.

4.

We send users a notification to view the keepsake videos and all the photos that were shared by everyone to download to keep for a lifetime.



Directors receive everything on a USB Flash Drive

Benefits

Directors:

The video reinforces the educational purpose of your trip and can be used to promote future trips.

Travelers:

Relive their once-in-a-lifetime experience and enjoy a keepsake video for years to come!

Those at Home:

Virtually travel along at home during the trip by viewing the shared photos and see the wonders of travel.

MARBLEHEAD HIGH SCHOOL BAND, CHOIR & ORCHESTRA

DESTINATION: ORLANDO, FLORIDA

DATES: APRIL 15-20, 2027

SUGGESTED ITINERARY AS OF MAY 14, 2026

TRAVEL CONSULTANT: CANDACE BROWN

TRIP OPERATIONS MANAGER: JULIE ROBERTS

THURSDAY APRIL 15

Group will be responsible for their own transportation to the airport

PM Group arrives at **Boston Logan International Airport** to check-in
****Meet your BRT Airport Greeter HERE****

Upon arrival Begin check-in process and head through security. **EVERYONE** needs to bring a picture REAL ID along with their ticket. Any traveler 18 yrs or older, will need a REAL state issued id. Keep them handy throughout check-in and security processing.

****CHECKED BAG FEES ARE THE RESPONSIBILITY OF EACH INDIVIDUAL TRAVELER****

PM Dinner at the airport (student cost)

PM 80 passengers depart for Orlando

PM Arrive in Orlando, FL

****Group may need to split into more than one flight****

****Times and fares will become available approximately 11 months from departure****

PM Depart for baggage claim; meet your **BRT TOUR DIRECTOR HERE**

PM Load motor coaches; depart for **Disney 's Pop Century Resort**

PM Arrive & check into the resort

TWO (2) Private nighttime security guards at the hotel (10:30 p.m. – 5:30 a.m.)



FRIDAY APRIL 16

- 7:30 AM Enjoy breakfast at the resort (*meal voucher provided*)
- 8:30 AM Load **DISNEY TRANSPORTATION**
- 8:45 AM Depart for the **Transportation & Ticket Center**
**** Four day 1 park per day ticket included****
- 9:15 AM Take the ferry over the **Magic Kingdom**
Follow your Disney dreams to a place where storybook fantasy comes to life. Seek out adventures, create magical memories with beloved characters and discover the fun where imagination reigns.
- 9:30 AM Enter at the main gate
- PM Lunch in park (student cost)
- PM Dinner in the park (**\$25 Disney Dining Card Provided**)
- PM Meet at the flagpole on Main Street to view the fireworks
- PM View **Happily Ever After** fireworks show!
Go on a dazzling journey of color, light and song that captures the heart, humor and heroism of favorite Disney stories. Watch in awe as Cinderella Castle is magically transformed through amazing state-of-the art projection technology you have to see to believe.
This astounding fireworks extravaganza uses lights, lasers and special effects, plus a soaring score featuring contemporary versions of beloved Disney songs.
Discover the magic of stories—and be inspired to find your own happily ever after.
- PM Depart on ferry for Transportation & Ticket Center
- PM Load **DISNEY TRANSPORTATION** & depart for the resort

TWO (2) Private nighttime security guards at the hotel (10:30 p.m. – 5:30 a.m.)



SATURDAY APRIL 17

7:30 AM Enjoy breakfast at the resort (*meal voucher provided*)

8:30 AM Load motor coaches; depart for **EPCOT**

Touch the future and travel the world with an amazing array of attractions and live Performances.

****IMPORTANT – everyone will participate in ONE Workshop – any crossover students will be charged extra**

AM **Marblehead HS Band Participates in “Soundtrack Sessions: Instrumental” Workshop**
****Based on availability & acceptance****

AM **Marblehead HS Orch. Participates in “Soundtrack Sessions: Instrumental” Workshop**
****Based on availability & acceptance****

AM **Marblehead HS Choir & Theatre Participates in “Soundtrack Session: Vocal” Workshop**
****Based on availability & acceptance****

PM Lunch in the park (*student cost*)

Don't miss: Guardians of the Galaxy: Cosmic Rewind

You are called into action to help the Guardians of the Galaxy. Join Rocket, Groot, Gamora and Star-Lord on an urgent mission where you'll rewind, rotate and head towards the action through an exciting space pursuit. Ready for an awesome quest across the cosmos to save the galaxy? It's all up to you! This family-thrill attraction features the first ever reverse-launch on a Disney coaster and is one the largest fully-enclosed coasters in the world! A new innovation from Walt Disney Imagineering – this coaster rotates 360 degrees so you can focus on the action!

PM Dinner in the park (**\$25 Disney Dining Card provided**)

9:00 PM View **“Luminous The Symphony of Us”**

Delight in a dramatic show designed to bring us all together. Marvel at a dazzling pageant of fireworks, fountains, music and lights set to an original composition. New music, along with evocative selections from the Disney songbook, come together to remind us that we are more alike than we are different

9:45 PM Load motor coaches; return to the resort



TWO (2) Private nighttime security guards at the hotel (10:30 p.m. – 5:30 a.m.)

SUNDAY APRIL 18

****IMPORTANT – everyone will participate in ONE Performance – any crossover students will be charged extra**

TODAY Marblehead HS Orchestra performs at Disney Springs Waterside Stage
****Based on acceptance & availability** **15 person minimum**

TODAY Marblehead HS Choir performs at Disney Springs Waterside Stage
****Based on acceptance & availability** **15 person minimum**

TODAY Marblehead HS Choir performs at Disney Springs Waterside Stage
****Based on acceptance & availability** **15 person minimum**

- AM Enjoy breakfast at the resort (*meal voucher provided*)
- AM Load motor coaches; depart for **Disney Springs**
- All Day Enjoy group performances
- PM Time to shop and have lunch (*student cost*)

- Evening Load motor coaches & depart for the resort

- PM Enjoy dinner at the resort (*\$25 Disney Dining Card provided*)
- PM Enjoy the hotel amenities

TWO (2) Private nighttime security guards at the hotel (10:30 p.m. – 5:30 a.m.)

MONDAY APRIL 19

- 7:00 AM Enjoy breakfast at the resort (*meal voucher provided*)
- 8:00 AM Load **DISNEY TRANSPORTATION**
- 8:15 AM Depart for **Disney's Hollywood Studios**
Step into the bright lights of show business. Suddenly, you're front row, center stage for powerful performances from the big screen, music, & TV!
- AM Spend the day in the park
- Don't miss: **Star Wars: Galaxy's Edge:** Visit the planet Batuu, a remote outpost that was once a busy crossroads along the old sub-light-speed trade routes. Fly the Millennium Falcon or get in the middle of a battle between the First Order and the Resistance!
- PM Lunch in the park (student cost)
- Stop by **Toy Story Land**
Shrink down to the size of a toy and play in Andy's backyard. Take a ride on Slinky Dog Dash, a spin on Alien Swirling Saucers and guests favorite Toy Story Mania.
- PM Dinner in the park (**\$25 Disney Dining Card Provided**)
- 9:30 PM Enjoy **Fantasmic!**
Featuring stunning effects, thrilling stunts, dazzling pyrotechnics and rousing music, this larger-than-life show is painted on a grand canvas of dancing water and light. Overflowing with silly and suspenseful surprises, it will leave your entire family smiling from ear-to-ear!
- 10:30 PM Load **DISNEY TRANSPORTATION** & depart for the resort

TWO (2) Private nighttime security guards at the hotel (10:30 p.m. – 5:30 a.m.)



TUESDAY APRIL 20

- 7:00 AM Enjoy breakfast at the resort (*meal voucher provided*)
- 8:00 AM Check out of the hotel; Load motor coaches
- 8:30 AM Depart for **Disney's Animal Kingdom Theme Park**
- 9:00 AM Arrive at the park
Disney storytelling comes to life in a kingdom alive with fun, wonder and adventure. Celebrate thrilling attractions, shows, the majesty of nature and the fascinating animals, real and imagined, that enrich our planet.

Don't Miss **Pandora- The World of Avatar** – Animal Kingdom's Newest addition
Avatar Flight of Passage- Soar on the Back of a Mountain banshee during a Thrilling ride over this vast moon
Na'vi River Journey- Venture deep into a bioluminescent rainforest in search Of Na'vi Shaman of Songs
Valley of Mo'ara- Hike amid floating moutains, glowing fauna & flora, a native Drum circle and more

- PM Lunch in the park (*\$25 Disney Dining Card provided*)
- PM Load motor coaches; depart for **Orlando International Airport**
- PM *Begin check-in process and head through security. EVERYONE needs to bring a picture REAL ID along with their ticket. Any traveler 18 yrs or older, will need a REAL state issued id. Keep them handy throughout check-in and security processing.*
****CHECKED BAG FEES ARE THE RESPONSIBILITY OF EACH INDIVIDUAL TRAVELER****
- PM Dinner at the airport (student cost)

PM **80 passengers depart for Boston, MA**
 PM **Arrive in Boston, MA**
 Group may need to split into more than one flight
 Times and fares will become available approximately 11 months from departure

Group will be responsible for their own transportation to the airport



Making Moments That Matter

since
1981

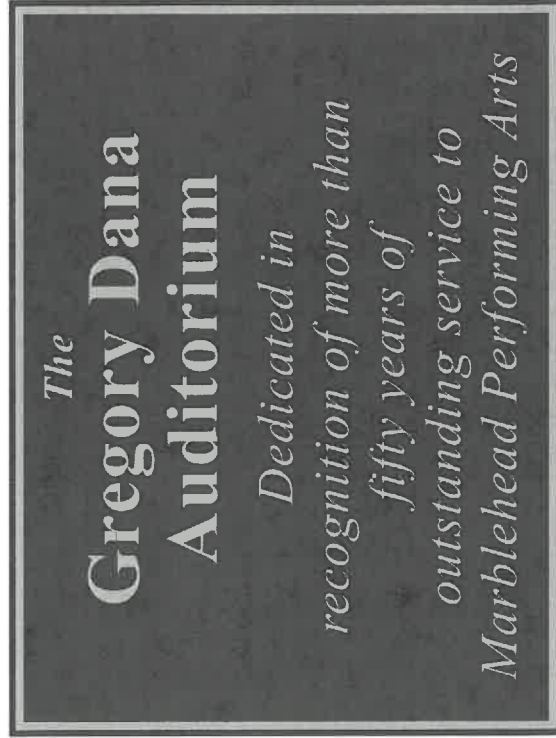
OPTION A



18" X 24"
 PRECISION TOOLED BRONZE PLAQUE
 RAISED TEXT: BRONZE
 RECESSED COLOR: DARK OXIDE
 TEXTURED BACKGROUND LEATHERETTE
 SINGLE LINE BORDER
 BLIND MOUNT

COST: \$2910.00
 SHIPPING: \$115.99
 INSTALL \$285.00

OPTION B



CLIENT	MARBLEHEAD HIGH SCHOOL	DATE	1/5/26
LOCATION	MARBLEHEAD	DESIGNED BY	CL

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GBEB Staff Conduct

All staff have the responsibility to familiarize themselves with and abide by, all applicable laws, regulations, and policies set forth by the United States of America, the Commonwealth of Massachusetts, the Massachusetts Department of Elementary and Secondary Education, the Marblehead School Committee, and the Marblehead Public Schools administration (including the superintendent of schools and his/her/their designees and the school principal and his/her/their designees), as well as by the provisions of any applicable collective bargaining agreement between the Marblehead Teachers' Association and the Marblehead School Committee.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

The success of Marblehead Public Schools depends upon the quality of the relationships between Marblehead Public Schools, our employees, employees of the Town, and the community as a whole. Others' impressions of Marblehead Public Schools, and their interest and willingness to support our goals are greatly formed by the people who serve them. All employees, regardless of position, are considered to be ambassadors of the Marblehead Public Schools. Employees who engage in inappropriate conduct compromise their ability to be respected by students, parents, and the community. The Committee requires all staff to engage in respectful interactions with students, colleagues and other constituents.

Staff conducting Marblehead Public Schools' business off-site, including attendance at conferences, seminars, and the like, are required to conduct themselves with the highest level of professionalism. It is expected that all staff will conduct themselves accordingly and maintain a strictly professional business demeanor at all times.

The Marblehead Public Schools considers certain types of behavior and conduct inappropriate. In evaluating conduct, the District considers context and the impact the behavior has on one's ability to effectively perform one's job. Examples of inappropriate behaviors include, but are not limited to, the following:

1. Falsifying employment or other Marblehead Public Schools records;
2. Violating any of Marblehead Public Schools' policies;
3. Establishing a pattern of absenteeism or tardiness;
4. Engaging in excessive, unnecessary, or unauthorized use of Marblehead Public Schools supplies or equipment, particularly for personal purposes;

5. Removing from the premises, without proper authorization, school, Town, or District property.
6. Reporting to work intoxicated or under the influence of non-prescribed drugs, or reporting to work in an impaired state; bringing or using alcoholic beverages on Marblehead Public Schools property;
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs;
8. Fighting or engaging in any type of physical assault in the workplace.
9. Using obscene, abusive, or threatening language or gestures, both written and spoken, whether in person, on social media or in any other forum, that compromises one's ability to do their job or results in disruption or damage to the educational process.
10. Stealing property from co-workers, students, parents, the Town of Marblehead, or Marblehead Public Schools;
11. Accepting any gift, gratuity, favor, entertainment, reward, or any other item of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his/her/their job, in excess of that allowed by law or regulation (see SC Policy GBEB-C-Gifts to Employees & School Committee);
12. Having firearms on Marblehead Public Schools' premises or while on Marblehead Public Schools business;
13. Disregarding safety or security regulations, including crisis plans;
14. Engaging in insubordination or refusal to follow the directions of a person with management responsibility within the bounds of the law;
15. Failing to maintain the confidentiality of Marblehead Public Schools, or student information;
16. Interfering with the performance of other employees or participating in any interruption of work;
17. Neglecting one's own job duties and responsibilities or refusing to perform work assigned;
18. Compromising computer security by unauthorized copying of software, unauthorized use of District computer facilities, or failing to comply with the District's Acceptable Use Policy;
19. Violating intellectual property or copyright laws;
20. Misappropriating District or Town funds or property.
21. Failing to implement locally-determined curriculum that is based on the guidelines of the Massachusetts Curriculum Frameworks and/or locally determined educational programming, consistent with each staff member's role.

Legal References:

M.G.L. 71:37H

ACCESS TO BUILDINGS AND GROUNDS

The buildings and grounds of the Marblehead Public Schools represent a significant community investment. The primary purpose of that investment is for the students of the school district.

It is in the best interest of the public that this investment be secured while nonetheless providing maximum possible community use of the district buildings and grounds.

During school hours when school is in session, access to the buildings and grounds of the Marblehead Public Schools are limited to district students, staff, and those with legitimate business with the school or district. Those visiting for recognized business must follow the district visitor policy and accompanying procedures. Access to school grounds during the school day, except for recognized school or district activities, is prohibited.

During outside of school hours and on non-school days, the public is welcome to use school grounds from dawn until dusk under procedures promulgated by the superintendent. Such use is secondary to use by any school or district activity or to any community use as provided through rental or donation.

Access to school buildings after school hours and on non-school days is only for attending school and district events or for uses authorized by the superintendent or their designee. Access within the building will be limited to only those participating in the authorized event and to personnel whose work requires it. Such access will be limited to those rooms and spaces required by the event, including appropriate restroom access.

The superintendent will ensure that procedures enacting this and related policies are created and enforced.

CROSS REFS: ECA, Buildings and Grounds Management
 IHBA, Observations of Special Education Programs
 KF, Community Use of School Facilities
 KI, Visitors to the Schools
SOURCE: MASC – rewritten 2025

File: ECAF

SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system ~~as the situation requires.~~

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC - Updated 2022

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File: EEAEA

BUS DRIVER EXAMINATION AND TRAINING

The School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate,
3. Only persons who are properly licensed by the state and have completed the driver-training program will be permitted to drive school buses.
4. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.
5. The contractor will notify school officials as soon as possible of any change of bus drivers.

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SOURCE: MASC – Updated 2026

LEGAL REFS.: M.G.L. 90:7B; 90:8A; 90:8A ½

CROSS REFS: ADDA Background Checks

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STUDENT SERVICES PROGRAMS

The Student Services staff will work in cooperation with District building staff and administration to coordinate and supervise the implementation of curriculum, the instructional program, and support services to meet the needs of all students.

Support Services

The Assistant Superintendent of Student Services, or their designee, shall be responsible for all services for students who are not eligible for special education assistance, such as psychological services, speech correction, homebound and hospital teaching and such other programs as may be assigned to the Support Services.

SOURCE: MASC Updated 2023

CROSS REF.: ACE, Nondiscrimination on the Basis of Handicap

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Deleted: To support the classroom activities and other instructional needs of the District, various educational services as listed shall be provided. The Support Services staff will work in cooperation with building staff and the administration of the District in (1) the coordination and the supervision of the curriculum implementation of the instructional program, and (2) support services programs

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PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Marblehead School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students will be notified in writing of the courses and curriculum that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

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

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

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

The Superintendent of Schools will distribute a copy of this policy to each Principal by September 1 of each year.

Deleted: and, will ensure this policy is included in each school's student handbook

LEGAL REF.: M.G.L. 71:32A
603 C.M.R. 5

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SOURCE: MASC – Updated 2023

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ALTERNATIVE SCHOOL PROGRAMS

The District will provide alternative education programs where these needs have been identified, where establishment of such programs is feasible, and where the proposed programs fall within the function normally associated with the public school system.

These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to aid these young people either to reenter the regular school system, move into another educational setting, or prepare them for successful employment.

LEGAL REFS.: ___ M.G.L. 71:37I; 71:37J
603 CMR 17.00

SOURCE: MASC, – Updated 2023.

Deleted: Some children have great difficulty coping with the conventional school program and as a result will drop out of school. Some children require more support and direct supervision than is reasonably available in conventional school settings. And, some children, along with a highly structured academic experience, require a special focus on life skills and an appropriate vocational involvement.

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EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.

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Deleted: No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

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SOURCE: MASC -- Updated 2022

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LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Title IX, Education Amendments of 1972
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
603 CMR 26:00
603 CMR 28.00
The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015
Acts of 2022, Chapter 117 –
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

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CROSS REF.: AC, Nondiscrimination

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The School Committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

Definitions

Children of military families: School aged children, enrolled in kindergarten through 12th grade, in the household of an active-duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

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Deployment: The period one month before the service members' departure from their home station on military orders through six months after return to their home station.

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Education(al) records: Official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

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Eligible students are children of military families as well as the children of veterans who have been severely injured and medically discharged, and children of active duty personnel who died on active-duty. Children of retired active-duty personnel are also eligible to receive services for one year following the discharge due to severe injury, or the retirement or death of an active military parent. The Compact does not apply to children of inactive Guard or Reserves, veterans and retired personnel, not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

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The District's responsibilities to eligible students include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Upon enrollment of an eligible student, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

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- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, ~~the District will assume financial and programmatic responsibility for the special education programs of students with existing IEPs drafted in other states,~~
- ~~As appropriate, the District will exercise the right to waive prerequisites for all courses and programs,~~ while also maintaining its right to re-evaluate the student to ensure continued enrollment, ~~also as deemed appropriate.~~
- Students of active duty personnel shall have additional excused absences, ~~as necessary, for~~ visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

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LEGAL REFS: M.G. L. Part I, Title II, Chapter 15E;
Interstate Compact on Educational Opportunity for Military Children

SOURCE: MASC – Updated 2021

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EDUCATION OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have access to high-quality, stable educational experiences from preschool through high school graduation.

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Irrespective of the location of a foster care placement, students in foster care will

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continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

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The District has designated a point of contact for students in foster care. The District and the point of contact will collaborate with the Department of Children and Families (DCF) to ensure that students can access transportation and the other services to which they may be entitled.

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Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for unique factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

Deleted: The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

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The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the District will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

Deleted: Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

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Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be

immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form indicating that the student is in foster care, along with a state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exemption. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the District. Accordingly, the District will provide transportation to school in a manner comparable to the transportation provided for all other students in the District.

LEGAL REFS: Every Student Succeeds Act (ESSA);
Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

SOURCE: MASC

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SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. ~~That any sibling of a student already enrolled in the District shall receive priority for admission.~~
4. ~~That selection of non-resident students be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.~~
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of ~~race*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, athletic performance, academic performance or proficiency in the English language.~~

~~*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.~~

SOURCE: MASC – Updated 2026

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B
603 CMR 26.00
Acts of 2022, Chapter 117 –
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

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STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A student may also be excused for other exceptional reasons with approval of the Principal or designee.

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of their child. This will be required in advance for types of absences where advance notice is possible.

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

Student Absence Notification Program

Each Principal will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. 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

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. 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/guardian. 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/guardian and no extension shall exceed 14 days.

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Deleted: A student's understanding of the importance of day-to-day school work is an important factor in the shaping of his/her character. Parents can help their children by not allowing them to miss school needlessly.

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The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of relevant school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school, the benefits of a high school diploma, and the alternative education programs and services available to the student.

SOURCE: MASC – Updated 2021

LEGAL REFS.: M.G.L. 76:1; 76:1A; 76:1B; 76:16; 76:18; 76:19; 76:20

Deleted: This policy shall not apply to a student who has completed the regular course of education, or to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

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EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the requirements of age ~~for beginning school~~ as fixed by the School Committee as provided in Massachusetts General Laws;

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Not being a resident of the District and the District has opted not to participate in the School Choice Law;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

LEGAL REFS.: M.G.L. 71:37H; 76:12; 76:12A; 76:12B
603 CMR 26:00

SOURCE: MASC -- ~~Updated 2021~~

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~~CROSS REF.: JEB, Entrance Age~~

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STUDENT PUBLICATIONS

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

Distribution of Literature

The time, place and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L. 71:82

SOURCE: MASC – Updated 2021

Deleted: The School Committee will at least annually review their support of student publications, and encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.

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PROHIBITION OF HAZING

No student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

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Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Principal, be suspended from school for up to ten (10) school days.

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Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. 269:17, 18, 19

CROSS REF: JK, Student Conduct

SOURCE: MASC – Updated 2021

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HARASSMENT OF STUDENTS

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the **(Name of District)** Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis race*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student-to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally appropriate disciplinary, restorative and/or corrective action.

The District will respond promptly and reasonably investigate allegations of sexual harassment through designation of the Title IX Coordinator or building based employees to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action.

*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

LEGAL REF.: M.G.L. 151B:3A
Title IX of the Education Amendments of 1972
BESE 603 CMR 26:00
34 CFR 106.44 (a), (a)-(b)
34 CFR 106.45 (a)-(b) (1)
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020
Acts of 2022, Chapter 117 -
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF.: AC, Non-Discrimination Policy Including Harassment and Retaliation

SOURCE: MASC – September 2022

SEARCHES AND INTERROGATIONS

Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

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1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will observe that all procedural safeguards, as prescribed by law, are followed by the law enforcement officials.

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SOURCE: MASC – Updated 2021


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CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. 
2. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.
3. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
4. All activities will be supervised; all clubs and groups will have a faculty advisor.

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LEGAL REF.: M.G.L. 71:47 603 CMR 26:00

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SOURCE: MASC – Updated 2021

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STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process. The Committee further recognizes that families have different resources; those differences should, as much as possible, not be highlighted by school activities, including fundraising.

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The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that would involve students in the fundraising process shall be submitted to the Superintendent for approval.

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For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

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Fundraising activities may not involve competitions among students. Students may not be rewarded with additional recess, snacks, activities or any type of prize for having raised larger amounts of funds or reaching fundraising goals.

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Students and student groups are barred by state law and regulation from organizing raffles or games of chance, participating in sales of or purchasing tickets of such games.

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No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

SOURCE: MASC – Updated 2025

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CROSS REFS.: JP, Student Gifts and Solicitations
KHA, Public Solicitations in the Schools

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INTERSCHOLASTIC ATHLETICS

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports.

District participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

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At the high school level, interscholastic athletic competition will include a variety of sports. Students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities will be offered as an outgrowth of class instruction in physical education.

The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the Superintendent will establish regulations to ensure the safety and well being of students and staff members who participate in these activities.

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LEGAL REFS.: ___M.G.L. 71:47; 71:54A
603 CMR 26.00

CROSS REFS.: AC, Nondiscrimination (and
subcodes) SOURCE: MASC – Updated 2021.

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TIME-OUT, SECLUSION, AND PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. The use of time-out, seclusion, and physical restraint is strictly regulated in the state of Massachusetts. Such methods shall be used only in emergency situations of last resort as defined below and in compliance with the regulations put forth by the Department of Elementary and Secondary Education and only after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

TIME-OUT AND SECLUSION

Time-out is defined as a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member in an unlocked setting from which the student is permitted to leave. Staff shall be with the student or immediately available to the student at all times.

Any room or area that is used for time-out must be of appropriate size for the age and the needs of the student; appropriately lighted, ventilated, and heated or cooled, consistent with the remainder of the building; free of objects or fixtures that are inherently dangerous to the student; in compliance with any applicable local fire and building code requirements; and in compliance with any other standards listed by the Department in guidance.

A time-out shall cease as soon as the student has calmed. Staff supervising the student should support co-regulation and closely monitor the student's physical cues, tone of voice, and demeanor to determine whether the student has calmed. Students should not be required to complete a specific task to demonstrate that they have calmed if their physical body, tone, and demeanor demonstrate regulation.

Seclusion is defined as the involuntary confinement of a student alone in a room or area, with or without adult supervision, from which the student is not permitted to leave. The term does not include: a classroom or school environment where, as a general rule, all students need permission to leave the room or area, such as to use the restroom; a behavior support technique that is part of the district's, school's or program's designated procedures for behavior support which involves the monitored separation of a student in an unlocked setting, from which the student is allowed

to leave and it is implemented for the purpose of calming; or placing a student in a separate location within a classroom with others or with an instructor, so long as the student has the same opportunity to receive and engage in instruction.

Seclusion is prohibited in a public education program except in an emergency situation as a last resort on an individual basis when student behavior poses an imminent threat of assault, or imminent serious physical harm to self or others, but only if safeguards are accounted for. The following safeguards are required prior to the use of seclusion:

- 1) The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff.
- 2) The student is not responsive to directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.
- 3) Other forms of interventions have failed to ensure the safety of the student and/or the safety of others.
- 4) There are no medical contraindications as documented by a licensed physician.
- 5) There is a psychological or behavioral justification for the use, and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional.
- 6) The program has obtained consent to use seclusion from the student's parent or guardian and, if appropriate, the student, and such use has been approved in writing by the principal.
- 7) Any individual using it has received training about alternative behavior interventions and management techniques.

The program has documented compliance with 1-7 above in advance of its use and maintains the documentation.

Imminent Threat of Assault or Imminent Serious Physical Harm is an act placing another in reasonable apprehension of immediate bodily harm. Serious Physical Harm has the same meaning as serious bodily injury as used in the Individuals with Disabilities Education Act (IDEA). It means bodily injury which involves: A substantial risk of death; Extreme physical pain; Protracted and obvious disfigurement; or Protracted loss or impairment of the function of a bodily member, organ, or mental faculty. *See* 34 C.F.R § 300.530(h)(i)(3); 18 U.S.C. § 1365(h)(3).

The threat of harm must be a reasonable apprehension of immediate harm, not a generalized apprehension, and should be based on observable actions and any statements made, not assumptions about students' diagnoses, histories, or emotional states alone.

To promote student safety and uphold regulatory compliance, public education programs must follow strict safeguards when using seclusion as an emergency intervention. Seclusion may only be used in situations where a student poses an imminent threat of assault or serious physical harm, and only when all other less intrusive interventions have been deemed ineffective or inappropriate. The emergency use of seclusion must cease as soon as the student's behavior no longer poses an imminent threat of assault or imminent threat of serious physical harm. The following list outlines the required safeguards before, during, and after the use of emergency seclusion, as well as the administrative responsibilities for monitoring its use. These safeguards include documented student history, active monitoring, timely parent and principal notification, and ongoing data review at the school level to reduce and ultimately eliminate the use of seclusion in alignment with 603 CMR 46.00.

Preconditions for Use of Emergency Seclusion

- The student's behavior presents an imminent threat of assault or serious physical harm to self or others.
- The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff
- The student is not responsive to directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances
- Less intrusive interventions have failed or have failed to ensure the safety of the student and/or the safety of others.
- There are no medical contraindications, as documented by a licensed physician.
- There is psychological or behavioral justification and there are no psychological or behavioral contraindications, documented by a licensed mental health provider.
- The parent or guardian (and student, if appropriate) has provided consent for emergency use of seclusion.
- The principal has approved the use in writing.
- Staff implementing seclusion have documented participation in training in behavioral alternatives.
- Documentation demonstrating compliance with 603 CMR 46.07(2)(a) and (d)–(g) is maintained on file.

During Emergency Seclusion

- A staff member continuously observes and remains immediately available to the student.
- The student is observable in all areas of the room.
- Staff actively use calming and de-escalation strategies, unless unsafe or counterproductive to do so.
- Seclusion is not used for punishment or routine behavior management.
- Seclusion ends immediately once the imminent threat has subsided.

- If used for a period of longer than 30 minutes, obtain approval from the principal.
- The room or space meets all physical safety standards under 603 CMR 46.07(1).

Post-Intervention Procedures

- Parents are notified verbally and in writing in accordance with 603 CMR 46.06(3)–(4).
- The principal is notified as soon as possible and provided a written report by the next school day.

Administrative Oversight Responsibilities

- Weekly review of students with multiple uses of emergency seclusion.
- A review team is convened for repeated use, when applicable.
- Monthly review of school-wide seclusion data is conducted.
- Use of seclusion is reported to DESE¹ in the required format and frequency.

No Medical Contraindications

Before an emergency intervention of seclusion is used, a licensed physician must confirm that no medical conditions make its use unsafe. This includes considering respiratory, seizure, cardiac, or other physical health conditions. The physician must document that no medical contraindications exist.

Behavioral or Psychological Justification

Before an emergency intervention of seclusion is used, a licensed mental health professional must confirm that seclusion is psychologically appropriate for this student. The licensed mental health professional should review the student's trauma history, behavior patterns, and mental health needs to determine whether seclusion would be harmful. The clinician must provide written documentation affirming the justification and lack of psychological contraindications.

Physical Space Inspection

To provide for the safety and well-being of students, any room or space used for the purposes of emergency seclusion must meet the physical space requirements outlined in 603 CMR 46.07(1). In accordance with 603 CMR 46.07(2)(n), these spaces must be inspected by the public education program at least once per week during any period of use to verify ongoing compliance. The inspection must confirm that the environment is clean, safe, and sanitary; appropriately designed for student age and needs; properly lit and ventilated; free of dangerous objects; and compliant with all applicable fire and building codes. The checklist below supports programs in conducting and documenting these weekly inspections.

Inspection Checklist Definitions

- Clean, Safe, Sanitary: Free of spills, clutter, sharp objects, or contaminants.
- Age-Appropriate Design: Size, materials, and aesthetics suitable for students using the room.
- Lighting/Ventilation: Functional lights, windows or vents for airflow, appropriate heating or cooling.
- No Dangerous Objects: No furniture or equipment that poses a risk of harm (e.g., loose wires, electrical outlets, broken ceiling tiles, hard corners).
- Fire & Building Code Compliant: Exits, alarms, and structural components meet local laws, which may be demonstrated through up to date certificates from proper local authorities.

Physical Restraint of Students

Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

As a means of discipline or punishment;

- When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or
- As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs. Prone restraint shall be prohibited in public education programs except on an individual student basis, and only under the following circumstances:

- The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
- All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;
- There are no medical contraindications as documented by a licensed physician;
- There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;
- The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), and such use has been approved in writing by the principal; and,
- The program has documented 603 CMR 46.03(1)(b) 1 through 5 in advance of the use of prone restraint and maintains the documentation.

Nothing in 603 CMR 46.00 prohibits:

- The right of any individual to report to appropriate authorities a crime committed by a student or other individual;
- Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or
- The exercise of an individual's responsibilities as a mandated reporter pursuant to M.G.L. c. 119, § 51A. 603 CMR 46.00 shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.

Restraint Procedures and Training

The Superintendent shall develop and implement written restraint prevention and behavior support procedures consistent with 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention.

Each principal or director shall determine a time and method to provide all program staff with training regarding the program's restraint prevention and behavior support policy and requirements

when restraint is used. Such training shall occur within the first month of each school year and, for employees hired after the school year begins, within a month of their employment.

Only public education program personnel who have received training pursuant to 603 CMR 46.04(2) or 603 CMR 46.04(3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements, use of force, and duration requirements set forth in 603 CMR 46.05. Floor restraints, including prone restraints otherwise permitted under 603 CMR 46.03(1)(b), shall be prohibited unless the staff members administering the restraint have received in-depth training according to the requirements of 603 CMR 46.04(3) and, in the judgment of the trained staff members, such method is required to provide safety for the student or others present.

Reporting of Physical Restraint:

Program staff shall report the use of any physical restraint as specified in 603 CMR 46.06(2).

The program staff member who administered the restraint shall verbally inform the principal of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the principal for review of the use of the restraint. If the principal has administered the restraint, the principal shall prepare the report and submit it to an individual or team designated by the superintendent or board of trustees for review. The principal shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the parent or the Department upon request.

The principal shall make reasonable efforts to inform the student's parent of the restraint within 24 hours of the event, and shall notify the parent by written report sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. If the program customarily provides a parent of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent in that language. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

The written report required by 603 CMR 46.06(2) and (3) shall include:

- The name of the student; the names and job titles of the staff who administered the restraint, and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the principal or designee who was verbally informed following the restraint; and, as applicable, the name of the principal or designee who approved continuation of the restraint beyond 20 minutes pursuant to 603 CMR 46.05(5)(c).
- A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including the specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
- A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.
- Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student.
- Information regarding opportunities for the student's parents to discuss with school officials the administration of the restraint, any consequences that may be imposed on the student, and any other related matter.

Administrative Oversight Responsibilities

- The Principal shall conduct weekly review of students with multiple uses of restraint.
- A review team is convened for repeated use, when applicable.
- The Principal shall conduct a monthly review of school-wide restraint data.
- Use of restraint is reported to DESE in the required format and frequency.
- In the event of restraint related injury, the program must report to DESE in writing within three days, according to the department's requirements.
- If the principal directly participated in the restraint, a duly qualified individual designated by the superintendent or board of trustees shall lead the review team's discussion. The principal shall ensure that a record of each individual student review is maintained and made available for review by the Department or the parent, upon request.

All additional safeguards as determined by DESE in 46.07 must be adhered to and this policy and any associated procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The Superintendent shall provide a copy of the Time Out, Seclusion, and Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC – Rewritten 2026

LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

Time-Out Practices: Guidance on the Implementation of Regulatory Amendments
to 603 CMR 46.00 and 603 CMR 18.00 – DESE February 2026

Prevention of Physical Restraint and Requirements If Used – DESE, amended
June 24, 2025

STUDENT WELFARE

File: JL

Supervision of Students

School personnel assigned supervision are expected to act as prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

LEGAL REFS: ____MGL 71:37L; 148:2A

CROSS REFS.: EB, Safety Program

Marblehead Public Schools – Approved 10/18/18; updated XX/XX/26

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| SOURCE: _____ MASC _____

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STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents and/or guardians shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a family member or other individual to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

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The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents and/or guardians. Requests made by parents and/or guardians for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate administrator immediately;
- Prompt reporting by teachers to the Principal or designee of any accident or serious illness and such reports will be filed with the Business Office.

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File; JLC

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to pick up the student,

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Transportation of an ill or injured student is not normally to be provided by the school. If the parent and/or guardian cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

SOURCE: MASC
LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57;69:8A
CROSS REF.: EBB, First Aid
EBC, Emergency Plans
JLCD, Administration of Medications to Students

SOURCE: Marblehead

PHYSICAL EXAMINATIONS OF STUDENTS

Every student will be examined for screening in sight, hearing, BMI*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

Every student will provide evidence of or will be given a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. He/she will examine school employees when, in his/her opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

The school nurse will make a monthly report to the Superintendent of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

** NOTE: Department of Health Regulations call for vision screenings in Grades 1-5, once between 6-8, and once between 9-12; hearing screenings in grades 1-3, once between 6-8, and once between 9-12; BMI in grades 1, 4, 7, 10.*

SOURCE: MASC – Updated 2021

LEGAL REFS.: ___ M.G.L. 71:53; 71:54; 71:56; 71:57
105 CMR 200

CROSS REF.: JF, School Admissions

File: JLCB

IMMUNIZATION OF STUDENTS

Students registering in the District will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

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SOURCE: MASC – Updated 2021

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JF, School Admissions

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COMMUNICABLE DISEASES

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease or who is susceptible to a vaccine preventable disease in the event of an outbreak may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement and/or Certificate of Health from the Board of Health authorizing the student's return to school.

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The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a child with a disability under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

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LEGAL REF.: M.G.L. 71:55, 76:55A, 111:6; 76:15
105 CMR 220.000

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SOURCE: MASC – Updated 2021

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SELF-ADMINISTRATION AND SELF-CARRY OF MEDICATIONS

The school nurse may permit self-carry and self-administration of medication by a student provided that the following requirements are met:

1. the student, school nurse and caregiver, where appropriate, enter into an agreement which specifies the conditions under which medication may be self--administered, which may include the conditions under which a student may self-carry medication for the purpose of administration by another, or whether the medication being self-administered is being taken or applied by the student themselves or with an FDA-approved medical device;
2. the school nurse, as appropriate, develops a medication administration plan pursuant to 105 CMR 210.005(E) which contains only those elements necessary to ensure safe self-administration of medication;
3. the school nurse evaluates the student's health status and abilities and deems self--administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication;
4. the school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered, and follows the school self-administration protocols;
5. there is written authorization from the student's caregiver that the student may self-administer medication, unless the student has consented to treatment under M.G.L. c. 112, § 12F or other authority permitting the student to consent to medical treatment without caregiver permission;
6. if requested by the school nurse, the licensed prescriber provides a written order for self-administration;
7. the school nurse establishes a plan for the safe storage of self-administered medication and, as necessary, consults with teachers, the student and caregiver, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This may include self-carry of the medication and this information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location;
8. the school nurse develops and implements a plan to monitor the student's self-administration, based on the student's abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, and notifying the caregiver or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication;
9. with caregiver and student permission, if required by law, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering and/or self-

carrying a medication.

SOURCE: MASC 2026

PARENT ADVISORY COUNCILS (PACs)

Massachusetts General Law requires the formation and support of specific Parent Advisory Councils. These PACs can provide valuable feedback for School Committees. Committees should engage with their PACs to encourage stakeholder feedback by both designating liaisons to their PACs as with other groups and inviting the PACs to present updates on their activities to the Committee on a regular basis.

PACs must be granted access to district resources to assist them in their operations and activities where available, including but not limited to spaces for meetings and the ability to communicate with parents in the manner most accessible. PACs will not be charged for using district facilities. PACs are subject to the Massachusetts Open Meeting Law.

Special Education Parent Advisory Councils

Every district in Massachusetts and their school committee are responsible for the establishment and support of a Special Education Parent Advisory Council, or SEPAC, in their city or town.

The “duties of the SEPAC, shall include but not be limited to: advising the school committee on matters that pertain to the education and safety of students with disabilities: meeting regularly with school officials to participate in the planning, development, and evaluation of the school committee’s special education programs.”

If a district does not have an established SEPAC, the School Committee, in conjunction with the district, shall solicit volunteers to form an interim SEPAC board. The interim board shall then work independently to create bylaws following the guidance put forth by DESE and hold formal elections by the end of the current school year.

In the absence of a SEPAC, the Student Services Department will hold the required annual Basic Rights workshop until one is established.

English Learner Parent Advisory Councils and Multilanguage Learner Parent Advisory Councils

ELPACs, or MLPACs, are required in Massachusetts under the following conditions:

“School districts or charter schools operating a language acquisition program for ELs serving 100 or more ELs or in which ELs comprise at least five percent of the school district’s or charter school’s student population, whichever is less; and/or

“Schools designated as underperforming or chronically underperforming and operating a program for ELs

ELPACs and MLPACs “are intended by law to advise school districts and schools regarding matters that impact ELs, such as providing advice on English learner education programs, meeting regularly with school officials about educational opportunities for ELs, and providing input on school or district improvement plans as they relate to ELs.”

Schools and/or districts will provide notification to parents/guardians annually in a language that is accessible to them.

LEGAL REFS: MGL Ch 71B, Section 3
603 CMR 28.07 (4)
603 CMR 28.03 (1) (a) (4)
"Act Relative to Language Opportunity for Our Kids,"
Chapter 138 of the Acts of 2017 (The LOOK Act)

OTHER REFS: Guidance for Special Education Parent Advisory Councils - DESE 2010
Guidance for English Learner Parent Advisory Councils - DESE 2018

SOURCE: MASC 2024

COMMUNITY INVOLVEMENT IN DECISION-MAKING

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and/or questions about the schools to the school administration, to any appointed advisory bodies, and to the Committee.

Residents, who are specially qualified because of interest, training, experience, or personal characteristics, will be encouraged to assume an active role in school affairs. From time to time, these people may be invited by the Committee to act as advisors, either individually or in groups.

The Committee and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

CROSS REF.: BDF, Advisory Committees to the School Committee

SOURCE: MASC/Marblehead

COMMUNITY USE OF DIGITAL RESOURCES

On recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access, including the use of wireless internet access, systems will be available to the community.

Those using the district systems as a member of the community must abide by the district's procedures regarding responsible use.

All guests will be prompted to, and must accept the district's digital use form before accessing the district network.

The Superintendent or designee may revoke such access at any time.

SOURCE: MASC 2023

CROSS REF: INJD ACCESS TO DIGITAL RESOURCES
INJDC ACCEPTABLE USE OF DIGITAL RESOURCES

DISTRICT WEBSITE AND SOCIAL MEDIA

The School Committee wishes to ensure accurate delivery of information, and as such, the Marblehead Public Schools will maintain a district website and such district and school social media accounts as authorized by the Superintendent. All such online platforms will be maintained by district staff, acting in their professional capacities.

In order for public communication with the School Committee and district personnel to be responded to in a timely manner, in line with the legal requirements for public communication, commenting on all district and school sites will be turned off. Every school and district site will clearly indicate this policy and will direct those wishing to contact the school and district personnel to the appropriate venues to do so.

Unauthorized use of district or school name is prohibited.

A high priority will be placed on such platforms being accessible, frequently updated, and user friendly.

SOURCE: MASC 2023

LEGAL REF: Constitution of the Commonwealth of Massachusetts, Declaration of Rights,
Article 16
Constitution of the United States of America, Amendment 1
MGL Ch. 66
MGL Ch. 30A

REF: A Guide to the Massachusetts Public Records Law (Secretary of the Commonwealth)

CROSS REF: BEDH - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS
GBEE - PERSONNEL USE OF TECHNOLOGY
BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

File: KI

VISITORS TO THE SCHOOLS

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

"Visitors" in this policy refers to anyone who is not a current student, a school staff member assigned to work in that specific building, or a district-level staff member with legitimate district business in the school building.

The superintendent shall develop procedures for visitor check-in and access to buildings.

Observations of educational spaces and programs by all visitors including parents/guardians will be governed by procedures developed by the Superintendent and/or their designee.

Once authorized, visitors are to proceed directly to the space in the building where business they are attending to will be held. Staff are authorized to greet visitors in the hall and ensure they are proceeding to the space directed.

While in the building, visitors may not disrupt the building operations or go to spaces to which they are not invited or authorized. Visitors may not record or photograph students or staff while in the building without explicit prior permission of the superintendent or their designee; any such recording or photos must be done in alignment with district policies regarding staff and student privacy.

During non-school hours or on non-school days, access to the school buildings is limited to those attending school and district events or for uses authorized by the superintendent or their designee. Building access will be allowed only to those participating in or attending authorized events. Such access will be limited to only sections of the building required by the event authorized, including appropriate bathroom access.

- The superintendent will ensure procedures enacting this, and related policies, are enacted and followed.

CROSS REF.: ECAF, Security Cameras in Schools
IHBA, Observations of Special Needs Education Programs
KF, Community Use of School Facilities

SOURCE: MASC – Rewritten 2025.

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RELATIONS WITH NONPUBLIC SCHOOLS

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In accordance with state law, the School Committee will approve a private school when it is satisfied that the school equals that of the municipality's public schools in thoroughness, efficiency, and progress made.

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All of the following steps are required for approval of a private school:

1. The school submits a letter of application to the Superintendent of Schools
2. The school completes all items on the "Checklist for Approval of a Private School" and submits required documentation.
3. The Superintendent or designee reviews the submitted materials.
4. The Superintendent or designee visits the school.
5. The school makes a presentation to the School Committee.
6. The Superintendent makes a recommendation to the School Committee.
7. The School Committee takes formal action on the recommendation.
8. The school is notified of the School Committee's decision.

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The School Committee will act reasonably and in good faith to carry out its statutory approval function.

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If substantial changes are made in the private school's program, the school must seek renewed approval.

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The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

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LEGAL REFS.: _____ M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

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Elementary School Handbook

PreK – Grade 6



VILLAGE SCHOOL



GLOVER SCHOOL



BROWN SCHOOL

Family Handbook

2026-2027

**This handbook references
Marblehead Public Schools District policies, which were
reviewed and voted upon by the Marblehead School Committee.
Please see MPS SC Policy CHCA at
<https://www.marbleheadschoools.org/district/mps-policy-manual>**



MARBLEHEAD ELEMENTARY SCHOOLS

August 2026

Dear Parents, Guardians, and Students:

This handbook has been prepared to help you succeed in meeting the goals and expectations of Marblehead's elementary schools and to inform students and families of applicable school rules and procedures. Our aim is to create a common understanding that reflects a positive, welcoming, and safe learning environment for students, which promotes high academic achievement and continuous social emotional growth. We are committed to our students.

Kindly,

Frank Kowalski, Principal
Glover School

Mary M. Maxfield, Principal
Lucretia and Joseph Brown School

Scott Williams, Principal
Village School

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SCHOOLS AT A GLANCE

GLOVER SCHOOL **Grades Preschool - 3**

School Contact Information:	Frank Kowalski, Principal kowalski.frank@marbleheadschoools.org 9 Maple Street
Phone:	(781) 639-3190 Fax: (781) 639-3192
School Day:	Preschool hours, based on student assignment K-3 school day runs 8:10-2:30 pm. Children may enter at 8:05am Students may enter at the Main Entrance for breakfast at 7:50am Kindergarten dismissal begins at 2:25pm
Report an Absence:	Call before 8:10am to report a student absent or late Phone: (781) 639-3190
Cancellation/Delayed Opening:	Message to families by 6:30am Radio: WBZ Boston 1030 Television Channels 4, 5 and 7
District Web Address:	http://marbleheadschoools.org
Glover School Website:	https://glover.marbleheadschoools.org/
Key Contact Individuals for Help:	Dawn Whittier, Administrative Assistant Alyssa Kendall, School Adjustment Counselor Kim Carpenter, School Adjustment Counselor Jessica Chew, School Nurse

Lucretia and Joseph Brown School
Grades Preschool - 3

School Contact Information: Mary M. Maxfield, Principal
maxfield.mary@marbleheadschoools.org
40-42 Baldwin Road
Phone: (781) 639-3112

Matt Manfredi, Asst. Principal
manfredi.matt@marbleheadschoools.org
Phone: (781) 639-3112

School Day: Preschool hours, based on student assignment
K-3 school day runs 8:10-2:30 pm. Children may enter at 8:05am
Students may enter at the Main Entrance for breakfast at 7:50am
Kindergarten dismissal begins at 2:25pm

Report an Absence: Call before the start of school to report a student absent or late
Phone (781) 639-3112, press 1
Email: brownabsent@marbleheadschoools.org

Cancellation/Delayed Opening: Message to families by 6:30am
Radio: WBZ Boston 1030
Television Channels 4, 5 and 7

District Web Address: <http://marbleheadschoools.org>
Brown School Website: <https://brown.marbleheadschoools.org/>

Key Contact Individuals for Help: Tanya Brousseau, Special Education Team Chairperson
Katelyn Barrera, Administrative Assistant
Ginellie Iraola, School Secretary
Allison Eaton, School Counselor
Kara Elmerr, School Counselor
Kaitlyn LeBaron, School Counselor
Karen Doherty, School Nurse

VILLAGE SCHOOL

Grades 4 - 6

School Contact Information:

Scott Williams, Principal
williams.scott@marbleheadschoools.org

Jenni Emmett-Conrad, Assistant Principal
conrad.jennifer@marbleheadschoools.org

93 Village Street
Phone (781) 639-3159
Fax (781) 639-9423

School Day:

The regular school day runs from 7:55-2:15

7:30 – 7:45 a.m. Drop off parents use the Jersey Street access road.

7:50 a.m. First bell rings. Students may enter the building.

Students remain outside unless there is inclement weather.

7:55 a.m. School day starts with students in their seats and ready to begin the day

2:15 p.m. Dismissal

Report an Absence:

Call before 7:50 a.m. to report a student absent or late
Phone (781) 639-3159

Cancellation/Delayed Opening:

Automated phone Call by 6:30 a.m.
Radio: WBZ Boston 1030
Television Channels 4, 5 and 7

District Web Address:

<http://marbleheadschoools.org>

Village School:

<https://village.marbleheadschoools.org/>

Key Contact Individuals for Assistance:

Ashlee Leibman, Special Education Chairperson
Maryann McKie, Administrative Assistant
Ingrid Lord, School Secretary
Rebecca Raymond, Special Education Admin. Assistant
TBD, Grade 6 School Counselor
Jeff Newsome, Grade 5 School Counselor
TBD, Grade 4 School Counselor
Alex Rosenstein, School Psychologist
Deb Cullen, School Nurse
Beth Stanojev, School Nurse

GENERAL

Visitors

For safety and security reasons, all visitors must check in at the main office. Visitors must bring a valid Driver's License with them in order to request a visitor's pass. Each visitor, including substitute teachers, must wear a visitor badge at all times during the visit. Please park in approved locations and do not leave vehicles running.

Idling of Motor Vehicles on School Grounds

With limited exceptions, Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. M.G.L. c. 90, § 16B. See also MPS SC policy EEAJ.

Where to go if you have questions

Occasionally, students and/or parents are not sure who should be contacted at the school in case of questions or concerns. Please refer to the faculty directory on the school website for our faculty email addresses.

In addition, for:

- | | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classroom Issues | Contact the teacher first using the teacher's email or voicemail extension. If you have additional concerns, contact your child's guidance counselor. If you still have questions, contact the Principal. |
| Scheduling Issues | Contact the guidance counselor first using their email or call the main office to leave a message for them. If you have additional concerns, contact the Principal. |
| Special Education: | Contact the appropriate teacher(s) first. If you have additional concerns, contact our Special Education Chairperson. If you still have questions, you can contact the Principal or the Assistant Superintendent of Student Services. |
| Behavioral Issues | Contact the teacher or counselor first. If you are still concerned, contact the Assistant Principal or Principal. |
| Family Issues | Contact your child's school counselor for social, emotional, personal, or family issues. |

Marblehead School Committee

The Marblehead School Committee generally meets on the first and third Thursday of each month during the school year. The Committee sets policy for the school district, works with the Superintendent to develop, implement, and monitor a Strategic Plan, and develops a budget to present to Town Meeting in May. Meetings are held at 6:00 p.m. in the Marblehead High School Library unless otherwise noted. Agendas are available on the Monday prior to the meeting at the Administration Building, which is located at the Mary Alley Municipal Building on 9 Widger Road. Agendas will also be posted on our website at <https://www.marbleheadschoools.org/school-committee>. The public is welcome and encouraged to attend and participate. The meetings are usually televised by MHTV on channel 8 for Comcast and Channel 28 for Verizon. Dates for School Committee meetings can be found on the District website.

Marblehead Public Schools Central Administrators/Directors

Superintendent of Schools

John Robidoux 781-639-3140

Superintendent's Administrative Assistant

Lisa Dimier 781-639-3140

Assistant Superintendent of Teaching and Learning

Julia Ferreira 781-639-3140

Assistant Superintendent of Student Services

LisaMarie Ippolito 781-639-3140

Assistant Superintendent for Finance and Operations

Michael Pfifferling 781-639-3140

Facilities Director

TBD 781-639-3120

Food Service Director

John Constantino 781-639-3120

Athletic Director

Kent Wheeler 781-639-3100

METCO Director

Caja Johnson 781- 639- 3100

Technology Director

Stephen Kwiatek 781-639-3140

Marblehead Special Education PAC (SEPAC)

The Marblehead Special Education PAC (SEPAC) is a parent advisory council organization run by parents of children with special needs. The SEPAC's purpose is to develop better understanding and communication among parents, teachers, and administrators. Membership includes parents, teachers, and the special education administration. Meetings are posted on the town website.

English Learner Parent Advisory Council (ELPAC)

The Marblehead English Learner Parent Advisory Council meets regularly to help create a partnership between schools and families of students who are English Learners. All parents and guardians of current or former English Learners are invited to attend the meetings, and information is sent via email prior to each meeting.

Metropolitan Council for Educational Opportunities (METCO)

The Marblehead Public Schools have been a voluntary participant in the METCO program for over 40 years. The METCO staff includes a coordinator, a counselor, tutors, bus monitors, and a clerical aide. This program is completely funded through a State Department of Elementary and Secondary Education grant. The Marblehead METCO Parent Advisory Council acts as a parental support group for parents of METCO students. The METCO PAC meets in Boston once each month. Partner families are a critical component of this program. If you are interested in hosting a METCO student, contact the program director at 781-639-3120.

ACADEMICS

Academic Integrity Expectations

Within Marblehead Public Schools, a student should be able to say, “The work presented is my own unless otherwise indicated.” Plagiarism is the act of taking and using another’s published or unpublished work or ideas and passing them off as one’s own. This definition includes, but is not limited to: written work, drawings, artwork, projects, and all other types of uncited work that are not one’s own. Each student is responsible for identifying and citing the sources of words, ideas, and facts presented in a paper or similar project and for following the rules of citation. The mechanics for citing sources will vary from course to course and teacher to teacher.

Any and all giving or receiving of inappropriate assistance that significantly alters or replaces a student’s own work is considered an Academic Integrity Violation. Any student contributing to cheating by another student will be deemed guilty of violating the Academic Integrity Expectations and the same consequences for such will apply. If a teacher suspects a student of plagiarism, submitting dishonest work or any other form of cheating, the teacher has the right to withhold the student’s grades until it can be demonstrated the student did not violate the Academic Integrity Expectations.

If a student is found to have violated the Academic Integrity Expectations, the student may receive reduced credit or a zero for the entire assignment and may not qualify for make-up of the assignment (subject to the teacher’s discretion). A second violation of a Category I offense will result in the incident being reported to the Administration and will move to a Category II violation. Examples of Academic Integrity Violations may include, but are not limited to the following:

Category I -

- Copying (or allowing a student to copy) one’s assignment for class work or homework.
- Using unauthorized notes, programs, or devices for class work or homework.
- Changing answers and seeking credit on a classwork or homework assignment after the work has been graded and returned.

Category II -

- Unauthorized electronic devices may not be used during any assessment and may be held by the teacher during the class period to prevent cheating and plagiarism. Use of unauthorized electronic devices during an assessment will be considered cheating.
- Obtaining, removing, accepting, or sharing a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher.
- Copying (or allowing a student to copy) one’s assignment for examination or quiz.
- World Language classes do not permit the use of Google Translate or other digital translators to translate full sentences or paragraphs.
- Communicating with another student during an examination or quiz.
- Unauthorized sharing or supplying a student with a paper, project, notes, or assignment that assists them in obtaining credit for that work.
- Using unauthorized notes or devices during an examination or quiz.
- Altering a teacher’s grading system.
- Changing answers and seeking credit on a quiz, test, paper or project after the work has been graded and returned.
- Second violation of Category I offense.

Elementary Classroom Expectations

All elementary schools have incorporated the Responsive Classroom philosophy, as well as the Positive Behavioral Interventions and Supports (PBIS) Model. Responsive Classroom assures Social Emotional support throughout the day which is built into the schedule for all classrooms. PBIS focuses on improving each school's ability to teach and support positive behavior for ALL students, ALL staff, and in ALL settings. It is not a program, but a framework that applies evidence-based strategies and systems to help students develop healthy constructive relationships with their classmates and the staff. PBIS has been shown to increase academic performance, increase safety, and help establish a positive school culture. Teachers will provide each student a summary of academic and behavioral expectations at the beginning of each school year and reinforce these expectations frequently through effective social-emotional learning techniques.

Homework

Average Daily time requirements for all subject areas combined shall be:

Kindergarten: not more than 30 min.

Grades 1: Not more than 30 minutes or less than 15 minutes

Grades 2: Not more than 45 minutes or less than 15 minutes

Grades 3 & 4: Not more than 1 hour or less than 30 minutes

Grades 5 & 6: Not more than 1 1/2 hours or less than 30 minutes.

Any homework assigned over the weekends will only be in the form of completing long-term projects/assignments or to make-up any missed work. There will be no homework assigned over holidays.

Report Cards and Grading Scale

Report cards are distributed three (3) times a year for Grades K through 6. Conferences are held at the end of the first marking period for all students. Report cards are available through the Parent ASPEN Portal. The grading scale used for elementary report cards is Standards Based Grading, which is a system where students are assessed on their mastery of specific learning standards instead of a single letter grade.

ATTENDANCE REQUIREMENTS & PROCEDURES

Numerous research studies have identified that one of the most important factors in the success of a student is daily, punctual attendance. We understand that parents may make decisions to keep their children out of school for particular reasons, such as illness, family emergencies, and family vacations. Vacations outside of the regularly scheduled school vacations are considered an unexcused absence and are strongly discouraged. Excessive absences or tardiness greatly impact student learning and contribute to a reduced rate of academic progress.

Per Marblehead School Committee Policy: Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. 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.

Absences and After School Activities: A student must be in attendance at school the day of an afterschool activity to be able to attend said activity. To be considered in attendance for the day (and be eligible for extracurricular activities) a student must either arrive before 11:00 a.m. and remain for the rest of the day or arrive on time and not be dismissed until after 11:00 a.m. Please familiarize yourself with the following information about what to do when your child will be absent or dismissed from school, or late to school.

Student Absence Procedures

How do I report my child absent?

Please call the school's main office (absentee line) before 8:00 a.m. on the day your child will be absent.

Or you may email to report your child will be absent via the following school email addresses:

brownabsent@marbleheadschoools.org

gloverabsent@marbleheadschoools.org

villageabsent@marbleheadschoools.org

What should I say in the absence message?

When calling in your child's absence on the absence voicemail, clearly state the student's and teacher's name, grade, reason for absence and, if you know, include your child's expected date of return. (See "Student Absence due to Illness" section on page 17)

Does the school need any more information?

Per school committee policy, the school may ask for a doctor's note certifying that the absence was justifiable for extended or excessive absences. If a student is absent from school and the parents/guardians fail to notify the school of the reason for the student's absence on the day of the absence, the parents/guardians will be contacted by the school within three (3) school days of the absence.

Will my child's absence be excused?

Per school committee policy, absences will be excused for illness, religious holidays, death in the family, or funerals. Family vacations are not excused absences. If a student is absent from school due to a family vacation, students will make up the work after their return to school at the convenience of their teachers. Students are required to see their teachers upon returning to develop a list of missing work and specific dates for test and quiz make-ups.

Will I be contacted if my child is absent repeatedly?

In the event that your child accumulates five (5) or more school days of unexcused absences during the school year, you will be notified by the school principal of the concern and possibly invited to participate in a meeting with the school administration to develop a plan to address your child's attendance.

Student Dismissal Procedures

How do I arrange for the early dismissal of my child from school?

Students who need to be dismissed prior to the conclusion of the standard school day may bring a written note from a parent/guardian to the main office before 8:00am or email your schools' absentee email address. The note must state the time, date, and reason for the dismissal. Parents/guardians may also come to the main office and request an early dismissal.

Can my student come outside to meet me at that dismissal time?

No. Students must be signed out of school by a parent/guardian.

Student Tardy Procedures

When will my student be considered tardy? Village students must be in classrooms by 7:55am. Lucretia and Joseph Brown School and Glover students who are not in their classroom at 8:10am will be considered tardy.

Should I send a note with my child if they are late? Yes. However, a tardy will only be excused if the reason matches the guidelines set for excused absences. (see above)

Is there a limit on the number of times my child may be tardy? If a student misses two (2) or more classes due to unexcused tardies on five (5) or more school days during the school year, the parents/guardians will be notified by the school principal and may be invited to participate in a meeting with the school administration to develop a plan to address their child's attendance. Please see MPS SC attendance policy JH.

Absence due to Illness

If your child is absent please call the schools attendance line before school begins and leave a message with the specific reason for the absence. This information will help monitor illness trends and keep all students well. If your child is contagious, please keep him/her at home until your doctor has cleared him/her for return to school.

- **Strep Throat**-Students being treated for strep throat must be kept home a minimum of 24 hours after treatment begins.
- **Conjunctivitis/Pink Eye**- Students may return to school after 3 doses of antibiotic treatment.
- **Vomiting and Diarrhea**- Students should be kept home for 24 hours after episodes of gastrointestinal distress.
- **Fever**-Students should be fever free without the use of fever reducing medication for 24 hours prior to returning to school.
- **Head Lice**-Please notify the school nurse if your child contracts head lice. We will notify parents of any head lice concerns and serve as a resource for treatment. Please do not keep children out of school for this very common childhood condition.

COMMUNICATION

Registration

All students are registered through our online system. Please register online at <https://www.marbleheadschoools.org/about-us/district-enrollment-and-registration> or contact the District Registrar at 781-639-3140 if you have any questions.

Aspen

Aspen is the student information system used by the Marblehead schools. You will have one parent account to access all your children's information. If you happen to receive separate parent accounts for each child, please let the Technology Department know and they can merge the accounts for you. Parents and students can access the system directly at <https://ma-marblehead.myfollett.com/aspen-login/?deploymentId=ma-marblehead>.

Parents/guardians are expected to complete the **Annual Information Update** to ensure their contact details and other information about their children are updated annually. Parents/guardians can also use the Annual Information Update process whenever necessary to update contact and emergency information annually. Information about how to conduct the Annual Information Update is [linked here](#) and will be emailed to parents/guardians at the start of the school year.

School/Home Communication – Automated service

The Marblehead Public Schools subscribes to a “school to home” phone service. This communication system will enable the building principal or the superintendent to contact parents in a timely manner in the event of an emergency situation, or to pass on general information regarding weekly schedules or other school updates.

Change of Address/Phone Number

It is important to promptly update your Aspen account in the Parent Portal in the event of any changes in a student's or parent's/guardian's residential address, email address and/or telephone number(s) so that parents/guardians can be reached in the event of an emergency. Kindly notify the main office of such changes.

Notification of Field Trips

Parents will be informed, in writing, of any field trip no later than one week before it is to occur (except in unexpected circumstances). The written notification shall include, but not be limited to, the following details: date, location(s), and relevance to curriculum, cost (if any), driver information, and request for parental permission. **Students may not**

participate in field trips without parent/guardian consent signed and returned to school. Staff members supervise students during out-of-school activities. The liability waiver form must not be altered.

Mandatory Fingerprinting for Parent/Community Volunteers

All newly hired school employees, including administrators, teachers, permanent substitutes, tutors, paraprofessionals, secretaries, clerical staff, maintenance staff and custodians, cafeteria workers, field trip chaperones and bus drivers, who work in the schools, are required to complete the new fingerprint-based state and national background check along with the regular CORI check.

Marblehead Public Schools will continue to require that volunteers, who come to the schools during the day, continue to only need a **CORI completed every three (3) years**. Once submitted, these CORIs usually only take a day or two to be processed. **Volunteers who are to be field trip chaperones, daily and overnight, will now also need to be fingerprinted.** This process may take much longer (could be as long as a few weeks) and there is a cost factor to the volunteer. If the volunteer is a licensed educator, the cost is \$55.00 and for all others \$35.00. This new law requires that you plan ahead for your chaperones. **We will not allow a chaperone on a field trip if they have not been fingerprinted.** You must preregister either at <http://www.identogo.com/FP/Massachusetts.aspx> or, by calling 866-349-8130. **The fingerprint locations will not accept walk-ins.** The volunteer will be required to provide **Marblehead Public Schools ESE Organization Code: 01680000** when registering.

Services and Accommodations for Students with Disabilities

Special education in the United States is governed by a combination of federal and state laws. At the federal level, the primary statutes are the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. In Massachusetts, these are supplemented by the state's own special education statute, Massachusetts General Laws Chapter 71B (MGL c. 71B)

At a foundational level, these laws establish three core principles:

1. Free Appropriate Public Education (FAPE) – Every eligible student is entitled to a free education that is tailored to their individual needs.
2. Least Restrictive Environment (LRE) – Students with disabilities should be educated alongside their non-disabled peers to the greatest extent appropriate.
3. Parental Involvement – Parents must be actively involved in the planning and decision-making process regarding their child's education.

While both IDEA and Section 504 aim to ensure access to education for students with disabilities, they differ in scope and implementation. IDEA is more prescriptive and procedural. It requires parental consent, outlines a detailed process for developing an Individualized Education Program (IEP), and mandates transition planning beginning at age 14 to support students as they move from school to adult life

However, IDEA applies only to students who meet specific eligibility criteria: the student must have a recognized disability under the law, and that disability must significantly impact their ability to make effective progress in the general education curriculum, necessitating specialized instruction and services.

In contrast, Section 504 has a broader definition of disability. It covers any student whose disability substantially limits one or more major life activities. Students who do not qualify for an IEP under IDEA may still be eligible for accommodations under Section 504. These accommodations are documented in a 504 Plan, which, while less detailed than an IEP, still ensures that the student receives the support necessary to access their education.

In summary, while both laws share the goal of educational equity, IDEA provides a more structured and comprehensive framework, whereas Section 504 offers broader eligibility with more flexible implementation. For more information regarding the services available to students with disabilities please contact your building principal or the Marblehead Public Schools' Assistant Superintendent of Student Services (781-639-3140).

Delivery of Articles/Items

In an ongoing effort to ensure that we minimize any unnecessary disruptions in the learning process during classroom lessons, we are urging parents to refrain from dropping off any “non-essential items” needed for the school day. Lunches, homework assignments, and other forgotten items being dropped off at school create interruptions, so we ask that you are mindful of this, and keep messages to a minimum. If students forget their lunches, simply advise them to inform their teachers, get a school lunch, and reimburse the lunch staff the following day. In this way, students will learn to become more responsible for remembering their lunches in the future, and academic instruction won’t be compromised. Of course, if your child has an urgent request, we are always here to help.

Confidentiality

The MPS elementary schools comply with all federal and state laws and regulations pertaining to confidentiality of student/family information and the maintenance and confidentiality of student records information (see the “Student Records” section of this handbook for more information). Volunteers may be asked to complete the District confidentiality/non-disclosure form to comply with District policies and state and federal laws and regulations.

Classroom Assignment Process

The staff spends a great deal of time and energy assigning students from one class and grade to the next. The classroom teachers and specialists take into account all available information and go through a placement process to arrive at recommendations for balanced groupings. MPS wants what is best both for individual students and for each class as a whole. As part of our Multi-Tiered System of Support framework, we take into consideration data-based academic skill levels, behavior, social relationships, group dynamics, student interests, and special situations in our effort to arrive at an optimal projected distribution of students for the following year. We take the responsibility of assignment of students seriously. A faculty committee meets with the principal in the spring to create the first assignment draft based on the above criteria. If you believe that your child has needs that require special consideration in the assignment process, please contact the building principal. Requests for assignment to specific teachers will not be accepted.

Student School Bus Behavior

Students are expected to behave in an orderly manner while riding the bus, and during the loading and unloading procedures. The bus driver shall be in complete charge of the bus and its passengers at all times and shall ensure the safety and well-being of all students who ride the school buses. Riding the school bus is considered a privilege. Students who fail to observe applicable rules and safety procedures will be subject to discipline and/or may lose their right to ride the bus. Students are reminded that all school rules and District policies are in effect while on the school bus.

After School Activities

After school activities vary from school to school. For updated information, please refer to the school-specific website.

Student User Fee (Grades 4 and up only)

The educational philosophy of the Marblehead Public Schools is to foster and support the participation of all students in a wide variety of student activities beyond the regular school day program such as clubs, organizations, plays, intramural and interscholastic sports programs. Marblehead Public Schools financially support student activities through local appropriation and students' user fees.

User Fees are a one-time fee of \$300, which covers all intramural sports and extracurricular activities throughout the school year. Provisions for financial hardship will be made using the Federal Lunch Program criteria. Inquiries may be made in the main office of your school.

STUDENT RIGHTS AND RESPONSIBILITIES

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

1. Civil rights-including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school and to maintain a safe and orderly educational environment.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make rules regarding the orderly operation of the schools. Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

MEDICAL/FOOD/FAMILY SERVICES

Food Services

Applications for free and reduced priced meals are available on the Food Services website:
<https://www.marbleheadschoools.org/students-families/food-service/free-and-reduced-meal-benefits>.

If you received benefits last school year, you must reapply annually.

School menus are available for download at <https://www.marbleheadschoools.org/students-families/food-service/menus>
Breakfast is served on all school days at all schools. Lunch is available every day except for a few select early-release and half days.

All students have an account with the lunch program. It is established upon enrollment. You may access this account by setting up a user's account at www.MySchoolBucks.com This will allow you to see what has been purchased and make payments if you choose. Payment for food for purchase is expected prior to, or at the time of service. Any excess payment will be applied to your student's account. Negative balance notices will be sent home intermittently.

Please refer to the "food services" section on the Marblehead Public Schools' website for more detailed information: www.marbleheadschoools.org/foodservice

Student Health

Each school has a school nurse to assess and treat your child for illness or injury during the school day. Please communicate any health concerns or issues directly with your school nurse. Please notify the school nurse with any changes in health or new conditions such as fractures or medication changes. School nurses are your partners in keeping your child healthy and ready to learn.

For injuries requiring accommodations, including crutches, slings, medications, and additional supports, documentation from a health care provider and consultation with the School Nurse are essential.

Concussions

Per state law and school committee policy, any student who suffers a head injury or concussion, whether such injury occurs in or out of school, must be medically cleared to return to school as well as participate in school athletic activities. Responsible staff will follow the guidelines for graduated return to academics and activities tailored appropriately to the student's age and condition. Please see **Appendix D** for the Marblehead School Committee Policy, JJIF, on Athletic Concussions.

Life Threatening Allergies

It is our goal to keep all children safe in school. Please notify the school nurse and your child's teacher of any allergies that your child may have. Where appropriate, an Individualized Health Care Plan and/or Section 504 Plan will, with your participation, be developed for your child. To ensure the safety and wellbeing of students with life threatening food allergies, we encourage food free celebrations. **All food items must carry a label of ingredients and be reviewed by the school nurse. Homemade baked goods are not allowed. Any food surprises will be sent home. Latex balloons are not allowed in schools, due to allergies.**

Immunizations and Physical Exam

The Massachusetts Department of Public Health requires that all children be properly immunized against varicella, measles, mumps, rubella (MMR), polio, diphtheria, tetanus, pertussis (DPT), and hepatitis B before entrance into school. Exemptions from immunizations are allowed under Massachusetts law only for religious or medical reasons, both of

which require documentation. Non-immunized/susceptible individuals will be excluded from school in the event of an outbreak of any vaccine preventable disease. Please contact the school nurse if your child has an exemption. Immunization and Physical exams are required for entry to school for Kindergarten, 4th grade, 7th grade, and 10th grade and for any new student. Please bring updated immunization records to the school nurse.

State mandated screenings are conducted annually for vision, hearing, height and weight. If your child does not meet state standards on these screenings, you will be notified by the school nurse. Your child should then be evaluated by a physician for diagnosis, treatment, or referral. You will be notified in advance of the screening and have the right to decline the screening.

Massachusetts Immunization Requirements for the 2026-2027 school year are:

- **Kindergarten through 6th grade:**
 - DTaP/Tdap 5 doses; 4 doses are acceptable if the fourth dose is given on or after the 4th birthday; DT is only acceptable with a letter stating a medical contraindication to DTaP
 - Polio 4 doses; fourth dose must be given on or after the 4th birthday and ≥ 6 months after the previous dose or a fifth dose is required; 3 doses are acceptable if the third dose is given on or after the 4th birthday and ≥ 6 months after the previous dose
 - Hepatitis B 3 doses; laboratory evidence of immunity acceptable
 - MMR 2 doses; first dose must be given on or after the 1st birthday, and second dose must be given ≥ 28 days after first dose; laboratory evidence of immunity acceptable
 - Varicella 2 doses; first dose must be given on or after the 1st birthday and second dose must be given ≥ 28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

The current Massachusetts school immunization requirements can be found on the website:
<https://www.mass.gov/info-details/school-immunizations#school-and-camp-requirements>

Health Office Prescription Drop Off

Only medication prescribed by a physician may be dispensed by the school nurse or designee. Medication must be brought to the Health Office by a parent or guardian in a prescription container with the official prescription label on it. If necessary, ask your pharmacist to give you a duplicate container for safe storage of the medication at home and school. The school cannot dispense medication that does not have the prescription label on the package. Inhalers will be stored in the health office unless the school nurse and parent mutually agree to alternate storage. The nurse will notify parents or others identified on a student's emergency card prior to administering any over-the-counter medication covered in the MPS medication policy and protocol.

Please notify your school nurse of changes in medication or new medication so that we can assist your doctor and you in monitoring side effects and efficacy.

For the safety of all students within the school building, no child should be sent to school in possession of prescription or over the counter medications. A student found in possession of medications in violation of this policy may be subject to disciplinary action.

Special Medical Considerations

Parents of a child with any medical condition that may require special attention or planning should contact the school nurse as soon as possible. This includes conditions such as asthma, severe allergies, seizure disorders or diabetes. An Individualized Health Care Plan and/or a Section 504 Plan is developed collaboratively with school, family and health care providers. Parents should also notify the school nurse of any changes in their child's daily medications or medical conditions. The Massachusetts Asthma Action Plan is to be completed by your health care provider for students with asthma. Please see MPS SC Health/Nursing policies JLC, JLCB, JLCD, JLCA, and JLCCB online at <https://www.marbleheadschoools.org/school-committee/mps-policy-manual>

Home/Hospital Educational Services

As soon as you become aware of an impending medically related absence for your child that will require your child's confinement at home or in a hospital setting in excess of 14 school days over the school year, you may begin the process of requesting home/hospital educational services. You do NOT need to wait until your student has actually missed fourteen (14) days of school for medical reasons before submitting such a request.

- The student's guidance counselor will serve as the primary contact at school to manage the home/hospital tutoring process.
- The guidance counselor will request that the parents/guardian obtain and submit to the school, a "Physician's Affirmation of Need for Temporary Home or Hospital Education for Medically Necessary Reasons" or equivalent document. from the student's physician (DESE form 28R/3)
- The guidance counselor will provide you this form or you may obtain the form directly from the Massachusetts Department of Elementary and Secondary Education's website at <https://www.doe.mass.edu/specialeducation/iep/28mr/default.html>
- In supporting your child's need for home hospital educational services, your child's physician must verify that your child is expected, due to an identified medical reason, to be confined to your home or to a hospital setting for a period of time in excess of fourteen (14) school days during the school year and must also identify an anticipated date of return to school.
- Upon receipt of the fully completed and signed Physician's Affirmation the guidance counselor will complete the appropriate paperwork for submission to the principal for authorization of home/hospital services.
- The principal will determine the number of hours of home/hospital; educational services to be provided. The principal will also coordinate with the Assistant Superintendent of Student Services relative to home/hospital educational services for eligible students with disabilities.
- The guidance counselor will work with the parents to schedule the home/hospital educational services to be provided by the school.

Homeless Students

Per School Committee policy and Federal law, the Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families in accordance with the McKinney-Vento Act. For the 2026-2027 school year, LisaMarie Ippolito, Assistant Superintendent of Student Services (781-639-3140), has been designated to serve as the District Homeless Liaison. You may also contact the building principal if you have any need for assistance, and they can connect your family with the District's Homeless Liaison. Please see MPS SC Homeless policy JFABD.

Pets/Animals

Pets are not allowed in school unless specifically authorized by the classroom teacher and the building principal. **Dogs are not allowed on school property, including playgrounds and athletic fields.**

Student Expectations

Computer/Internet Usage

The school's computers are provided as learning tools. Students who abuse the schools/personal computers or internet access on school grounds may be excluded from their use and may also face school discipline. Sites prohibited may include, but are not limited to, instant message/email, pornographic sites, games, shopping, or translation sites. Use of electronic translators is also prohibited at the discretion of the classroom teacher. The use of school-provided electronic devices or networks to harass or bully others is strictly prohibited and may result in loss of access to the school's network

and equipment and other disciplinary consequences. **Please see Appendix C for the MPS Acceptable Usage policy and Student Email policy.**

Dress Code

Village School: Students are expected to come to school in clothing that allows them to fully participate in all school activities. Clothing should be neat, safe, comfortable, and sanitary. Clothing should not interfere with, or disrupt the education process. Parents and guardians are responsible for the dress and appearance of their student, but the administration reserves the right to use their discretion and either request a change of clothes be brought in, or the student be sent home.

Grades PreK to 3: Students are expected to come to school dressed in neat and appropriate clothing. Extreme forms of dress that may be distracting to students' learning are not allowed. Parents are asked to review clothing selection with their children, especially during cold weather (hats, boots, mittens, etc.) Shirts or clothing, which display violence, obscene or harassing language, weapons, drugs, or alcohol should not be worn to school.

In addition to the above dress code expectations, the following are required standards of dress for all elementary schools:

- Hats, hoods and other head coverings must be removed upon entering the building, and be placed in the student's locker, with the exception of head coverings worn for religious or medical purposes.
- Footwear laces will be tied.
- Clothing will be neat and appropriately buttoned or zipped at all times.
- Underwear will not be visible and the torso must be fully covered at all times.
- Pajamas are not allowed with the exception of designated "spirit days."
- Clothing must cover the midriff of the body.

Throughout the year "Spirit Days" may occur. Participation is always optional. At times, spirit days may allow for a change in the rules such as a "hat" day or "comfortable clothes" day. Students are still expected to be able to participate in all learning activities for the day and not disrupt the education process. In accordance with the Massachusetts CROWN Act, the Administration will not adopt or implement any policy that prohibits or impairs any hairstyle historically associated with race, including, but not limited to, protective hairstyles (braids, hair coverings, Bantu knots, locks, twists, and other formations), hair length, hair type, and hair textures. See M. G. L. c. 71, §1D; See M. G. L. c. 4, §7.

Human-Powered Vehicles (e.g. bicycles, scooters, skateboards)

Students who ride bicycles, scooters, skateboards, e-bikes, or other human powered vehicles to school must follow the school's safety guidelines and make every attempt to avoid school traffic, parking lots, and car line areas at arrival and dismissal times. Students must walk their bicycles on and off school grounds, including sidewalks, around the school and within the school boundaries. Students must wear helmets, per the state law.

Cell Phone/Electronics Usage

Cell phones, smart watches, and personal electronic devices must be turned off and put away once students arrive at school until the end of the day. The school day is defined as 7:50-2:15 for Village, 7:55-2:20 for Lucretia and Joseph Brown and Glover. If a student arrives early for breakfast, is waiting inside before school, or attending an activity, the rules regarding devices apply. The same rules apply to school activities and events, including field trips. Teachers may allow the use of personal electronic devices for research or specific functions like the calculator or compass.

- Teachers may allow cell phone use in an emergency such as the cancellation of an after-school activity in which a student must call home to arrange transportation. **Please do not text or call your child on their cell phones or smart watches during school hours.**
- Teachers may allow students to use e-readers such as a Kindle, Nook or iPad for book reading provided the student does not use such devices for game play. The wireless settings, if possible, should be disabled.

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- Teachers may allow cell phone use in an emergency such as the cancellation of an after-school activity in which a student must call home to arrange transportation. **Please do not text or call your child on their cell phones or smart watches during school hours.**
- Teachers may allow students to use e-readers such as a Kindle, Nook or iPad for book reading provided the student does not use such devices for game play. The wireless settings, if possible, should be disabled.

- At all times, students may not use electronic devices to take photographs or videos on school grounds at any time unless specifically directed to do so by a teacher for educational purposes.
- At all times, students may not use personal electronics to harm or hurt other people including the use of embarrassing or abusive language or spreading lies or gossip on public/private messaging, social networks, or blogs.
- Consequences may include, but not limited to:
 - Students violating this rule will have the device taken from them by the staff member. The staff member will return the device to the student at the end of the day with a reminder that the next offense will result in an office referral.
 - A second offense will result in the student and the device being sent to an administrator who will take the device and release it to a parent or guardian.
 - A third offense may result in disciplinary consequences including detention or suspension.
- When technology is being utilized at school, students should use it in the manner and for the activity for which it has been assigned. That the misuse of technology will result in consequences such as a loss of the privilege to use technology at school, and on second offence, an office referral.
- Please note Marblehead School Committee's Student Acceptable Use Policy IJNDB.

Physical Restraint

The Marblehead Public Schools complies with the requirements of Massachusetts statutes and regulations governing the use and reporting of physical restraint in schools. M.G.L. c. 71, § 37G; 603 CMR 46.00. Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Massachusetts law (603 CMR 46.00) allows physical restraint only in emergencies and under strict conditions:

1. **Imminent Danger:** Restraint is only used if a student poses a serious, immediate threat to themselves or others.
2. **De-escalation First:** Staff must try calming strategies and less intrusive methods before using restraint.
3. **Last Resort:** Physical restraint is used only if other methods fail.
4. **Parental Notification:** Parents must be informed orally within twenty-four (24) hours of the restraint and shall be provided with a written Restraint Report within three (3) school days of the restraint. 603 CMR 46.06. Please see MPS SC Policy JKAA.
5. **Written Report:** A detailed report is created and shared with parents.
6. **Follow-Up:** If a student is restrained multiple times in a week, the school must hold a review meeting to reassess the student's needs.

Student Records

Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the school receives a request for access.
- (2) The right to request the amendment of the student's education records that the parent/guardian and/or eligible student believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920

Summary of Massachusetts Student Records Regulations

603 CMR 23.00

(1) Definitions

Student Record:

The student record consists of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that are maintained by the school district and are organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth as defined under state law. Electronic communications (e.g., emails, text messages, etc.) shall not be considered to be student records maintained by the school district unless printed and placed in the student's temporary record.

Parent:

A student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, § 34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Eligible Student:

A student who has reached fourteen (14) years of age or who has entered 9th grade. Upon reaching 18 years of age, the adult student may submit a written request to the principal or to the Superintendent of Schools to limit the rights of the parent(s) to request the amendment or release of the student record. Under Massachusetts law, however, a student cannot limit the right of the parent(s) to inspect the student record regardless of the Student's age. M.G.L. c. 71, § 34E.

Authorized School Personnel:

(a) School administrators, teachers, counselors, and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

(b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(c) The Evaluation Team which evaluates a student.

(2) Inspection of the Student Record:

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them.

II. Rights of Non-Custodial Parents:

M.G.L. c/ 71, § 34H and 603 CMR 23.07 specify detailed procedures that govern access to student records by parents who, by order of a court, do not have physical custody of their children. For more information, please see "Access for Non-Custodial Parents" below.

III. Confidentiality of Student Records:

With a few exceptions, no individual or organization but the parent(s), the eligible student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or an eligible student. One such exception is the authority of the District to forward, without consent, the complete student record to schools or school districts to which a student transfer or enrolls.

IV. Amendment of the Student Record:

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the principal. The principal will render a written decision on any such amendment request. A denial of a request to amend a student record may be appealed to the superintendent.

V. Destruction of Student Records:

Massachusetts regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student will be notified in writing and provided with the opportunity to obtain a copy of any records to be destroyed. Electronic communications (emails) that are not printed and placed in a student's temporary record are not "maintained" by the District as student records for purposes of state and/or federal laws and regulations.

VI. Directory Information:

Federal and state regulations authorize school districts to disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with applicable procedures. The primary purpose of directory information is to allow the Marblehead Public Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without prior written consent.

If you do not want directory information pertaining to your child disclosed without your prior written consent, please notify the principal in writing by no later than September 15th. The Marblehead Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Email address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level

The above is only a summary of some of the more significant provisions of the laws and regulations pertaining to student records. If more detailed information is desired, a copy of the Massachusetts Student Record regulations may be obtained from the Department of Elementary and Secondary Education. These state regulations are designed to insure parent and student rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school

authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

Non-Custodial Parent Access to Student Records

M.G.L. c. 71, § 34H - Noncustodial Parents: Receipt of Information for Child Enrolled in Public Elementary or Secondary Schools; Notice to Custodial Parent

Each public elementary and secondary school shall provide student records, including, but not limited to, the following information, in a timely and appropriate manner to the parents of a child enrolled in the school if the parents are eligible for information under this section and request the information in the manner set forth in this section: report cards and progress reports; the results of intelligence and achievement tests; notification of a referral for a special needs assessment; notification of enrollment in an English language learners program established under chapter 71A; notification of absences; notification of illnesses; notification of any detentions, suspensions or expulsion; and notification of permanent withdrawal from school. Each school shall also make reasonable efforts to ensure that other written information that is provided to the custodial parent but not specified in the preceding sentence be provided to the requesting parent if that parent is eligible for information under this section. All electronic and postal address and telephone number information relating to either the work or home locations of the custodial parent shall be removed from information provided under this section. Receipt of this information shall not mandate participation in any proceeding to which notification pertains, nor shall it authorize participation in proceedings and decisions regarding the child's welfare which are not granted through the award of custody. For purposes of this section, any parent who does not have physical custody of a child shall be eligible for the receipt of information unless: (1) the parent's access to the child is currently prohibited by a temporary or permanent protective order, except where the protective order, or any subsequent order which modifies the protective order, specifically allows access to the information described in this section; or (2) the parent is denied visitation or, based on a threat to the safety of the child, is currently denied legal custody of the child or is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation. All such documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district shall be placed in the student's record.

- A. A parent requesting information under this section shall submit a written request to the school principal.
- B. Upon receipt of a request for information under this section, the school shall review the student record for any documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district and shall immediately notify the custodial parent of the receipt of the request. Notification must be made by certified mail and by first class mail in both the primary language of the custodial parent and in English. The notification shall also inform the custodial parent that information requested under this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the child in the custodial parent's custody from abuse by the requesting parent unless the protective order or any subsequent order which modifies the protective order, specifically allows access to the information described in this section.
- C. If at any time, the principal of a school is presented with an order of a probate and family court judge which prohibits the distribution of information pursuant to this section, the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease.
- D. The principal of each public elementary and secondary school shall designate a staff member whose duties shall include the proper implementation of this section.
- E. The Massachusetts Department of Elementary and Secondary Education shall promulgate regulations to implement the provisions of this section. Said regulations shall include provisions which assure that the information referred to in this section is properly marked to indicate that said information may not be used to support admission of the child to another school.

Student Conduct

Behavioral Provisions

- All school personnel are expected to enforce the school's disciplinary code at all times.
- Please note that the school's teachers reserve the right to invoke additional penalties if so stated in their written course guidelines.

- Depending on the severity and/or frequency of an offense, the school’s administrator may use his/her discretion in determining the appropriate length for each disciplinary step.
- Students will be given notice for teacher detentions or office detentions. Parents/guardians may request 24-hour notice.
- All students will be provided with due process prior to the imposition of an in-school suspension, out-of-school suspension, or expulsion.

Definitions of Typical Behavioral Consequences:

Teacher Detention:

Assigned to students prior to being referred to/or disciplined by the Administrator. These typically run until 3:00 p.m.

Office Detention:

These are also assigned to students for inappropriate behavior inside/outside the classroom. Students are expected to complete work and/or academic reading during office detentions. Failure to use this time productively will result in the assigning of additional detentions. Office detentions may also be enforced during lunch.

In-School Suspension:

In accordance with the Massachusetts Student Discipline regulations at 603 CMR 53.10, a school principal, or a designee thereof, may impose an in-school suspension of a student as a disciplinary sanction for a violation of school rules and District policies. The regulations define in-school suspension as the “removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive school days, or no more than ten school days cumulatively for multiple infractions during the school year.” 603 CMR 53.02. The Department has, however, also provided clarifying guidance that the removal of a student from regular classroom activities for less than half the time that school is in session on a given day does not constitute an “in-school suspension” and would not implicate formal due process procedures. See MA DESE *Questions and Answers on Student Discipline* (12/23/16) at Question 6.

In-School Suspension Due Process Requirements - 603 CMR 53.10

1. Prior to imposing an in-school suspension of a student, the school principal or a principal’s designee must orally inform the student of the disciplinary offense of which the student is accused, the basis for the charge, and must provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or designee determines that the student committed the disciplinary offense, the principal or designee shall immediately inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) school days, cumulatively or consecutively, in the school year.¹
2. On the same day as the in-school suspension decision, the principal or designee shall make reasonable efforts to notify the parent (or guardian if applicable) orally as soon as possible of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension imposed. The principal or designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the in-school suspension if possible, and if not, as soon thereafter as possible. If the principal or designee is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. It should be noted that the applicable regulations do not require prior notice to the parent/guardian of the Principal’s or designee’s intent to conduct an in-school suspension hearing nor do the regulations provide for the participation of parents, guardians, advocates, or attorneys in hearings to consider the student’s in-school suspension for ten school days or less cumulatively within the school year. Please also note that neither the applicable regulations nor District policies provide students or parents/guardians with the right to appeal an in-school suspension imposed in accordance with 603 CMR 53.10.

In School Suspension Documentation Requirements

¹ An in-school suspension which results in a student’s suspension in excess of ten (10) cumulative school days in the school year is a “long-term suspension” and may only be imposed following the provision of the long-term suspension due process procedures set forth in 603 CMR 53.08.

1. Prior to the end of the school day on which the in-school suspension is to be served by the student, the principal or designee must **deliver** written notice to the student and parents/guardians about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. Said notice may be provided via hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal/designee and the parent/guardian.

Out-of-School Suspension:

- (a) **Short-Term Out-of-school Suspension:** The removal of a student from the school premises and regular classroom activities for ten (10) cumulative school days or less in the school year. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.
- (b) **Long-Term Out-of-School Suspension:** The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H ½ no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.
- (c) Out-of-school suspensions may be assigned for Type 2 and 3 offenses. Students are not allowed on the school campus or at school activities until the date they return to school. In accordance with M.G.L. c. 76, § 21, students are allowed to make-up all assignments, tests and quizzes missed due to a suspension or expulsion.

Social Probation:

Students may be restricted from attending school functions and/or activities that are extra-curricular in nature, due to poor behavior during the school day or any school functions. Such restrictions shall not be subject to the due process requirements of the Massachusetts Student Discipline regulations at 603 CMR 53.00.

Expulsion:

The removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days in a school year, indefinitely, or permanently as permitted under M.G.L. c. 71, § 37H or 37H½ for:

- (a) possession of a dangerous weapon;
- (b) possession of a controlled substance;
- (c) assault on a member of the educational staff; or
- (d) a 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.

Police Notification:

Because all members of the school community are subject to both the laws of the Commonwealth and town ordinances, the school cooperates with the police in the investigation of possible violations of laws and ordinances pertaining to, and including but not limited to: possession and use of controlled substances, illegal use of alcohol, theft, assault, harassment, improper use of motor vehicles, vandalism, illegal parking, possession or use of weapons/firearms/explosives, possession of stolen property, hate crimes, and bullying and cyberbullying.

Type 1 Prohibited Actions include, but are not limited to:

- Skateboarding, roller skating, rollerblading, scooter, bike, electric bikes or any other type of wheeled device, riding anywhere in the building or on school grounds unless ridden to school and parked at a bike rack for the school day.

- Using / wearing cell phones, smart watches, or any other communication or music related devices during school hours. Cell phones and smart watches must be shut off at all times and placed in a locker.
- Possession/use of “playthings” (i.e., video games, cards, toys, water balloons etc.). Fidgets and other tools that support student engagement and attention can be used at the teacher’s discretion so long as it supports the individual student and does not become a distraction to the learning environment.
- Gambling or betting
- Selling items (i.e. candy, drinks, toys, etc)
- Chewing gum or candy (cough drops are allowed with permission from the nurse or parent/guardian)
- Littering anywhere in school or on school grounds
- Tardiness to school
- Tardiness to class without a pass
- Being in the building before or after school, unsupervised
- Behavior not conducive to an effective/safe learning environment
- Inappropriate language, swearing, etc.
- Instigating, or being involved in inappropriate/disruptive behavior and/or activity, including “playful altercations,” in hallways, stairwells, classrooms, common spaces (auditorium, gym, cafeteria), entering/leaving school, on school property, or on a school bus
- Inappropriate displays of affection
- Inappropriate school attire
- Wearing hats, hoods, bandanas or other types of headwear (unless used for religious purposes)
- Skipped detention

Consequences for Type 1 Behaviors include, but are not limited to:

- Verbal warning
- Parental notification
- Conference
- Written apology
- Teacher lunch detention
- Office detention, or in-school suspension, including re-entry meeting with the student and parent(s)
- Confiscation (possibly until conclusion of school year)
- Restricted lunch privileges/cafeteria clean-up
- Social Probation
- Filing of a 51A (Department of Children and Families) or CRA (Juvenile District Court) NOTE: A first offense for a Type 1 Prohibited Action which is deemed by the principal or the principal’s designee to be severe or egregious may also result in a Type 2 consequence. A second offense for a Type 1 Prohibited Action may also result in a Type 2 consequence.

Type 2 Prohibited Actions include, but are not limited to:

- Threats, teasing, harassment, verbal abuse, bullying, retaliation or intimidating behavior of any kind. This includes verbal, visual symbols, cyberbullying, or any electronic communication.
- Dishonesty, lying, cheating/plagiarism
- Forgery of signatures, or dishonesty in notes or passes
- Throwing of any objects including, but not limited to, snowballs, water, or food
- Leaving any group, or exhibiting inappropriate behavior, while under the supervision of a faculty member or authorized chaperone on a field trip or other event
- Theft of any personal, private, or school property
- Disrespectful gestures, profanity, or injurious behavior directed at another person, including misbehavior towards/insubordination of any staff member, including substitute teachers
- Any action, including vandalism and graffiti, which results in injury or damage to property, whether intended or not (full restitution is required)
- Truancy or class cutting
- Fighting, in which a person makes physical contact with another person
- Bringing to school any animals or live organisms without prior permission from the main office
- Unauthorized use or entry of any school building or property (trespassing)
- Violation of the school internet policy

- Inappropriate behavior at any athletic or other event or rally (whether at home or at another site) including, but not limited to, profanity, taunting, threats, and fighting)

Consequences for Type 2 Behaviors include, but are not limited to:

- Parental notification
- Conference Written apology
- Office detention, or in-school suspension, including re-entry meeting with the student and parent(s)
- Confiscation (possibly until conclusion of school year)
- Restricted lunch privileges/cafeteria clean-up
- Exclusion from school-sponsored activities and field trips
- Notification sent to any extracurricular “coach or sponsor” – Possible loss of leadership role/playing time/participation
- Out-of-school suspension, including re-entry meeting with the student and parent(s) on the day that the student is scheduled to return to school Police notification
- Social Probation
- Filing of a 51A (Department of Social Services) and/or CRA (Juvenile Court)
- Police notification

NOTE: A Type 2 Prohibited Action that is determined by the principal or the principal’s designee to be severe and/or egregious may result in a Type 3 consequence. A second offense for a Type 2 Prohibited Action may also result in a Type 3 consequence.

Type 3 Prohibited Actions include, but are not limited to:

- Pulling a fire alarm
- Posing a threat to and/or jeopardizing the safety of the school community (threatening actions or letters)
- Possession, use, or providing of tobacco, alcohol, drug paraphernalia, drugs, and/or controlled substances, as defined by M.G.L. Chapter 94C and/or other statutes or regulations
- Possessing or displaying sexually explicit material
- Harassment/Bullying/Cyber Bullying/Retaliation (second and subsequent violations)
- Assault of any staff member or student on school premises or at a school sponsored or school related event or athletic game
- Possession of dangerous weapons including, but not limited to, a gun or a knife (this includes the use of any device that could be construed as a weapon, i.e., fake guns and knives etc.) or other implements or devices capable of, or used for, causing bodily injury.
- Possession or use of lighter, matches fireworks, smoke bombs, stink bombs, propellants, or any other explosive or flammable devices or materials

Consequences for Type 3 Behaviors include, but are not limited to:

- Parental notification
- Exclusion from school-sponsored activities and field trips
- Out-of-school suspension (short-term or long-term), including re-entry meeting with the student and parent(s) on the day that the student is scheduled to return to school
- Social Probation
- Police notification
- Notification sent to any extracurricular “coach or sponsor” – Loss of leadership role/playing time/participation
- Expulsion as permitted under M.G.L. c. 71, §§ 37H and/or 37H1/2
- Filing of a 51A (Department of Social Services) or CRA (Juvenile District Court)
- Felony Charge/ Felony Delinquency

Please see MPS SC policies relating to:

Student conduct – JIC

Student discipline – JKD

Student rights JI

Bus Behavior – EEAEC/JICC, EEAEC-R

DISCIPLINARY DUE PROCESS

In administering discipline, school staff and administrators will be careful to observe the right to due process under the law for each student.

1. DUE-PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, OR ASSAULT ON SCHOOL STAFF AND/OR FOR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H ½ also referred to as “statutory offenses.”)
 - Interim Short Term Disciplinary Removal: In limited situations where a student is charged with a violation of M.G.L. c. 71, § 37H or is subject to suspension in accordance with M.G.L. c. 71, § 37H1/2, and is determined by the principal to present an immediate threat to persons, property, or the orderly educational environment of the school, the student may be suspended from school by the principal on an interim short term basis of ten (10) school days or less pending a formal hearing to consider the student’s long-term suspension or expulsion. Prior to the imposition of any disciplinary sanction that might result in a student’s interim suspension from school for ten (10) consecutive school days or less pending a long-term suspension/expulsion hearing, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school on an interim, short-term basis pending a formal hearing to consider the student’s possible long-term suspension or expulsion, the student and the student’s parent(s)/guardian(s) will be notified by telephone and in writing. Such interim, short-term removals shall not be subject to appeal.
 - Disciplinary Sanctions and Appeals: Prior to the imposition of any disciplinary sanction that might result in the student’s suspension or expulsion from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff and/or due to a felony charge, for more than ten (10) consecutive school days or expulsion, the student and the parents/guardians will be given written notice in English and in the primary language of the student’s home of a principal’s hearing at which the student and parent/guardian have the right to be represented by an attorney (at private expense), to examine the evidence against the student, and to present witnesses and documentary evidence in the student’s defense. Following this hearing, a written decision will be issued. The student and the parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term suspension or expulsion from school to the superintendent. Where the student is suspended on a long-term basis or expelled 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 with the Superintendent. For exclusions imposed pursuant to M.G.L. c. 71, § 37H ½, the student shall have five (5) calendar days from the effective date of the exclusion to file a written appeal with the superintendent. Pending the outcome of any such appeal, the disciplinary sanction imposed by the principal shall remain in effect. M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H ½.

NOTE: All proceedings conducted in accordance with M.G.L. c. 71, §§ 37H and 37H ½ shall be conducted by the principal and may not be delegated to a designee. All appeals of suspensions or expulsions imposed by the principal in accordance with M.G.L. c. 71, §§ 37H and 37H ½ shall be conducted by the superintendent and may not be delegated to a designee.

2. DUE-PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (Non-Statutory Offenses - M.G.L. c. 71, § 37H ¾ and 603 CMR 53.00)
 - Applicable Definitions:
 - Parent:** A student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.
 - Principal:** The instructional administrative leader of a public school or his or her designee for purposes of school disciplinary matters.

School-wide Education Service Plan: The document developed by a principal, in accordance with M.G.L. c. 76, § 21, that includes a list of education services available to students who are expelled or suspended from school for more than ten consecutive days.

Superintendent: The chief executive officer of the District employed by the School Committee or his or her designee appointed for purposes of conducting a student appeal.

a. In-School Suspension

A principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. Prior to imposing an in-school suspension in accordance with 603 CMR 53.10, the principal shall inform the student of the disciplinary offense charged and the basis for the charge and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) school days cumulatively or consecutively in the school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally as soon as possible of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10 (4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal and the parent.

b. Out-of-School Suspension

(i) Notice and Principal's Hearing (603 CMR 53.08):

Prior to the imposition of a short-term out-of-school suspension or a long-term suspension under this section, the principal shall provide oral and written notice of the charges and potential disciplinary sanction and of the student's and parent's/guardian's right to participate in a hearing with the principal, to contest the charges against the student and to provide evidence, including mitigating facts, and witnesses in the student's defense.

The hearing may take place without the student's parent(s)/guardian(s) only if the principal has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent for emergency notification.

The purpose of the principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, to provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, to determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

In every case of student misconduct for which suspension may be imposed under this section, the principal will exercise discretion in deciding the consequence for the offense and, where appropriate, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include, but are not limited to, the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and/or positive interventions and supports.

The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense and in accordance with the requirements of 603 CMR 53.00.

(ii) Short-term Suspension Hearing

The principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and the parents/guardians shall have an opportunity to present information, including mitigating facts, that the principal or the principal's designee should consider in determining whether other remedies and consequences may be appropriate. The principal designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student. Students and parents do not have the right under applicable policies and regulations to be represented by legal counsel at a short-term suspension hearing.

Based on the available information, including mitigating circumstances, the principal shall determine whether there is a preponderance of evidence to support a determination that the student committed the disciplinary offense, and, if so, the remedy or consequence to be imposed.

In accordance with the requirements of M.G.L. c. 71, § 37H3/4, as amended through Chapter 177 of the Acts of 2022, the principal or principal's designee, when acting as the decision-maker at a disciplinary hearing to consider a student's possible short-term or long-term out-of-school suspension for violations of school rules other than offenses involving drugs, weapons, assaults on school staff, and/or felony offenses, shall, when deciding the consequences for the student, first consider ways to re-engage the student in the learning process. The principal or designee shall not suspend the student from school on a short-term or long-term basis under such circumstances until alternative remedies have been employed and their use and results documented unless specific reasons are documented as to why such alternative remedies would be unsuitable or counter-productive, or unless the student's continued presence in school would, in the opinion of the principal or designee, pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm (physical and/or psychological) upon another person while in school. M.G.L. c. 71, § 37H3/4(b). Alternative remedies for purposes of these requirements may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving.

The principal shall provide written notice to the student and parent/guardian of the principal's findings and determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other schoolwork as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice of hearing.

(iii) Long-term Suspension Hearing

In addition to the rights afforded a student in a short-term suspension hearing, the student and parent/guardian shall also have the opportunity to review the student's record and the documents upon which the school may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice (at the student's/parent's/guardian's expense); the right to produce witnesses on the student's behalf and to present the student's explanation of the alleged incident (although the student may not be compelled to do so); the right to cross-examine witnesses presented by the school; and the right to request that the hearing be recorded and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the parent/guardian shall, in addition to the student, have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Based on the preponderance of evidence presented at the hearing, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, the remedy or consequence to be imposed. The principal shall send the written determination in English and the primary language spoken in the student's home to the student and parent/guardian by, certified first-class mail and by email to an address provided by the parent for school communications, or by any other method of delivery agreed to by the principal and the parent/guardian.

If the student is suspended for more than ten (10) school days for a single infraction or for more than ten (10) school days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the superintendent and the process for appealing. Except as provided for under M.G.L. c. 71, §§ 37H and/or 37H1/2, no student may be suspended for more than ninety (90) school days for one or more violations of school rules (“non-statutory offenses”) within a school year.

c. Emergency Removal (603 CMR 53.07)

The principal may remove a student from school temporarily when a student is charged with a violation of school rules in accordance with M.G.L. c. 71, § 37H3/4 and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption presented. The principal shall immediately notify the superintendent in writing of the emergency removal and the reason for it, and describe the danger or disruption presented by the student. The emergency removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal and the reason(s) therefor. The principal or designee shall provide written notice to the student and parent/guardian and provide the student an opportunity for a disciplinary hearing with the principal, and the parent/guardian an opportunity to attend the hearing, to be conducted before the expiration of the two (2) school days following the Student's emergency removal, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent/guardian.

The principal shall render a decision orally on the same day as the disciplinary hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08.

In the event of an emergency removal from school, the principal will not release the student until adequate provisions have been made for the student's safety and transportation.

d. Appeals (M.G.L. c. 71, § 37H3/4)

Students do not have the right to appeal an in-school or short-term out-of-school suspension imposed pursuant to M.G.L. c. 71, § 37H3/4. Students and parents/guardians do, however, have the right to appeal a long-term suspension imposed by the principal to the superintendent. The student and/or the parent/guardian shall have five (5) calendar days following the effective date of the suspension to submit a written request for an appeal to the superintendent but may be granted an extension of time of up to seven (7) calendar days upon written request. If the appeal is not timely filed, the superintendent may deny the appeal.

The superintendent will hold a hearing with the student and the parent(s)/guardian(s) within three (3) school days of the student's request for an appeal. The time may be extended by up to seven (7) calendar days if requested by the parent(s)/guardian(s). The superintendent's hearing may proceed without the parent(s)/guardian(s) only if a good faith effort was made to include parent(s)/ guardian(s). The superintendent shall be presumed to have made a good faith effort if the superintendent has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing in both English and in the primary language of the student's home.

At the appeal hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, the appropriate consequence therefore. The student shall have all of the rights afforded to students at the Principal's hearing for long-term suspension. The superintendent will issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal but may not impose a suspension greater than that imposed by the principal's decision. The Superintendent's appeal decision shall constitute the final decision of the Marblehead Public Schools.

In considering said the student's appeal and the sanctions for the violation(s) of school rules found to have occurred, the superintendent/designee shall not impose/uphold a suspension from school as a consequence until alternative remedies* have been tried, except:

- (1) where the Superintendent or designee documents specific reasons why alternative remedies are unsuitable or counterproductive; or

(2) where the Superintendent or designee determines that the student's continued presence in school would pose a specific, documented concern about the infliction of serious bodily injury or other serious harm to another person while in school.

*Alternative remedies may include, but are not limited to, the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem solving.

e. Opportunity For Academic Progress During Suspension/Expulsion

Principals shall ensure that students who are suspended from school for ten (10) or fewer consecutive school days, whether in or out of school, are provided with the opportunity to make continued academic progress during the period of suspension, to make up assignments, homework, quizzes, exams, papers and projects missed while suspended, and to earn credits toward the student's graduation.

Principals shall develop a school-wide Education Services Plan detailing the alternative educational services available to all students who are expelled or suspended from school for more than ten (10) consecutive school days, whether in or out of school, to ensure the student's continued academic progress and earning of credits toward the student's graduation. Upon the selection of an alternative educational service identified in the school's Education Services Plan by the student and the student's parent/guardian, the school shall facilitate and verify the student's enrollment in the selected alternative education service. M.G.L. c. 76, § 21

Discipline and Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act of 1973, are, generally, also entitled to increased procedural protections upon the imposition of a discipline sanction that will result in the student's removal for more than ten (10) consecutive school days or which will result in a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- (1) Students with disabilities may be excluded from their programs for ten (10) school days or less to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement," building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and the conduct for which the student is subject to discipline. (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.
- (2) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to eligible students with disabilities. The student's Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the misconduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that incident of misconduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or Section 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or until the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's

Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

- (4) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may, with or without parent/guardian consent, place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Note: If a request is made for an evaluation of a student's eligibility for special education services under the Individuals with Disabilities Education Act during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner. Until the evaluation is completed, the student will remain in the educational placement determined by school authorities, which may include suspension or expulsion from school. If the suspension imposed terminates prior to the completion of said expedited evaluation, the student shall be allowed to return to school immediately upon the conclusion of the disciplinary exclusion.

Investigative Procedure

When the school receives a report or information of inappropriate conduct or potential violations of school rules by a student, the principal or other designated staff member may conduct an investigation. During the course of the investigation, school personnel may talk to witnesses, may search students or students' lockers, internet sites, cell phones or possessions and take other appropriate investigative steps. The removal of any student from class for such purposes in excess of ½ of the standard school day shall constitute an in-school suspension.

Student Searches

A student's person, personal possessions, desk, internet sites, and student locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items materials. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to disciplinary action and criminal prosecution.

Lockers

Each student will be assigned a locker for storage of school materials and outer garments. Students must not bring valuables or large sums of money to school. As much as we work to safeguard private property, **the school is not responsible for lost or stolen items.**

Lockers are school property and the school reserves the right to search lockers at any time. Students have no expectation of privacy in the contents of their lockers.

Appeals of Disciplinary Actions not Resulting in Suspension or Expulsion

A student is entitled to appeal disciplinary action by a staff member. Appeals of disciplinary actions resulting in suspension or expulsion from school shall be appealed in accordance with the "Disciplinary Procedures" set forth above. If a student wishes to appeal disciplinary action that does not result in suspension in or out of school or, the matter must first be discussed with the person who took the disciplinary action. If it cannot be settled at that level, it may be appealed next to the principal. In cases where the principal makes the original decision, the principal's decision may be appealed to the superintendent.

Non-Discrimination Notice

The Marblehead Public Schools provides equal education and employment opportunity without regard to race, color, national origin, veteran status, religion, sex, disability, gender identity or sexual orientation. The Marblehead Public Schools complies with all applicable State and Federal Laws, including but not limited to: Title VI, Title VII, Title IX,

the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c. 151B, c. 151C, c. 76, §5, and c.71B.

The Marblehead Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, gender identity, sexual orientation, pregnancy, or veteran status in employment, in the administration of, operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

Inquiries by students, employees, and/or prospective employees regarding disabilities and Section 504 of the Rehabilitation Act or the Americans with Disabilities Act may be directed to the appropriate coordinators at each school building or to the District's Section 504/ADA Coordinator.

The Marblehead Public Schools has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this non-discrimination policy. For compliance issues regarding employment activities, employees should contact: Human Resources Director, 781-639-3140 at 9 Widger Road, Marblehead, Massachusetts 01945 for compliance issues regarding employment. For compliance issues regarding educational activities, contact: Dr. Paula Donnelly, Director of Student Services, 781-639-3140, 9 Widger Road, Marblehead, Massachusetts 01945. Individuals who believe they have been discriminated against in any of the District's educational or employment activities can file a written grievance with the appropriate officer. All grievances will be responded to in accordance with applicable District grievance procedures.

The Marblehead Public Schools is an equal opportunity/affirmative action employer. LisaMarie Ippolito is the District's Section 504/ADA and Title IX Coordinator and can be reached at (781) 639-3140. The District's general Harassment Officer, LisaMarie Ippolito may be contacted at 781-639-3140.

SECURITY CAMERAS

Please be aware that security cameras are in use throughout the Brown, Glover, and Village Schools to help ensure student and staff safety.

Appendix A

Bullying, Harassment, Sexual Harassment, and Hazing

BULLYING IN SCHOOLS

MPS SC Policy: JICFB

The Marblehead Public Schools is committed to creating a working and learning environment free of bullying, along with an environment that fosters student's social and emotional health and wellbeing. Bullying and harassment are major distractions from learning. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bullying of any type has no place in a school setting.

Definitions:

"Bullying" is the repeated use by one or more students or a school staff member 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/herself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

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

Where the term "bullying" is used in this document, it is intended to encompass both "bullying" and "cyber-bullying" as defined above.

Policy:

Bullying 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.

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

The school district shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence based.

The school district shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community

representatives, local law enforcement agencies, students, parents and guardians. The consultation shall include, but not be limited to, notice and a public comment period. The plan shall be updated at least biennially.

The plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

The plan shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify, and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents, (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim, and witness to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The school district shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.

The school district shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in employee handbooks. The plan shall be posted on the district's website.

Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his/her school. A member of a school staff, including, but not limited to, an educator, administrator, school nurse, secretary, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or

guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school district, the school district or school first informed of the bullying or retaliation shall, consistent with the state and federal law, promptly notify the appropriate administrator of the other school district or school so that both take age-appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in the local school district, the school district informed of the bullying or retaliation shall contact law enforcement.

REFERENCES:

Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.:

603 CMR 26.00
MGL 71:370
MGL 265:43, 43A
MGL 268:13B
MGL 269:14A

CROSS REFS.:

AC, Nondiscrimination
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

REPORTING BULLYING

(Excerpts from the Marblehead Public Schools' Bullying Prevention and Intervention Plan)

Reporting by Staff: A staff member will report immediately (without unnecessary delay) to the principal when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Reporting by Students, Parents or Guardians, and Others: Marblehead Public Schools expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal of the school. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Responding to Reports of Bullying or Retaliation

1. **Assessing Safety:** Before fully investigating the allegations of bullying or retaliation, the principal or designee will assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. There may be circumstances in which the principal or designee, at their discretion and in accordance with applicable law, contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary. The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. The confidentiality of students and witnesses reporting alleged acts of bullying and/or

retaliation will be maintained to the extent possible given the school's obligation to investigate the matter. All relevant district policy will be adhered to.

2. **Obligations to Notify Others:**

- a. **Notice to Parents/Guardians:** Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and of the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. **Notice to Another School or District:** If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify, by telephone, the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- c. **Notice to Law Enforcement:** At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

3. Investigation: The principal or designee will promptly investigate all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action. Interviews may be conducted by the principal or designee, or other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation, using the MPS Marblehead Public Schools Intervention Incident Reporting Form to summarize the incident(s), steps taken and result(s) of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation as necessary.

5. Determinations: The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary. Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development. The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the

target must be aware of in order to report violations. The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

6. Responses to Bullying: Marblehead Public Schools has incorporated a range of individualized strategies and interventions that may be used in response to remediate a student's skills and or to prevent further incidents of bullying and/or retaliation.

HARASSMENT, STUDENT TO STUDENT

Harassment of students by other students will not be tolerated in the Marblehead Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, gender identity, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

The District will promptly and reasonably investigate allegations of discriminatory harassment. The principal of each building will be responsible for handling or delegating all complaints by students alleging harassment. Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion. See MPS SC policy JBA.

HAZING, PROHIBITION OF

Policy JICFA

From the Marblehead Public Schools Policy Manual

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days. Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school. Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

Legal Reference.: M.G.L. c. 269, §§17, 18, and 19

CROSS REF: JIC, Student Conduct

Hazing

M.G.L. c..269, § 17

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of

initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

M.G.L. c.269, § 18

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.

M.G.L. c. 269, § 19

Each secondary school 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 Chapter 269 of the General Laws. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received said copy.

Legal Reference: M.G.L. c. 269

Appendix B

Selected Laws Related to Student Conduct and Discipline

M.G.L. c.269, §10 – Possession of Weapons

It is illegal to have a weapon in school or on school property. Students who are in possession of a weapon risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, laser pointers or any other objects, which in the opinion of the administration may cause harm to you or others.

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

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.”

Students who are in possession of a weapon or a look alike risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, or any other objects, which in the opinion of the administration may cause harm to you or others.

M.G.L. c.71, § 37L -Notification to school personnel of reporting requirements for child abuse and neglect and fires; reports of students possessing or using dangerous weapons on school premises; transferred students' school records

The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

M.G.L. c. 71, § 37H - Policies relative to conduct of teachers or students; student handbooks

Massachusetts General Law ch.71, §37H mandates that all student handbooks contain the following provisions relative to student behavior and conduct.

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

(b) Any student who assaults a principal, an assistant principal, a teacher, teacher's aide or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the school by the principal.

(c) Any student who is charged with a violation of either paragraph (A or B above) shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation [at their own expense], along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

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

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine-readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall

recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

M.G.L. c. 71, § 37H1/2 - Felony complaint or conviction of student; suspension; expulsion; right to appeal

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

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

M.G.L. c. 71, § 37H3/4: Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H1/2

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H.5.

(b) Any principal, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

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

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

M.G.L. c. 76, § 18: Notice to parent or guardian and meeting with school committee prerequisite to student permanently leaving school; annual report; application of section

No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days. The superintendent, or a designee, may proceed with any such interview without a parent or guardian if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

The superintendent or a designee shall convene a team of school personnel, such as the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview with the student and the parent or guardian of the student. During the exit interview, the student shall be given information about the detrimental

effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

The department of elementary and secondary education shall: (i) publish a model protocol for conducting exit interviews with students; and (ii) compile and maintain a list of research and information relative to the consequences of dropping out, the benefits of earning a high school diploma and a list of alternative education resources and programs available to the student, in addition to those that the district may provide, that schools shall present at the exit interview.

The superintendent of every city, town or regional school district shall annually report to the department of education the number of students sixteen years of age or older who have permanently left school, the reasons for such leaving and any alternative educational or other placement which each such student has taken.

The provisions of this section shall not apply to a student who has completed the regular course of education or apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

Appendix C

Acceptable Usage Policy and Student Email Policy

File: IJNDB

Marblehead Public Schools Student Acceptable Usage Policy

Responsibility

Access to Marblehead Public Schools' ("MPS") network systems, email, Internet, intranet, student records, and other computer or technological resources (collectively, the "MPS Network Systems") is provided for educational and MPS administrative use exclusively. This Acceptable Usage Policy ("AUP") governs all use of network systems by students and includes Internet and network access: social networks, blogs and wikis, live and text-based chatting, newsgroups, and other Internet utilities. This includes the use of personal equipment and accounts on all MPS networks.

Students must comply with the following rules:

- Identify themselves accurately in all communications using the MPS Network Systems
- Use MPS Network Systems only for their specified educational purpose
- Post/send only appropriate information in light of the educational purpose of the MPS Network Systems
- Access only their own account and keep their passwords private from any other users
- Refuse permission to others to use the student's account
- Only alter their own work
- Remove their old files when they are no longer needed
- Adhere to all other MPS codes of conduct when using the MPS Network Systems

Students are prohibited from the following activities:

- Engaging in harassment, libel, slander, or bullying of any kind
- Using the MPS Network Systems for commercial or political purposes
- Using another person's account
- Using the MPS Network Systems to advocate or facilitate the illegal use of drugs or alcohol
- Using the MPS Network Systems to access or transmit/post material which is profane, obscene, fraudulent, offensive, discriminatory, threatening, demeaning, intimidating, sexually explicit or pornographic
- Using the MPS Network Systems for illegal activities including, but not limited to, copyright violations (such as copying music, videos or software)
- Giving out another individual's personal or private information, including but not limited to that person's address or phone number or educational information
- Recording or posting audio, video or any material of or created by another student or faculty member without that individual's permission
- Engaging in spamming (sending massive, inappropriate and unsolicited information) or flooding (transferring data without intent of meaningful communication)
- Using equipment without permission
- Altering the configuration of school technology (changing system settings) or engaging in any misuse, disruption, or degradation of the MPS Network Systems, including intentional physical misuse or damage to equipment, materials, data or programs
- Downloading or installing software of any kind
- Illegally copying software
- Bypassing system security or filters
- Engaging in any other conduct while using the MPS Network Systems that is deemed by the Building Principal or the Superintendent to be detrimental to MPS or any school learning environment

Sanctions

Network access is a privilege, not a right. Violations of this policy may result in the following at the discretion of MPS:

- Loss of access privileges
- Disciplinary action at the building level, in accordance with the discipline code in the student handbooks.
- Referral to appropriate law enforcement agencies

Privacy

Users do not have any expectation of privacy or confidentiality in the content of electronic communications or of other files sent, received and/or stored within the MPS Network Systems. The use of a password is solely to protect the user's information from access by fellow users, but creates no expectation of privacy with regard to access to that information by authorized MPS employees. MPS also reserves the right to examine all data sent, received and/or stored within the MPS Network Systems, whether such records, communications, folders, and information are password-protected or not. All communications including text and images may be disclosed to law enforcement or other appropriate third parties without the prior consent or knowledge of the sender or receiver.

File: IJNDB-R

Student Email and Internet Posting Guidelines

Student use of email and posting material on the Internet must follow these guidelines. Adherence to the Acceptable Use Policy for Students is the basis for use of email and posting on the Internet and it must be complied with at all times. The Acceptable Use Policy for Students may be found in the Student Handbook.

Grades 9-12

- May be provided email account by the District
- Students may post their own work on the Internet including their full name and picture provided that their parent or guardian has given permission* by signing the Internet Publishing Permission and Release Form for Students. Students are responsible for knowing what their parent permission is and to abide by that permission.

Grades 6-8

- May be provided email account by the District
- With permission and guidance from a faculty member, students may post their own work on the Internet, including their full name and picture provided that their parent or guardian has given permission by signing the Internet Publishing Permission and Release Form for Students.

Grades K-5

- Students may not use any individual email account. Messages may be sent through teacher-monitored accounts.
- As part of a teacher-directed project, students may post their own work on the Internet, including their first name and last initial and picture, provided that their parent or guardian has given permission by signing the Internet Publishing Permission and Release Form for Students. These postings must be reviewed by the classroom teacher prior to actual posting.

* Students who have reached the age of majority (18) do not need parental permission.

Concussions

ATHLETIC CONCUSSION POLICY

Purpose

This policy provides guidance and standardized procedure for the prevention, training, management and return to activity decisions regarding students who incur head injuries or concussion as defined by M.G.L. 111:222; 105 CMR 201.000 while involved in extracurricular athletic activities (1), in order to protect their health and safety as required by Massachusetts law and regulation. The requirements of the policy apply to all Marblehead Public School students, however configured, grades 4-12 who participate in any school sponsored extracurricular athletic activity. In order to further protect all Marblehead Public School students, it shall be required that any student K-12 who suffers a head injury or concussion, whether such injury occurs in or out of school, be medically cleared to return to school as well as participate in school athletic activities. Responsible staff will follow the guidelines for graduated return to academics and activities tailored appropriately to the student's age and condition.

Scope of Responsibility

The Superintendent shall, through the Athletic Director, Principals, and Lead Nurse maintain complete and accurate records of the district's compliance of the Concussion Law, and shall maintain the following records for three years at a minimum, or until the student graduates unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms or school-based equivalents and receipt of materials;
3. DPH Report of Head Injury Forms or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents;
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

The following persons: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; activity coordinators; employees or volunteers; and students who participate in any extracurricular athletic activity and their parents are responsible to comply and follow through with all aspects of this policy including: annual training, record keeping, communication, reporting, assessment, evaluation, treatment, and referral. Guidance counselors and teachers may be involved in facilitating academic accommodations with a student who suffers a concussion.

(1) Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, fencing, field hockey, football, flag football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, sailing, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, dance, cheerleading and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Definition

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. Most frequently concussions are not diagnosed by loss of consciousness.

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion,

therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. An MRI or CT scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Review

This policy and attached protocol and procedure (JJIF-R) shall be reviewed annually by the Marblehead Public Schools' Athletic Department Personnel and The Marblehead Public Schools' Health Services School Nurses. Any recommendation for revision shall be submitted to the Superintendent. All School Committee approved policy changes will be provided to appropriate staff in writing.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its' policies.

An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

Legal References: M.G.L. c. 111, §:222; 105 CMR 201.000

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3/15/2012 SC 3rd reading

3/1/2012

2/16/2012

APPENDIX E

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

(approved by Marblehead School Committee on August 21, 2025)

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians certain rights regarding the District's conducting of surveys, collection, and the use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, selfincriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; and/or income, other than as required by law to determine program eligibility.
- Notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

The above rights transfer from the parents to a student who is eighteen (18) years old or an emancipated minor under State law.

Marblehead Public Schools utilizes the student/family handbook to obtain consent from parents/guardians at the start of each school year in accordance with Marblehead School Committee policy ILD and outlines any substantive changes that may have been made to that policy. The Marblehead School Committee policy ILD outlines parent/guardian rights regarding student submission to educational surveys and research.

Marblehead Public Schools utilizes a variety of surveys and activities to gather feedback and information from students.

The District will directly notify parents/guardians via email when students are scheduled to participate in specific activities or surveys that concern any of the following:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardian; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

Parents/guardians will be provided reasonable notification of the planned activities and surveys listed above, and will be provided an opportunity to opt their child out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent, specific activities and surveys covered under this requirement, which include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by Department of Education, and any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under PPRA have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Marblehead Veterans Middle School



Family Handbook

2026 - 2027

MVMS MISSION STATEMENT

The mission of Marblehead Veterans Middle School (MVMS) is to set high standards for scholastic excellence and to empower students to be self-motivated life-long learners. We strive to ensure that all students will develop a mastery of skills, the capacity for critical thinking and the adaptability to be successful in a changing world. We seek to create an environment that teaches respect for the community and responsibility for one's decisions, fosters recognition of self, and promotes an appreciation of people's differences.

MVMS CORE VALUES

Marblehead Veterans Middle School is an academic community
where respect, collaboration and excellence interconnect

This handbook references
Marblehead Public Schools District policies, which were
reviewed and voted upon by the Marblehead School Committee.
Please see MPS SC Policy CHCA

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MARBLEHEAD VETERANS MIDDLE SCHOOL

Duncan Sleigh Square
217 Pleasant Street
Marblehead, Massachusetts 01945
781-639-3120 Fax: 781-639-3130

To the Student:

Welcome to Marblehead Veterans Middle School (MVMS)! This handbook is intended as a roadmap to success here at MVMS, and it includes the information necessary for you to become an active member of our school.

As you transition into middle school, your success will depend upon the degree of your academic and social involvement. We encourage you to be an active learner as well as an active member of the school community. The entire staff at MVMS is dedicated to assist you in any and every way that is necessary to ensure your two years here are productive, exciting, and prepare you for high school. It is our goal to provide you with the necessary knowledge and skills that will allow you to be successful in all future academic pursuits. It is our hope that you will invest in your education and development by being responsible school citizens, treating people with dignity and respect, and taking great pride in your school.

Entering a new school can be worrisome. To help ease that transition, we encourage you to get involved in one of the clubs, activities, or sports that are listed at the back of this handbook. These are great opportunities to make new friends.

To the Parents/Guardians:

A successful school experience is truly a collaborative effort. It is our responsibility to provide the best possible educational experience we can for the students of MVMS. As partners, we must have parents and guardians work together with us to support and encourage our students. Strong and effective communication is an essential element of all great schools, and we work diligently to foster open communication between the school and home. To keep on top of your student's work and grades, we encourage everyone to develop a system at home to review grades in the Aspen portal once a week.

Sincerely,
Matthew LeVangie
Principal

Marblehead Public Schools 2026-2027 School Calendar

August/September 2026 (20)				
M	T	W	Th	F
24	25	26	27	28
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2026 (21)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2026 (17)				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2026 (17)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2027 (19)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August	26	New Teacher Orientation
	27	Teacher Professional Development (PD)
	28	Teacher PD
	31	First Day of School Grades PreK – 12
September*	4	No School
	7	No School - Labor Day
	21	No School - Yom Kippur
October	12	No School - Indigenous Peoples' Day
November	3	No School - Conferences gr. PreK-8 Teacher PD gr. 9-12
	10	Evening Conferences gr. PreK-8
	11	No School - Veterans Day
	25	Early Release gr. PreK-12
	26-27	No School - Thanksgiving Break
December	23	Early Release gr. PreK-12
	24-31	No School - December Break
January	1	No School - Dec./Jan. Break
	4	Students return to school
	18	No School - Dr. Martin Luther King, Jr. Day
February	15-19	No School - February Break
March	19	No School - Teacher PD
	26	Early Release gr. PreK-12 Good Friday
April	19-23	No School - Spring Break
May	31	No School - Memorial Day
June	16	Last Day for Students and Staff Early Release for Students

February 2027 (15)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2027 (22)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2027 (17)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2027 (20)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2027 (12)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

No School for Students - Teacher Professional Development (PD) or Conferences	No School for Students and Teachers/School Year Staff - holiday or vacation break
First Day of School for all students	Early Release Days
Last Day of School for students - 180 days	185* day of school for students, if needed for cancellations
*Open House Dates: MVMS 9/10, Village School 9/16, MHS 9/23, and Brown School and Glover School 9/24	
Marblehead School Committee Meeting Dates: 9/3, 9/17, 10/1, 10/15, 11/5, 11/19, 12/4, 12/17, 1/7, 1/21, 2/4, 2/25, 3/4, 3/18, 4/1, 4/15, 5/6, 5/20, 6/3, 6/17. All meetings are scheduled to start at 6:00pm.	

School
Committee
Approved
May 2026

ABOUT MVMS & Marblehead Public Schools

MVMS at a Glance

School Administration	Matthew LeVangie, Principal Catherine Koch, Assistant Principal Megan Aponte, Special Education Chairperson
School Contact Information	217 Pleasant Street, Marblehead, Massachusetts 01945 Phone: (781) 639-3120 Fax: (781) 639-3130
School Day	The academic school day runs from 8:00 a.m. - 2:30 p.m.
Report An Absence	Call before 7:55 a.m. to report a student as absent or late. 781-639-3120 ext.: 30002
Cancellation/Delayed Opening	Telephone call and/or email by 6:30 a.m. Radio: WBZ Boston - 1030; Television channels 4, 5 and 7.
Web Address	https://mvms.marbleheadschoools.org/

Visitors

For safety and security reasons, all visitors must check in at the main office. All visitors must wear a visitor badge at all times during their visit. All visitors will be **required to have a state-issued ID** in order to be scanned in and given a visitor pass to fully access the building and/or classrooms. Three visitor spots are located near the main entrance next to the island and additional parking is adjacent to the tennis courts. Please park in approved locations and do not leave vehicles running. The visitors' parking area is not to be used for drop-off and pick-up of students.

Idling of Motor Vehicles on School Grounds

With limited exceptions, Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. M.G.L. c. 90, § 16B. *See also MPS SC policy EEAJ*

Where to go if you have questions

Occasionally, students and parents/guardians are not sure who should be contacted at the Marblehead Veterans Middle School in case of questions or concerns. A list of your student's teachers can be found in Aspen.

Classroom Issues	Contact the teacher first using the teacher's email or voicemail extension. If you have additional concerns, contact your student's guidance counselor. If you still have questions, contact the Assistant Principal or Principal.
Scheduling Issues	Contact the guidance counselor first using their email or voicemail extension listed in our web directory. If you have additional concerns, contact the Principal.
Curriculum Issues	Contact the Teacher. If you have additional concerns, contact the Assistant Principal or Principal.
Special Education Issues	Contact the appropriate teacher(s) first. If you have additional concerns, contact our Special Education Chairperson. If you still have questions, you can contact the Principal or the Assistant Superintendent of Student Services.
Behavioral Issues	Contact the teacher or school counselor first. If you are still concerned, contact the Assistant Principal.
Family Issues	Contact your student's school counselor for social, emotional, personal, or family issues.

Marblehead School Committee

The Marblehead School Committee generally meets on the first and third Thursday of each month during the school year. The Committee sets policy for the school district, works with the Superintendent to develop, implement, and monitor a Strategic Plan, and develops a budget to present to Town Meeting in May. Meetings are held at 6:00 p.m. in the Marblehead High School Library unless otherwise noted. Agendas are available on the Monday prior to the meeting at the Administration Building, which is located at the Mary Alley Municipal Building at 9 Widger Road. The public is welcome and encouraged to attend and to participate during the public comment period.

Marblehead Public Schools Central Administrators/Directors

Superintendent of Schools	781-639-3140 ext. 10114
Assistant Superintendent Teaching and Learning	781-639-3140 ext. 10117
Assistant Superintendent for Finance and Operations	781-639-3140 ext. 10108
Assistant Superintendent of Student Services	781-639-3140 ext. 10105
Director of Educational Technology	781-639-3140 ext. 10107
Food Service Director	781-639-3120 ext. 30136
Facilities Director	781-639-3140 ext. 10103
Athletic Director	781-639-3100 ext. 26105

METCO - Metropolitan Council for Educational Opportunities

The Marblehead Public Schools has been a voluntary participant in the METCO program for over 40 years. The METCO staff includes a director, tutors, bus monitors, and a clerical aide. This program is completely funded through a State Department of Elementary and Secondary Education grant. The Marblehead METCO Parent Advisory Council acts as a support group for parents/guardians of METCO students. The METCO PAC meets in Boston once each month. Host families are a critical component of this program. If you are interested in hosting a METCO student, contact the program director at 781-639-3100.

Marblehead Special Education PAC (SEPAC)

The Marblehead Special Education PAC (SEPAC) is an advisory council organization run by parents/guardians of students with special needs. The SEPAC's purpose is to develop better understanding and communication among parents/guardians, teachers, and administrators. Membership includes parents/guardians, teachers, and the special education administration. Please refer to the school calendar for days and dates. For more information, go to <https://www.mhdsepac.com/>

English Learner Parent Advisory Council (ELPAC)

The Marblehead English Learner Parent Advisory Council meets regularly to help create a partnership between schools and families of students who are English Learners. All parents and guardians of current or former English Learners are invited to attend the meetings, and information is sent via email prior to each meeting.

Teaming and Daily Schedules

Marblehead Veterans Middle School, in response to data-based research on middle schools, assigns students to teams that create communities for learning. In the 7th and 8th grades, students are assigned to one of the two teams per grade; either Red Team or Black Team. The goal of teaming students in middle school is two-fold. Our first goal is to create a smaller community of students. The second goal is to allow teachers common planning time to discuss students, their achievements, and to identify those needing additional assistance.

The School Day

The academic school day runs from 8:00am - 2:30pm. Please note: Students are not allowed in the academic areas of the building prior to 7:50 a.m. unless they have an appointment to see a faculty member or are in the library. Breakfast is served in the cafeteria at 7:30 am each day. Students who stay after school for activities or extra help must be with a faculty member at all times. As all after-school activities and sports do not begin until 3:00 p.m., students are expected to be with a faculty member or studying and doing homework in the library until 3:00 p.m.

Course Offerings

On-Team Subjects	World Language Classes	Unified Arts Rotation	Physical Education/Health	Performing Arts Classes	Classes Providing Assistance
<ul style="list-style-type: none"> ● English ● Math ● Science ● Social Studies 	<ul style="list-style-type: none"> ● French ● Spanish 	<ul style="list-style-type: none"> ● Art ● Music ● Technology ● Science/Engineering <p>Students rotate through these classes every quarter</p>	<ul style="list-style-type: none"> ● Physical Education ● Health <p>Students rotate through these classes every quarter</p>	<ul style="list-style-type: none"> ● Band ● Chorus ● Orchestra <p>These classes meet three times a week around lunch Students not taking a performing arts class will be assigned to a "WIN" class</p>	<ul style="list-style-type: none"> ● Curriculum Support (CS) ● Academic Support (AS) <p>CS is a special education class, and placement is determined by the team. AS is a regular education class, and placement is a family decision</p>

Advisory Program

"Every student needs at least one thoughtful adult who has the time and takes the trouble to talk with the student about academic matters, personal problems, and the importance of performing well in middle grade school." -Carnegie Council on Adolescent Development

Each student is assigned an advisor with whom he or she will meet two times per week on Wednesdays and Thursdays. Topics discussed by all grades during advisor meetings include social-emotional learning, goal setting, self-esteem, study skills, decision-making, peer relationships, stamping out social cruelty, leadership opportunities, and community service projects.

Daily Bell Schedule

Our schedule is unique to Marblehead Veterans Middle School and has been recognized as a model by Carnegie Corporation’s *Turning Points: Educating Adolescents in the 21st Century*. The schedule below demonstrates our 6-period day; including lunch and advisory/performing arts (band, orchestra, and chorus).

<u>PERIOD</u>	<u>DAY 1</u> Drop I Block	<u>DAY 2</u> Drop H Block	<u>DAY 3</u> Drop G Block	<u>DAY 4</u> Drop D Block	<u>DAY 5</u> Drop C Block	<u>DAY 6</u> Drop B Block	<u>DAY 7</u> Drop A Block
8:00 – 8:54	A	I	H	G	D	C	B
8:56 – 9:48	B	A	I	H	G	D	C
9:50 – 10:42	C	B	A	I	H	G	D
10:44 – 11:36	D	C	B	A	I	H	G
11:38 – 12:08	<p>E</p> <p>7th Grade – Performing Arts/WIN (Monday, Tuesday, & Friday) Advisory (Wednesday & Thursday)</p> <p>8th Grade Lunch</p>						
12:10 – 12:40	<p>F</p> <p>8th Grade – Performing Arts/WIN (Monday, Tuesday, & Friday) Advisory (Wednesday & Thursday)</p> <p>7th Grade Lunch</p>						
12:42 – 1:34	G	D	C	B	A	I	H
1:36 – 2:30	H	G	D	C	B	A	I

ACADEMICS

Classroom Expectations

Teachers will give each student a written summary of academic and behavioral expectations at the beginning of each course and describe the relative weights to be assigned to different types of work and tests in determining the grade and the policy for make-up work.

Homework Guidelines

At MVMS students will typically have 25 minutes of nightly homework in English, Math, Science, Social Studies, and World Languages. While other subject areas within a student's schedule might not assign nightly work, homework assignments from those classes may sometimes be assigned to complete projects, prepare for assessments, or support in-class learning.

Assignment Notebooks

Students are required to record all homework assignments in the assignment notebook provided by the school. Along with other forms of communication, parents/guardians are encouraged to review this notebook with their student.

Report Cards and Grading Scale

Quarterly report cards are available via the grading portal - [Aspen](#).

Letter Grade	Grade Equivalency
A+	100 – 97
A	96 – 94
A-	93 – 90
B+	89 – 87
B	86 – 84
B-	83 – 80
C+	79 – 77
C	76 – 74
C-	73 – 70
D+	69 – 67
D	66 – 64
D-	63 – 60
F	59 and Below

A student may also receive an "I" for incomplete work, or a "P" for passing work, if individual and/or extenuating circumstances arise.

I - Incomplete work must be made up within ten (10) school days after the report card is issued and is the responsibility of the student. Otherwise, the course grade will revert to an "F."

Make-up Work Due to Student Absence

Students who are absent are responsible for meeting with their teachers on the day they return to school to create a plan for any work they missed. If a student has been absent for multiple days, they are also encouraged to seek assistance from their guidance counselor. Students will have the same amount of days as their absence to make-up assignments after their return to school. For example, if a student is absent on Tuesday and returns to school on Wednesday, make-up work is due on Thursday. Parents/guardians may request teacher-prepared homework for students on the second day of absence if they know their student will be absent three or more days.

Academic Recognition

High Honors: Students earning at least all A's and one B each quarter

Honors: Students earning all A's and B's each quarter

Requirements for Promotion

Students are expected to successfully complete 75% of their major courses and four (4) of the following areas: art, music, wellness/family and consumer sciences, technology education, media literacy, and physical education. Failure to do so will require the student to attend summer school, or, in some cases, be retained. Passing a yearlong course requires earning a minimum grade of "D" each quarter or its equivalent of four points during the year (A = 4 points, B = 3 points, C = 2 points, D = 1 point). Promotion may also occur at the discretion of the principal, in consultation with the teacher(s) and parents/guardians. The principal shall, however, exercise final decision-making authority with regard to a student's promotion or retention.

Academic Integrity Expectations

Within Marblehead Public Schools, a student should be able to say, "The work presented is my own unless otherwise indicated."

Plagiarism is the act of taking and using another's published or unpublished work or ideas and passing them off as one's own. This definition includes, but is not limited to: written work, drawings, artwork, projects, and all other types of uncited work that are not one's own. Each student is responsible for identifying and citing the sources of words, ideas, and facts presented in a paper or similar project and for following the rules of citation. The mechanics for citing sources will vary from course to course and teacher to teacher.

Any and all giving or receiving of inappropriate assistance that significantly alters or replaces a student's own work is considered an Academic Integrity Violation. Any student contributing to cheating by another student will be deemed guilty of violating the Academic Integrity Expectations and the same consequences for such will apply. *These expectations apply over the course of a student's middle school career. It is not based on offenses per class or year. For example, if the first offense occurred in 7th grade and the next offense occurred in 8th grade the penalty for a second offense would apply.*

If a teacher suspects a student of plagiarism, submitting dishonest work or any other form of cheating, the teacher has the right to withhold the student's grades until it can be demonstrated the student did not violate the Academic Integrity Expectations.

Category I

If a student is found to have violated the Academic Integrity Expectations, the student may receive reduced credit or a zero for the entire assignment and may not qualify for make-up of the assignment (subject to the teacher's discretion). Second violation of a Category I offense, will result in the incident being reported to the Administration and will move to a Category II violation. Examples of Academic Integrity Violations may include, but are not limited to the following:

Category I -

- Copying (or allowing a student to copy) one's assignment for class work or homework.
- Using unauthorized notes, programs, or devices for class work or homework.
- Changing answers and seeking credit on a classwork or homework assignment after the work has been graded and returned.

Category II -

- Unauthorized electronic devices may not be used during any assessment and may be held by the teacher during the class period to prevent cheating and plagiarism. Use of unauthorized electronic devices for any reason during an assessment will be considered cheating.
- Obtaining, removing, accepting, or sharing a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher.
- Copying (or allowing a student to copy) one's assignment for examination or quiz.
- Marblehead World Languages does not permit the use of Google Translate or other digital translators to translate full sentences or paragraphs.
- Communicating with another student during an examination or quiz.
- Unauthorized sharing or supplying a student with a paper, project, notes, or assignment that assists them in obtaining credit for that work.
- Using unauthorized notes or devices during an examination or quiz.
- Altering a teacher's grading system.
- Changing answers and seeking credit on a quiz, test, paper or project after the work has been graded and returned.
- Second violation of Category I offense

ATTENDANCE REQUIREMENTS & PROCEDURES

Numerous research studies have identified that one of the most important factors in the success of a student is daily, on-time attendance. Please see the following information about what do to when your student will be absent or dismissed from school, or late to school. Per established attendance practices at MVMS, a letter will be sent home following the fifth unexcused absence.

Student Absence Procedures

When should I call my student in absent, and who do I call?

Please call the school before 7:55am on the day that they will be absent. Please call **781-639-3120 ext. 30002**.

What should I say on the absence message?

When you call your student in absent, please clearly state their name, grade, reason for absence, and if you know, your student's expected date of return. If you do not contact the school to confirm your student's absence, you will be contacted by telephone or electronic mail as to the basis for your student's absence within three (3) school days of the absence.

Does the school need any more information?

Yes, in addition to contacting the school by no later than 7:55 a.m. on the day of your student's absence, please send an absence note with your student when they return to school. Make sure you include the dates of absence. Per School Committee policy, the school may ask for a doctor's note certifying that the absence.

Will my student's absence be excused?

Per school committee policy, absences will be excused for illness, religious holidays, serious illness in the family, or funerals. Family vacations are NOT excused absences. If a student is absent from school due to a family vacation, students will make-up the work after their return to school at the convenience of their teachers. Students are required to see each of their teachers upon returning and develop a list of missing work and specific dates for test and quiz make-ups.

Will I be contacted if my student is absent repeatedly?

In the event that your student accumulates five (5) or more days of unexcused absences during the school year, you will be contacted and invited to participate in a meeting with the school administration to develop a plan to address the student's attendance.

In the event that your student is absent without excuse in excess of ten consecutive school days, you will be contacted relative to the convening of an Exit Interview meeting in accordance with Massachusetts law. Please see M.G.L. c. 76, § 18 in Appendix B.

Student Dismissal Procedures

How do I arrange for the early dismissal of my student from school?

Students who need to be dismissed prior to the conclusion of the standard school day must bring a written note from a parent/guardian to the main office before 8:00am. The note must state the time, date, and reason for the dismissal.

Can my student come outside to meet me at that dismissal time?

No. Students must be signed out of school by a parent/guardian.

Student Tardy Procedures

When will my student be considered tardy?

The first class at MVMS begins at 8:00am. Students not in their first class at that time will be considered tardy.

Should I send a note in with my student if (s)he will be late?

Yes. However, a tardy will only be excused if it arises from a(n):

Religious Observation, Medical appointment, Court appointment, Late school bus, Extenuating family emergency (determined by school administrator)

Since running late or bad traffic is not a reason for an excused tardy, what will happen to my student who is late to school?

As we understand that there are those days when families are running late or traffic backs up, each student will be allowed four tardies per quarter (excused or unexcused), with no consequences.

What happens after those four "free" unexcused tardies?

Students will be required to serve a tardy detention upon their fifth, and each subsequent, tardy.

COMMUNICATION

School/Home Communication

The Marblehead Public Schools subscribes to a “school to home” communication service. This communication system will enable the building principal or the superintendent to contact parents in a timely manner in the event of an emergency situation, or to pass on general information regarding weekly schedules or other school updates.

Change of Residential Address/Email Address/Phone Number

It is important to notify the school promptly of changes in residential address, electronic mail address, and/or telephone number(s) so that parents or guardians can be reached in the event of an emergency.

Notification of Field Trips

Parents/guardians will be informed of all field trips, no later than one (1) week before they occur (except in unexpected circumstances). **Students may not participate in field trips without parent/guardian consent signed and returned to school.** The required consent forms submitted with alterations or revisions are not valid. Staff members supervise students during out-of-school activities.

Please see MPS SC field trip policy IJOA

Office Telephone Use

Students are allowed to use the telephone in the main office during lunch or before or after school. In special circumstances, students may obtain permission from a classroom teacher to use the phone in the main office during the school day.

Health Education

As part of our Health curriculum, students are presented with a unit on human development that includes reproductive health and human sexuality. In accordance with M.G.L. c. 71, § 33, school committee policy shall afford parents or guardians the flexibility to exempt their student from any portion of said curriculum through written notification to the school principal.

Please see MPS SC Health Education policies IHAM and IHAM-R

Services and Accommodations for Students with Disabilities

Some students with disabilities require individualized accommodations, specialized instruction and/or supportive services to ensure their free appropriate public education. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a specialized classroom. Parents/guardians or teachers may refer students they are concerned about to the Student Services Office. We take special education referrals seriously and want to be sure to respond within required timelines. **Therefore, all special education referrals shall be made via hard copy, delivered either to the building principal, special education chairperson or Director of Student Services.** Within five (5) school days of a student’s referral for an evaluation of eligibility for special education services in accordance with the Individuals with Disabilities Education Act and/or M.G.L. c. 71B, a consent form authorizing an evaluation of the student will be forwarded to the student’s parent(s)/guardian(s). Within forty-five (45) school days of receipt of the parent/guardian(s)’ consent, an evaluation will be conducted and a TEAM meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specialized instruction and/or related services. Such students are then referred for an evaluation of their eligibility for accommodations and/or services in accordance with Section 504 of the Rehabilitation Act of 1973. The District will respond promptly to any such Section 504 evaluation request and shall conduct an evaluation of the student. For more information regarding the services available to students with disabilities please contact the building principal at 781-639-3113 or the Marblehead Public Schools Director of Student Services at 781-639-3140.

Lost & Found

There are two “Lost and Found” areas at MVMS. They are located in the gym and the Cafeteria. Any clothing or items that go unclaimed will be sent to a local charity periodically throughout the year.

Textbooks and other school materials are the responsibility of the student and **must be paid for if lost or damaged**.

MEDICAL/FOOD/FAMILY SERVICES

Food Services

Breakfast: Students should eat a healthy breakfast before arriving at school. The breakfast program at MVMS runs from 7:30 a.m. to 7:50 a.m.

Breakfast Rules

1. Students are not permitted into the Cafeteria until 7:30 a.m.
2. Once a student is in the Cafeteria, they must stay until the bell rings at 7:50 a.m.
3. Students are to be respectful and courteous to all.
4. Students are to remain seated during breakfast.
5. Students are not to take open containers of drinks or food from the Cafeteria.
6. Students are responsible for cleaning their immediate area before 7:50 a.m.

Lunch: Grades 7 & 8 will have a thirty-minute lunch break. Well-balanced meals are available. Milk and/or snack may be purchased separately. Free and reduced-price lunches are available to those who qualify. For current lunch menu information, go to <https://www.marbleheadschoools.org/students-families/food-service>.

LUNCH SCHEDULE

Grade	Time
8	11:38 a.m. - 12:08 p.m.
7	12:10 p.m. - 12:40 p.m.

The Principal, Assistant Principal, School Counselor, and teachers supervise lunch. The following rules are to be observed:

1. Students are to be respectful and courteous to all.
2. Students are to remain seated during lunch.
3. Students must obtain permission from an adult in order to leave the cafeteria.
4. Students are not to take open containers of drinks or food from the cafeteria.
5. Glass bottles should not be brought onto school grounds without permission.
6. Students are responsible for cleaning their immediate area before being dismissed.

School Nurse Information

MVMS School Nurse Contact Number - 781-639-3120 ext. 30128

Assessment and treatment are provided for minor injuries or illnesses during the school day. If a student becomes ill or is seriously injured their parent or guardian is notified immediately. If an adult cannot be reached in an emergency, the student will be transported to the appropriate medical facility. The nurse will dismiss any student who is too ill to be in

school, requires further assessment or treatment for an illness or injury, or is considered to be contagious or susceptible to disease. Timely health bulletins will be sent home to inform parents/guardians of any public health issues. ***Students should not text/call parents/guardians during the school day to ask for a medical dismissal. All medical dismissals must go through the nurse's office.***

Absence due to Illness

If your student is absent due to illness, please notify the school daily. We need to be kept informed so that we can alert other families of infectious conditions. If your student is contagious, please keep him/her at home until your doctor has cleared him/her for return to school. Additionally, the school nurse asks that you follow these guidelines for sending students to school:

- Students being treated for strep throat must be kept home a minimum of 24 hours after treatment begins.
- Students who vomit in the night or in the morning before school should not be sent to school that day.
- Students with a febrile illness should be free of fever without the use of fever reducing medication for 24 hours before returning to school.
- For up-to-date health information, please check the district website: <https://www.marbleheadschoools.org>. Select Departments from the pull down menu, Health Services, Health Fact Sheet.
For personal safety reasons, please call the school to report absences or anticipated tardiness due to illness early in the morning at 781-639-3120 ext.: 30002.

Food Allergies

It is our goal to keep all students safe in school. Please notify the school nurse and your student's teacher of any allergies that your student may have. Where appropriate, an Individualized Health Care Plan and/or Section 504 Plan will, with your participation, be developed for your student. To ensure the safety and wellbeing of students with life threatening food allergies, any food consumed outside of the cafeteria must be peanut and tree nut free. No sharing or swapping of any food is permitted. A parent/guardian information letter describing school policy and expectations for all types of food consumption at MVMS will be sent home before school starts and posted online.

Concussions

Per state law and school committee policy, any student who suffers a head injury or concussion, whether such injury occurs in or out of school, must be medically cleared to return to school as well as to participate in school athletic activities. Responsible staff will follow the guidelines for graduated return to academics and activities tailored appropriately to the student's age and condition.

Please see Appendix D for the entire School Committee Policy, JJIF, on Athletic Concussions

Immunizations

The Massachusetts Department of Public Health requires that all students be properly immunized against varicella, measles, mumps, rubella (MMR), polio, diphtheria, tetanus, pertussis (DPT), and hepatitis B before entrance into school. Exemptions from immunizations are allowed under Massachusetts Law for either religious or medical reasons, both of which require documentation. Non-immunized/susceptible individuals will be excluded from school in the event of an outbreak of any vaccine preventable disease.

Department of Public Health Division of Epidemiology and Immunization

To bring Massachusetts' school immunization requirements up to date with several recent recommendations made by the Center for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP), the Department of Public Health (DPH) made the following changes to the school immunization requirements.

Massachusetts School immunization requirements applicable to the 2026-2027 school year are as follows:

- Tdap: 1 dose; and history of DTaP primary series or age-appropriate catch-up vaccination; Tdap given at ≥ 7 years may be counted, but a dose at age 11–12 is recommended if Tdap was given earlier as part of a catch-up schedule; Td or Tdap should be given if it has been ≥ 10 years since last Tdap
- Polio: 4 doses; fourth dose must be given on or after the 4th birthday and ≥ 6 months after the previous dose or a fifth dose is required; 3 doses are acceptable if the third dose is given on or after the 4th birthday and ≥ 6 months after the previous dose
- Hepatitis B: 3 doses; laboratory evidence of immunity acceptable; 2 doses of Heplisav-B given on or after 18 years of age are acceptable
- MMR: 2 doses; first dose must be given on or after the 1st birthday, and second dose must be given ≥ 28 days after first dose; laboratory evidence of immunity acceptable
- Varicella: 2 doses; first dose must be given on or after the 1st birthday and second dose must be given ≥ 28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable
- Meningococcal Grade 7–10: 1 dose; this dose must be given on or after the 10th birthday. Meningococcal conjugate vaccine, MenACWY (formerly MCV4) and MenABCWY, fulfill this requirement; monovalent meningococcal B (MenB) vaccine is not required and does not meet this requirement

Definitions:

The definition of ‘Certificate of Immunization’ has been revised to also allow nurse practitioners and physician assistants, in addition to physicians, to sign and date the form or letter. The definition was also clarified to require the month and year of administration as well as the type/name of the vaccine administered in both electronic and hard copy documentation.

The current Massachusetts school immunization requirements can be found on their website:

<https://www.mass.gov/doc/immunization-requirements-for-school-entry-updated-21226/download>

MVMS Health Office Prescription Drop Off

All prescription medication must be brought to the Health Office or School Office by a parent or guardian in a container with the official prescription label on it. If necessary, ask your pharmacist to give you a duplicate container for safe storage of the medication at home and school. The school cannot dispense medication that does not have the prescription label on the package. Inhalers will be stored in the health office unless the school nurse and parent/guardian mutually agree to alternate storage. The nurse will notify parents/guardians or others identified on a student’s emergency card prior to administering any over-the-counter medication covered in the MPS medication policy and protocol.

Under no circumstances shall a student be sent to school with medication without prior notification of the school nurse. Students found in possession of unauthorized medications on school grounds or at school sponsored events may be subject to discipline for violation of the District’s controlled substances policies.

Physical Examinations

Physical exams are required prior to entry into kindergarten, 4th grade, 7th grade and 10th grade and for all students new to our schools. Vision screening for distance visual acuity and ocular alignment/stereopsis within 12 months prior to kindergarten entry or within thirty (30) days of the start of the school year.

State mandated screenings are conducted annually for vision, hearing, height and weight. If your student does not meet state standards on these screenings, you will be notified by the school nurse. Your student should then be evaluated by your student’s physician for diagnosis, treatment, or referral.

Special Medical Considerations

Parents/guardians of a student with any medical condition that may require special attention or planning should contact the school nurse as soon as possible. This includes conditions such as asthma, severe allergies, seizure disorders or diabetes.

An Individualized Health Care Plan and/or a Section 504 Plan is developed collaboratively with the school, the family and health care providers. Parents/guardians should also notify the school nurse of any changes in their student's daily medications or medical conditions. The Massachusetts Asthma Action Plan is to be completed by your health care provider for students with asthma. *Please see MPS SC Health/Nursing policies JLC, JLCB, JLCD, JLCA, and JLCCB*

Home/Hospital Educational Services

A public school student who, due to documented medical reasons, is confined to his/her home or a hospital for not less than fourteen (14) school days during the school year, is entitled to receive home/hospital educational instruction as described under 603 CMR 28.03(3)(c). Parents/guardians must present a completed Physician's Affirmation (DESE Form 28R/3) or equivalent written statement signed by the student's physician to the building principal stating a diagnosis, the length of time student is expected to be out of school, and the expected return date. This form can be digitally downloaded by following the link above or by going to the following address:
<https://www.doe.mass.edu/specialeducation/iep/28mr/default.html>

The Physician's Affirmation or equivalent document must be fully completed and signed by the student's attending physician and returned to the building principal, who will then authorize and/or arrange necessary home/hospital educational services for the student. The principal shall coordinate with the Director of Student Services relative to the provision of home/hospital educational services to an eligible student with a disability.

Homeless Students

Per School Committee policy and Federal law, the Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families in accordance with the McKinney-Vento Act. Please contact the building principal if you have any need for assistance, and they can connect your family with the district's homeless liaison. *Please see MPS SC Homeless policy JFABD*

Physical Restraint

The Marblehead Public Schools complies with the requirements of Massachusetts statutes and regulations governing the use and reporting of physical restraint in schools. M.G.L. c. 71, § 37G; 603 CMR 46.00. Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint is considered an emergency procedure of last resort and may be used only when: (a) the student's behavior poses a threat of assault, or imminent, serious, physical harm to self and/or others; and (b) less intrusive interventions are ineffective or deemed to be inappropriate under the circumstances. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm. Physical restraint is prohibited in the following circumstances: (a) as a means of punishment; or (b) as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm.

In the event that a physical restraint is administered, the parents/guardians will be notified orally within twenty-four (24) hours of the restraint and shall be provided with a written Restraint Report within three (3) school days of the restraint. 603 CMR 46.06.

Please see MPS SC Policy JKAA

Student Records

Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within forty-five (45) calendar days of the day the School receives a request for access.
- (2) The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Summary of Massachusetts Student Records Regulations 603 CMR 23.00

(1) Definitions

Student Record: The student record consists of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that are maintained by the school district and are organized on the basis of the student’s name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth as defined under state law. Electronic communications (e.g., emails, text messages, etc.) shall not be considered to be student records maintained by the school district unless printed and placed in the student’s temporary record.

Parent: A student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, § 34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Eligible Student: A student who has reached fourteen (14) years of age or who has entered 9th grade. Upon reaching 18 years of age, the adult student may submit a written request to the principal or to the Superintendent of Schools to limit the rights of the parent(s) to request the amendment or release of the student record. Under Massachusetts law, however, a student cannot limit the right of the parent(s) to inspect the student record regardless of the Student’s age. M.G.L. c. 71, § 34E.

Authorized School Personnel:

(a) School administrators, teachers, counselors, and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and

who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

(b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(c) The Evaluation Team which evaluates a student.

(2) Inspection of the Student Record

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them.

II. Rights of Non-Custodial Parents

M.G.L. c. 71, § 34H and 603 CMR 23.07 specify detailed procedures that govern access to student records by parents who, by order of a court, do not have physical custody of their children. For more information, please see “Access for Non-Custodial Parents” below.

III. Confidentiality of Student Records

With a few exceptions, no individual or organization but the parent(s), the eligible student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or an eligible student. One such exception is the authority of the District to forward, without consent, the complete student record to schools or school districts to which a student transfers or enrolls.

IV. Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the principal. The principal will render a written decision on any such amendment request. A denial of a request to amend a student record may be appealed to the superintendent.

V. Destruction of Student Records

Massachusetts regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student’s transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student will be notified in writing and provided with the opportunity to obtain a copy of any records to be destroyed. Electronic communications (emails) that are not printed and placed in a student’s temporary record are not “maintained” by the District as student records for purposes of state and/or federal laws and regulations.

VI. Directory Information

Federal and state regulations authorize school districts to disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with applicable procedures. The primary purpose of directory information is to allow the Marblehead Public Schools to include this type of information from your student’s education records in certain school publications. Examples include but are not limited to:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without prior written consent.

If you do not want directory information pertaining to your student disclosed without your prior written consent, please notify the principal in writing by no later than September 15th. The Marblehead Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Email address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level

The above is only a summary of some of the more significant provisions of the laws and regulations pertaining to student records. If more detailed information is desired, a copy of the Massachusetts Student Record regulations may be obtained from the Department of Elementary and Secondary Education. These state regulations are designed to insure parent and student rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

Non-Custodial Parent Access to Student Records

M.G.L. c. 71, § 34H - Noncustodial Parents: Receipt of Information for Child Enrolled in Public Elementary or Secondary Schools; Notice to Custodial Parent

Each public elementary and secondary school shall provide student records, including, but not limited to, the following information, in a timely and appropriate manner to the parents of a child enrolled in the school if the parents are eligible for information under this section and request the information in the manner set forth in this section: report cards and progress reports; the results of intelligence and achievement tests; notification of a referral for a special needs assessment; notification of enrollment in an English language learners program established under chapter 71A; notification of absences; notification of illnesses; notification of any detentions, suspensions or expulsion; and notification of permanent withdrawal from school. Each school shall also make reasonable efforts to ensure that other written information that is provided to the custodial parent but not specified in the preceding sentence be provided to the requesting parent if that parent is eligible for information under this section. All electronic and postal address and telephone number information relating to either the work or home locations of the custodial parent shall be removed from information provided under this section. Receipt of this information shall not mandate participation in any proceeding to which notification pertains, nor shall it authorize participation in proceedings and decisions regarding the child's welfare which are not granted through the award of custody. For purposes of this section, any parent who does not have physical custody of a child shall be eligible for the receipt of information unless: (1) the parent's access to the child is currently prohibited by a temporary or permanent protective order, except where the protective order, or any subsequent order which modifies the protective order, specifically allows access to the information described in this section; or (2) the parent is denied visitation or, based on a threat to the safety of the child, is currently denied legal custody of the child or is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation. All such documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district shall be placed in the student's record.

A. A parent requesting information under this section shall submit a written request to the school principal.

- B. Upon receipt of a request for information under this section, the school shall review the student record for any documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district and shall immediately notify the custodial parent of the receipt of the request. Notification must be made by certified mail and by first class mail in both the primary language of the custodial parent and in English. The notification shall also inform the custodial parent that information requested under this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the child in the custodial parent's custody from abuse by the requesting parent unless the protective order or any subsequent order which modifies the protective order, specifically allows access to the information described in this section.*
- C. If at any time, the principal of a school is presented with an order of a probate and family court judge which prohibits the distribution of information pursuant to this section, the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease.*
- D. The principal of each public elementary and secondary school shall designate a staff member whose duties shall include the proper implementation of this section.*
- E. The Massachusetts Department of Elementary and Secondary Education shall promulgate regulations to implement the provisions of this section. Said regulations shall include provisions which assure that the information referred to in this section is properly marked to indicate that said information may not be used to support admission of the child to another school.*

Student Expectations

Computer/Internet Usage

The school's computers are provided as learning tools. Students who abuse the schools/personal computers or internet access on school grounds may be excluded from their use and may also face school discipline. Sites prohibited may include, but are not limited to, instant message/email, pornographic sites, games, shopping, or translation sites. Use of electronic translators (on or offline) is also prohibited at the discretion of the classroom teacher. The use of school-provided electronic devices or networks to harass or bully others is strictly prohibited and may result in loss of access to the school's network and equipment and other disciplinary consequences. **Please see Appendix C for the MPS Acceptable Usage policy and Student Email policy.**

MVMS Dress Code

The Marblehead Veterans Middle School dress code is based on the premise that all students attending the Marblehead Veterans Middle School are young adults who wish to dress and groom themselves appropriately with due consideration to popular convention. The dress code applies to all school-sponsored activities.

1. Dress or grooming must not disrupt the educational process or threaten the health or safety of any individual. For example, clothing or jewelry that displays obscene, sexually suggestive, illegal, intentionally harassing, bigoted remarks or symbols, or that encourages drinking, violence, drug use, sex, or tobacco will not be worn at ANY time during the school day (including physical education).
2. The torso must be fully covered.
3. Underwear that is visible is not allowed.
4. No hats or any other type of head covering, i.e. hoods, bandanas, etc., may be worn unless for religious purposes or documented medical reasons. Hats must be removed upon entering the building and not be put on again until they have exited the building.
5. Footwear laces will be tied.
6. Clothing will be neat and appropriately buttoned or zipped at all times. Dress and grooming will be clean.
7. Pajamas are not allowed.
8. Chain wallets and other clothing with chains are not allowed as chains may constitute dangerous weapons.
9. Students will not wear clothing, hairstyles, or footwear that can be hazardous to them or others in their educational activities.
10. Students may not bring hairspray, nail polish remover, perfume, or cologne to school. These products could be dangerous, damage school property and may cause allergic reactions among students, staff, and faculty.
11. Coats/jackets cannot be worn from 8:00am to 2:30pm. Faculty members may, however, allow students to wear coats/jackets if they feel that the room temperature is too cold.

The Assistant Principal or Guidance Counselors will resolve all questions or conflicts regarding dress.

If a student comes to school inappropriately attired, the following may occur:

1. The student will be asked to call home for appropriate clothing to be brought in
2. The student may be given something from school to wear for the day
3. The student may be suspended in or out of school.

Please see MPS SC dress code policy JICA

** In accordance with the Massachusetts CROWN Act, the Administration will not adopt or implement any policy that prohibits or impairs any hairstyle historically associated with race, including, but not limited to, protective hairstyles (braids, hair coverings, Bantu knots, locks, twists, and other formations), hair length, hair type, and hair textures. See M. G. L. c. 71, §1D; See M. G. L. c. 4, §7.*

Cell Phone/Electronics Usage

Students are to turn off cell phones, smart watches, and electronic devices before they enter MVMS in the morning and keep all personal electronics off and stored throughout the day.

Students may not turn on cell phones and smart watches until they have left the school building after school. Teachers may ask a student to call their parent in the teacher's presence to relay an important message. Students may also use the telephone in the main office with the authorization of a teacher or administrator.

Violations of the cell phone/electronics usage will result in the following:

First Offense	Item may be picked up after school in the main office
Second Offense	Item must be turned in at the main office every morning for two weeks
Third and Subsequent Offenses	Item must be turned in at the main office for a greater length of time (quarter, semester, rest of the year)

Student use of personal electronic devices to take pictures or to make audio or video recordings at school or on school grounds without authorization from a teacher or administrator is strictly prohibited and may result in disciplinary consequences.

Student Participation on Field Trips

Students may not be allowed to participate in a field trip based upon the following reasons:

1. The student's statements or past history demonstrate a pattern of insubordination.
2. The student's unacceptable behavior during the time directly preceding the trip indicating unwillingness to prepare for the trip to make it a productive experience.
3. The student's inappropriate behavior on a previous trip.

Any student not attending a field trip will remain in school. Teachers will provide relevant curriculum based lessons and activities for all students not attending the off-site activity and students during that school day will complete such lessons. All school rules apply on field trips.

Student Conduct

Behavioral Provisions

- All school personnel are expected to enforce the school's disciplinary code at all times.
 - Please note that the school's teachers reserve the right to invoke additional penalties if so stated in their written course guidelines.
 - Depending on the severity and/or frequency of an offense, the school's assistant principal or principal may use their discretion in determining the appropriate length for each disciplinary step.
 - Students will be given notice for teacher detentions or office detentions. Parents may request 24-hour notice.
- All students will be provided with due process prior to the imposition of an in-school suspension, out-of-school suspension, or expulsion.

Definitions of Typical Behavioral Consequences

Teacher Detention

Assigned to students prior to being referred to/or disciplined by the Principal.

Office Detention

These are also assigned to students for inappropriate behavior inside/outside the classroom. Students are expected to complete work and/or academic reading during office detentions. Failure to use this time productively will result in the assigning of additional detentions. Office detentions may also be enforced during lunch.

In-School Suspension

The removal of a student from regular classroom activities, but not from the school premises, for no more than ten 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. If a student is placed in in-school suspension for more than ten (10) school days, consecutively or cumulatively during a school year, such suspension shall be considered a long-term suspension for due process, appeal, and reporting purposes.

In-school suspensions may be assigned for Type 2 and 3 offenses. While suspended in-school, the student must work productively on outstanding work, assignments provided, and any additional academic work assigned by the administration.

Out-of-School Suspension

- (a) **Short-Term Out-of-School Suspension:** The removal of a student from the school premises and regular classroom activities for ten (10) cumulative school days or less in the school year. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.
- (b) **Long-Term Out-of-School Suspension:** The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H ½ no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Out-of-school suspensions may be assigned for Type 2 and 3 offenses. Students are not allowed on the school campus or at school activities until the date they return to school. In accordance with M.G.L. c. 76, § 21, students are allowed to make-up assignments, tests and quizzes missed due to a suspension.

Social Probation

Students may be excluded from attending school functions that are extra-curricular in nature, due to poor behavior during school. Such exclusions are not subject to the due process requirements of the Massachusetts regulations at 603 CMR 53.00.

Expulsion

The removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days in the school year, indefinitely, or, as permitted under M.G.L. c. 71, § 37H or 37H½, permanently for:

- (a) possession of a dangerous weapon;
- (b) possession of a controlled substance;
- (c) assault on a member of the educational staff; or
- (d) a 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.

Police Notification

Because all members of the school community are subject to both the laws of the Commonwealth and town ordinances, the school cooperates with the police in investigation of possible violations of laws and ordinances pertaining to, and including but not limited to: possession and use of controlled substances, illegal use of alcohol, theft, assault, harassment, improper use of motor vehicles, vandalism, illegal parking, possession or use of weapons/firearms/explosives, possession of stolen property, and bullying.

Type 1 Prohibited Actions include, but are not limited to:

- Skateboarding, roller skating, rollerblading, scooter, bike, or any other type of wheeled device, riding anywhere in the building or on school grounds *unless* ridden to school and parked at a bike rack for the school day.

- Using/wearing radios, iPods, MP3 players, CD players, cell phones, or any other communication or music related devices during school hours. NOTE: Cell phones and all other communication devices **must be shut off** at all times and placed in a locked locker.
- Possession/use of “playthings” (i.e., Gameboys, cards, toys, water balloons, spinners etc.)
- Gambling or betting
- Chewing gum or candy (cough drops are allowed with permission from the nurse or parent/guardian)
- Eating or drinking outside the cafeteria without permission (students may carry water)
- Littering anywhere in school or on school grounds
- Tardiness to school
- Tardiness to class without a pass
- Using a locker or being in a corridor at any time other than passing between classes except with a valid pass
- Being in building before or after school, unsupervised
- Behavior not conducive to an effective/safe learning environment
- Inappropriate language, swearing, etc.
- Instigating, or being involved in inappropriate/disruptive behavior and/or activity, including “playful altercations,” in hallways, stairwells, classrooms, common spaces (theater, gym, cafeteria), entering/leaving school, on school property, or on a school bus
- Inappropriate displays of affection
- Inappropriate school attire
- Wearing hats, hoods, bandanas or other types of headwear (unless for religious or medical purposes)
- Failing to serve a detention

Consequences for Type 1 Behaviors include, but are not limited to:

- Verbal warning
- Parental notification
- Conference
- Written apology
- Teacher detention
- Office detention, or in-school suspension, including re-entry meeting with the student and parent(s)
- Confiscation (possibly until conclusion of school year)
- Restricted lunch privileges/cafeteria clean-up
- Social Probation
- Filing of a 51A (Department of Social Services) or CRA (Juvenile District Court)

NOTE: A first offense for a Type 1 Prohibited Action which is deemed by the principal or the principal's designee to be severe or egregious may result in a Type 2 consequence. A second offense for a Type 1 Prohibited Action may also result in a Type 2 consequence.

Type 2 Prohibited Actions include, but are not limited to:

- Threats, teasing, harassment, verbal abuse, bullying, retaliation or intimidating behavior of any kind. This includes verbal, visual symbols, cyber bullying or any electronic communication.
- Dishonesty, lying, cheating/plagiarism
- Forgery of signatures, or dishonesty in notes or passes
- Throwing of any objects including, but not limited to, snowballs, water, or food
- Leaving any group without authorization, or exhibiting inappropriate behavior, while under the supervision of a faculty member or authorized chaperone on a field trip or other event
- Possession of a chain, including chain wallets
- Theft of any personal, private, or school property
- Disrespectful gestures, profanity, or injurious behavior directed at another person, including misbehavior towards/insubordination of any staff member, including substitute teachers
- Any action, including vandalism and graffiti, which results in injury or damage to property, whether intended or not (full restitution is required)
- Truancy or class cutting
- Fighting, in which a person makes physical contact with another person

- Bringing to school any animals or live organisms without prior permission from the main office
- Unauthorized use or entry of any school building or property (trespassing)
- Violation of the school internet policy
- Failing to serve a detention
- Inappropriate behavior at any athletic or other event or rally (whether at home or at another site) including, but not limited to, profanity, taunting, threats, and/or fighting

Consequences for Type 2 Behaviors include, but are not limited to:

- Parental notification
- Conference
- Written apology
- Office detention, or in-school suspension, including re-entry meeting with the student and parent(s)
- Confiscation (possibly until conclusion of school year)
- Restricted lunch privileges/cafeteria clean-up
- Exclusion from school-sponsored activities and field trips
- Notification sent to any extracurricular “coach or sponsor” – Possible loss of leadership role/playing time/participation
- Out-of-school suspension, including re-entry meeting with the student and parent(s) on the day that the student is scheduled to return to school Police notification
- Social Probation
- Filing of a 51A (Department of Social Services) or CRA (Juvenile District Court)

NOTE: Type 2 Prohibited Actions that are determined by the principal or the principal's designee to be egregious may also result in a Type 3 consequence. A second offense for a Type 2 Prohibited Action may also result in a Type 3 consequence.

Type 3 Prohibited Actions include, but are not limited to:

- Pulling a fire alarm
- Posing a threat to, jeopardizing the safety of the school community (threatening actions or letters)
- Possession, use, or providing of tobacco, e-cigarette devices (tobacco filled or not), alcohol, drugs and/or controlled substances, or drug paraphernalia as defined by M.G.L. Chapter 94C and other statutes
- Possessing or displaying sexually explicit material
- Harassment/Bullying/Cyber bullying/Retaliation (severe, egregious, or repeat offenses)
- Assault and/or battery of any staff member or student on school premises or at a school sponsored or school related event or athletic game
- Possession of dangerous weapons including, but not limited to, a gun or a knife (this includes the use of any device that could be construed as a weapon, i.e., fake guns and knives etc.) knife or other implement or device capable of, or used for, causing bodily injury
- Possession or use of lighter, matches fireworks, smoke bombs, stink bombs, propellants, or any other explosive or flammable devices or materials
- Felony charge / Felony delinquency complaint

Consequences for Type 3 Behaviors include, but are not limited to:

- Parental notification
- Exclusion from school-sponsored activities and field trips
- Out-of-school suspension, including re-entry meeting with the student and parent(s) on the day that the student is scheduled to return to school
- Social Probation
- Police notification
- Notification sent to any extracurricular “coach or sponsor” – Loss of leadership role/playing time/participation
- Filing of a 51A (Department of Social Services) or CRA (Juvenile District Court)
- Expulsion as permitted under M.G.L. c. 71, §§ 37H and/or 37H1/2

Please see MPS SC policies relating to:
Student conduct – JIC
Student discipline – JKD
Student rights JI
Bus Behavior – EEAEC/JICC, EEAEC-R

Disciplinary Due Process

In administering discipline, school staff and administrators will be careful to observe the right to due process under the law for each student.

1. DUE-PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, OR ASSAULT ON SCHOOL STAFF AND/OR FOR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H ½ - “statutory offenses”).

- *Interim Short Term Disciplinary Removal:* In limited situations where a student is charged with a violation of M.G.L. c. 71, § 37H or is subject to suspension in accordance with M.G.L. c. 71, § 37H1/2, and is determined by the principal to present an immediate threat to persons, property, or the orderly educational environment of the school, the student may be suspended from school by the principal on an interim short term basis of ten (10) school days or less pending a formal hearing to consider the student’s long-term suspension or expulsion. Prior to the imposition of any disciplinary sanction that might result in a student’s interim suspension from school for ten (10) consecutive school days or less pending a long-term suspension/expulsion hearing, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school on an interim, short-term basis pending a formal hearing to consider the student’s possible long-term suspension or expulsion, the student and the student’s parent(s)/guardian(s) will be notified by telephone and in writing. Such interim, short-term removals shall not be subject to appeal.
- *Disciplinary Sanctions and Appeals:* Prior to the imposition of any disciplinary sanction that might result in the student’s suspension or expulsion from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff and/or due to a felony charge for more than ten (10) consecutive school days or expulsion, the student and the parents/guardians will be given written notice in English and in the primary language of the student’s home of a principal’s hearing at which the student and parent/guardian have the right to be represented by an attorney (at private expense), to examine the evidence against the student, and to present witnesses and documentary evidence in the student’s defense. Following this hearing, a written decision will be issued. The student and the parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term suspension or expulsion from school to the superintendent. Where the student is suspended on a long-term basis or expelled 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 with the Superintendent. For exclusions imposed pursuant to M.G.L. c. 71, § 37H ½, the student shall have five (5) calendar days from the effective date of the exclusion to file a written appeal with the superintendent. Pending the outcome of any such appeal, the disciplinary sanction imposed by the principal shall remain in effect. M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H ½.

NOTE: All proceedings conducted in accordance with M.G.L. c. 71, §§ 37H and 37H ½ shall be conducted by the principal and may not be delegated to a designee. All appeals of suspensions or expulsions imposed by the principal in accordance with M.G.L. c. 71, §§ 37H and 37H ½ shall be conducted by the superintendent and may not be delegated to a designee.

2. DUE-PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, § 37H ¾ and 603 CMR 53.00)

Applicable Definitions:

Parent: A student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

Principal: The instructional administrative leader of a public school **or his or her designee for purposes of school disciplinary matters.**

School-wide Education Service Plan: The document developed by a principal, in accordance with M.G.L. c. 76, §21, that includes a list of education services available to students who are expelled or suspended from school for more than ten consecutive days.

Superintendent: The chief executive officer of the District employed by the School Committee or his/ her designee appointed for purposes of conducting a student a student appeal.

a. In-School Suspension

A principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. Prior to imposing an in-school suspension in accordance with 603 CMR 53.10, the principal shall inform the student of the disciplinary offense charged and the basis for the charge and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) school days, cumulatively or consecutively, in the school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally as soon as possible of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10 (4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal and the parent.

b. Out-of-School Suspension

(i) Notice and Principal's Hearing (603 CMR 53.08):

Prior to the imposition of a short-term out-of-school suspension or a long-term suspension under this section, the principal shall provide oral and written notice of the charges and potential disciplinary sanction and of the student's and parent's/guardian's right to participate in a hearing with the principal, to contest the charges against the student and to provide evidence, including mitigating facts, and witnesses in the student's defense.

The hearing may take place without the student's parent(s)/guardian(s) only if the principal has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent for emergency notification.

The purpose of the principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, to provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, to determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

In every case of student misconduct for which suspension may be imposed under this section, the principal will exercise discretion in deciding the consequence for the offense and, where appropriate, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include, but are not limited to, the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and/or positive interventions and supports.

The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense and in accordance with the requirements of 603 CMR 53.00.

(ii) Short-term Suspension Hearing

The principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and the parents/guardians shall have an opportunity to present information, including mitigating facts, that the principal or the principal's designee should consider in determining whether other remedies and consequences may be appropriate. The principal designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student. Students and parents do not have the right under applicable policies and regulations to be represented by legal counsel at a short-term suspension hearing.

Based on the available information, including mitigating circumstances, the principal shall determine whether there is a preponderance of evidence to support a determination that the student committed the disciplinary offense, and, if so, the remedy or consequence to be imposed.

In accordance with the requirements of M.G.L. c. 71, § 37H3/4, as amended through Chapter 177 of the Acts of 2022, the principal or principal's designee, when acting as the decision-maker at a disciplinary hearing to consider a student's possible short-term or long-term out-of-school suspension for violations of school rules other than offenses involving drugs, weapons, assaults on school staff, and/or felony offenses, shall, when deciding the consequences for the student, first consider ways to re-engage the student in the learning process. The principal or designee shall not suspend the student from school on a short-term or long-term basis under such circumstances until alternative remedies have been employed and their use and results documented unless specific reasons are documented as to why such alternative remedies would be unsuitable or counter-productive, or unless the student's continued presence in school would, in the opinion of the principal or designee, pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm (physical and/or psychological) upon another person while in school. M.G.L. c. 71, § 37H3/4(b). Alternative remedies for purposes of these requirements may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving.

The principal shall provide written notice to the student and parent/guardian of the principal's findings and determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other schoolwork as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice of hearing.

(iii) Long-term Suspension Hearing

In addition to the rights afforded a student in a short-term suspension hearing, the student and parent/guardian shall also have the opportunity to review the student's record and the documents upon which the school may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice (at the student's/parent's/guardian's expense); the right to produce witnesses on the student's behalf and to present the student's explanation of the alleged incident (although the student may not be compelled to do so); the right to cross-examine witnesses presented by the school; and the right to request that the hearing be recorded and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the parent/guardian shall, in addition to the student, have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Based on the preponderance of evidence presented at the hearing, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, the remedy or consequence to be imposed. The principal shall send the written determination in English and the primary language spoken in the student's home to the student and parent/guardian by, certified first-class mail and by email to an address provided by the parent for school communications, or by any other method of delivery agreed to by the principal and the parent/guardian.

If the student is suspended for more than ten (10) school days for a single infraction or for more than ten (10) school days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the superintendent and the process for appealing. Except as provided for under M.G.L. c. 71, §§ 37H and/or 37H1/2, no student may be suspended for more than ninety (90) school days for one or more violations of school rules ("non-statutory offenses") within a school year.

c. Emergency Removal (603 CMR 53.07)

The principal may remove a student from school temporarily when a student is charged with a violation of school rules in accordance with M.G.L. c. 71, § 37H3/4 and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption presented. The principal shall immediately notify the superintendent in writing of the emergency removal and the reason for it, and describe the danger or disruption presented by the student. The emergency removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal and the reason(s) therefor. The principal or designee shall provide written notice to the student and parent/guardian and provide the student an opportunity for a disciplinary hearing with the principal, and the parent/guardian an opportunity to attend the hearing, to be conducted before the expiration of the two (2) school days following the Student's emergency removal, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent/guardian.

The principal shall render a decision orally on the same day as the disciplinary hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08.

In the event of an emergency removal from school, the principal will not release the student until adequate provisions have been made for the student's safety and transportation.

d. Appeals (M.G.L. c. 71, § 37H3/4)

Students do not have the right to appeal an in-school or short-term out-of-school suspension imposed pursuant to M.G.L. c. 71, § 37H3/4. Students and parents/guardians do, however, have the right to appeal a long-term suspension imposed by the principal to the superintendent. The student and/or the parent/guardian shall have five (5) calendar days following the effective date of the suspension to submit a written request for an appeal to the superintendent but may be granted an extension of time of up to seven (7) calendar days upon written request. If the appeal is not timely filed, the superintendent may deny the appeal.

The superintendent will hold a hearing with the student and the parent(s)/guardian(s) within three (3) school days of the student's request for an appeal. The time may be extended by up to seven (7) calendar days if requested by the parent(s)/guardian(s). The superintendent's hearing may proceed without the parent(s)/guardian(s) only if a good faith effort was made to include parent(s)/ guardian(s). The superintendent shall be presumed to have made a

good faith effort if the superintendent has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing in both English and in the primary language of the student's home.

At the appeal hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, the appropriate consequence therefor. The student shall have all of the rights afforded to students at the Principal's hearing for long-term suspension. The superintendent will issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal but may not impose a suspension greater than that imposed by the principal's decision.

In considering said the student's appeal and the sanctions for the violation(s) of school rules found to have occurred, the superintendent/designee shall not impose/uphold a suspension from school as a consequence until alternative remedies have been tried, except:

- (1) where the Superintendent or designee documents specific reasons why alternative remedies are unsuitable or counterproductive; or
- (2) where the Superintendent or designee determines that the student's continued presence in school would pose a specific, documented concern about the infliction of serious bodily injury or other serious harm to another person while in school.

** Alternative remedies may include, but are not limited to, the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem solving.*

The Superintendent's appeal decision shall constitute the final decision of the Marblehead Public Schools

e. Opportunity For Academic Progress During Suspension/Expulsion

Principals shall ensure that students who are suspended from school for ten (10) or fewer consecutive school days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments, homework, quizzes, exams, papers, and projects missed while suspended, and to earn credits toward the student's graduation.

Principals shall develop a school-wide Education Services Plan detailing the alternative educational services available to all students who are expelled or suspended from school for more than ten (10) consecutive school days, whether in or out of school, to ensure the student's continued academic progress and earning of credits toward the student's graduation. Upon the selection of an alternative educational service identified in the school's Education Services Plan by the student and the student's parent/guardian, the school shall facilitate and verify the student's enrollment in the selected alternative education service. M.G.L. c. 76, § 21

Discipline and Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act of 1973, are, generally, also entitled to increased procedural protections upon the imposition of a discipline sanction that will result in the student's removal for more than ten (10) consecutive school days or which will result in a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- (1) Students with disabilities may be excluded from their programs for ten (10) school days or less to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement," building administrators, the parent(s)/guardian(s) and relevant

members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and the conduct for which the student is subject to discipline. (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.

- (2) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to eligible students with disabilities. The student's Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the misconduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that incident of misconduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or Section 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or until the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- (4) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may, with or without parent/guardian consent, place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Note: If a request is made for an evaluation of a student's eligibility for special education services under the Individuals with Disabilities Education Act during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner. Until the evaluation is completed, the student will remain in the educational placement determined by school authorities, which may include suspension or expulsion from school. If the suspension imposed terminates prior to the completion of said expedited evaluation, the student shall be allowed to return to school immediately upon the conclusion of the disciplinary exclusion.

Investigative Procedure

When the school receives a report of inappropriate conduct by a student, the principal or other designated staff member may conduct an investigation. During the course of the investigation, school personnel may talk to witnesses, may search students, students' lockers, internet sites, or possessions and take other appropriate investigative steps. The student(s) being investigated may be removed from class for all or part of the school day during the investigation. The removal of any student from class for such purposes in excess of ½ of the standard school day shall constitute an in-school suspension.

Student Searches

A student's person, personal possessions, desk, internet sites, and student locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items/materials or of evidence of violations of school rules, District policies, and/or applicable state or federal laws. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to disciplinary action and criminal prosecution.

Lockers

If lockers are issued to students, lockers are school property and the school reserves the right to search lockers at any time. **Students have no expectation of privacy in the contents of their lockers.**

Appeals of Disciplinary action not Resulting in Suspension or Expulsion

A student is entitled to appeal disciplinary action by a staff member. Appeals of disciplinary actions resulting in suspension or expulsion from school shall be appealed in accordance with the "Disciplinary Due Process Procedures" set forth above. If a student wishes to appeal disciplinary action that does not result in suspension or exclusion from school, the matter must first be discussed with the person who took the disciplinary action. If it cannot be settled at that level, it may be appealed next to the Principal. In cases where the Principal makes the original decision, the Principal's decision may be appealed to the Superintendent.

Non-Discrimination Notice

The Marblehead Public Schools provides equal education and employment opportunity without regard to race, color, national origin, veteran status, religion, sex, disability, gender identity or sexual orientation.

The Marblehead Public Schools complies with all applicable State and Federal Laws, including but not limited to, Title VI and , Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B.

The Marblehead Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, gender identity, sexual orientation, disabled veteran status or pregnancy in its employment, in the administration of, operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act. Inquiries by students, employees and/or prospective employees regarding disabilities and Section 504 of the Rehabilitation Act and/or the ADA may be directed to the appropriate coordinators at each school building. The building principal, Matthew Fox, is the local Sec. 504 Coordinator and can be reached at (781) 639-3130. Dr. Paula Donnelly is the District-wide Section. 504/ADA and Title IX Coordinator and Harassment Officer and can be reached at (781) 639-3140.

The Marblehead Public Schools has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this non-discrimination policy. For compliance issues regarding employment activities, employees should contact: Marblehead Schools Business Manager, 781-639-3140 at 9 Widger Road, Marblehead, Massachusetts 01945 . For compliance issues regarding educational activities, contact: Dr. Paula Donnelly, Director of Student Services and Program Accountability, Marblehead Public Schools, 9 Widger Road, Marblehead, Massachusetts 01945. Individuals who believe they have been discriminated against or subject to discriminatory harassment in any of the District's educational or employment programs or activities can file a written grievance with the appropriate officer. Complaints of discrimination and/or harassment will be addressed through the applicable District grievance procedure.

The Marblehead Public Schools is an equal opportunity/affirmative action employer.

After School Activities

After School Clubs

Clubs typically meet one designated afternoon per week from 3:00 p.m. - 4:00 p.m.

Art Club	MVMS Musical	Math Team
After School Chorus	Green Team	Encore
Engineering Club	Cornerstones	Jazz Band
Yearbook Club	Newspaper Club	Pickleball

Homework Club (Meets Mondays, Tuesdays, and Thursdays from 2:30pm – 3:00pm)

Intramural and Interscholastic Sports

For additional information, please refer to the complete MVMS Sports Booklet.

Fall Sports

Field Hockey	Interscholastic
Cross Country	Interscholastic
Volleyball	Intramural

Winter Sports

Basketball	Interscholastic
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Spring Sports

Track and Field	Interscholastic
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Student User Fee

The educational philosophy of the Marblehead Public Schools is to foster and support the participation of all students in a wide variety of student activities beyond the regular school day program such as clubs, organizations, plays, intramural and interscholastic sports programs. Marblehead Public Schools financially support student activities through local appropriation and students' user fees.

User Fees are a onetime fee which covers all extracurricular activities throughout the school year.

Interscholastic sports 1st Season	\$270.00
Interscholastic sports 2nd Season	\$215.00
Interscholastic sports 3rd Season	\$165.00
Intramural sports and school clubs (unlimited)	\$300.00
Family maximum payment is	\$2125.00

* Please let us know if you have students at different schools and if you have reached the maximum family fee.

Provisions for financial hardship will be made using the Federal Lunch Program criteria.

Inquiries may be made in the main office at the Marblehead Veterans Middle School, 781-639-3120.

Please see MPS SC user fee policy JQ

Academic Eligibility for Student Activities

Per School Committee policy JJIC, to be eligible to participate in student activities, a middle school student “(i) must have passed three (3) of the four (4) major subjects of English, mathematics, social studies, science, and (ii) must not have failed more than one (1) subject (including any major subject).”

Please see MPS SC policy JJIB

Appendix A – Bullying, Harassment, Sexual Harassment, and Hazing

BULLYING IN SCHOOLS

MPS SC Policy: JICFB

The Marblehead Public Schools is committed to creating a working and learning environment free of bullying, along with an environment that fosters student's social and emotional health and wellbeing. Bullying and harassment are major distractions from learning. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bullying of any type has no place in a school setting.

Definitions:

“Bullying” is the repeated use by one or more students or by a member of a school staff 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/herself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

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

Where the term “bullying” is used in this document, it is intended to encompass both “bullying” and “cyber-bullying” as defined above.

Policy:

Bullying 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.

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

The school district shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence based.

The school district shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The consultation shall include, but not be limited to, notice and a public comment period. The plan shall be updated at least biennially.

The plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

The plan shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify, and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents, (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim, and witness to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The school district shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.

The school district shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in employee handbooks. The plan shall be posted on the district's website.

Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his/her school. A member of a school staff, including, but not limited to, an educator, administrator, school nurse, secretary, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school district, the school district or school first informed of the bullying or retaliation shall, consistent with the state and federal law, promptly notify the appropriate administrator of the other school district or school so that both take age-appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in the local school district, the school district informed of the bullying or retaliation shall contact law enforcement.

REFERENCES:

Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.:

603 CMR 26.00

MGL 71:370

MGL 265:43, 43A

MGL 268:13B

MGL 269:14A

CROSS REFS.:

AC, Nondiscrimination

JICFA, Prohibition of Hazing

JIC, Student Discipline Regulations

For more detailed information on the bullying prevention process, resources and form to file a bullying complaint, please view the MPS Bullying Prevention Plan:

(https://www.marbleheadschoools.org/sites/marbleheadmaps/files/uploads/mps_bullying_prevention_plan_july_2018.pdf). Copies of our Bullying Prevention Plan are also available in the middle school office or by emailing Principal Matthew Fox (fox.matthew@marbleheadschoools.org) or calling (781) 639-3120 x3113.

Reporting Bullying

(Excerpts from the Marblehead Public Schools' Bullying Prevention and Intervention Plan)

Reporting by Staff: A staff member will report immediately (without unnecessary delay) to the principal when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline. 2.

Reporting by Students, Parents or Guardians, and Others: Marblehead Public Schools expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal of the school. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Responding to Reports of Bullying or Retaliation

1. Assessing Safety: Before fully investigating the allegations of bullying or retaliation, the principal or designee will assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. There may be circumstances in which the principal or designee, at their discretion and in accordance with applicable law, contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access

to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary. The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. The confidentiality of students and witnesses reporting alleged acts of bullying and/or retaliation will be maintained to the extent possible given the school's obligation to investigate the matter. All relevant district policy will be adhered to.

2. Obligations to Notify Others:

- a. **Notice to Parents/Guardians:** Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and of the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. **Notice to Another School or District:** If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify, by telephone, the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- c. **Notice to Law Enforcement:** At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

3. Investigation: The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action. Interviews may be conducted by the principal or designee, or other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation, using the MPS Marblehead Public Schools Intervention Incident Reporting Form to summarize the incident(s), steps taken and result(s) of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation as necessary.

5. Determinations: The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary. Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development. The principal or designee will promptly notify the

parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations. The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

6. Responses to Bullying: Marblehead Public Schools has incorporated a range of individualized strategies and interventions that may be used in response to remediate a student's skills and or to prevent further incidences of bullying and/or retaliation.

For more detailed information on the bullying prevention process, resources and form to file a bullying complaint, please view the MPS Bullying Prevention Plan ([linked here](#)). Copies of our Bullying Prevention Plan are also available in the middle school office or by emailing Principal Matthew LeVangie (levangie.matthew@marbleheadschoools.org) or calling (781) 639-3120.

DISCRIMINATORY HARASSMENT

Discriminatory Harassment will not be tolerated in the Marblehead Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, gender identity, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension.

The District will promptly and reasonably investigate allegations of discriminatory harassment in accordance with applicable laws and District grievance procedures. Retaliation against any individual for reporting harassment, filing a complaint of harassment, or for participating in the investigation thereof, is also strictly prohibited. A student or staff member who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and, in the case of an employee, termination of employment.. The Superintendent will develop administrative guidelines and grievance procedures for the implementation of this policy.

Reports and complaints of sexual harassment as defined under Title IX of the Education Amendments Act of 1972 will be addressed in accordance with the District's Title IX Sexual Harassment Grievance Procedure. All complaints of sexual harassment shall be directed to the District's designated Title IX Coordinator, Dr. Paula Donnelly, Director of Student Services.

LEGAL REF.: M.G.L. c.76, § 5, M.G.L. c. 151B, M.G.L. c. 151C:Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; 34 CFR Part 106.

HAZING, PROHIBITION OF Policy JICFA

From the Marblehead Public Schools Policy Manual

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days. Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school.. Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. c. 269, §§17, 18, 19

CROSS REF: JIC, Student Conduct

Hazing

M.G.L. c..269, §17

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

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

M.G.L. c..269, §18

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.

M.G.L. c. 269, §19

Each secondary school 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 Chapter 269 of the General Laws. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received said copy.

Legal Reference: M.G.L. c. 269

Appendix B – Selected Laws/Policies Related to Student Conduct and Discipline

STUDENT RIGHTS AND RESPONSIBILITIES – School Committee Policy JI

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

- 1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.*
- 2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.*
- 3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.*
- 4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.*
- 5. The right to privacy, which includes privacy with respect to the student's school records.*

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

LEGAL REFS.: *M.G.L. 71:37H; 71:82 through 71:86*

M.G.L. c.269, §10 - Possession of Weapons

It is illegal to have a weapon in school or on school property. Students who are in possession of a weapon risk expulsion from school. In all cases, authorities will be notified, the student may be immediately suspended from school, and an expulsion hearing will be held.

Section 10(j): "Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "'firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars."

Students who are in possession of a weapon or a look alike weapon risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, or any other objects, which in the opinion of the administration may cause harm to you or others.

M.G.L. c.71, §37L - Notification to school personnel of reporting requirements for child abuse and neglect and fires; reports of students possessing or using dangerous weapons on school premises; transferred students' school records

The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

M.G.L. ch. 71, §37H- Policies relative to conduct of teachers or students; student handbooks

Massachusetts General Law ch.71, §37H mandates that all student handbooks contain the following provisions relative to student behavior and conduct.

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

(b) Any student who assaults a principal, an assistant principal, a teacher, teacher's aide or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the school by the principal.

(c) Any student who is charged with a violation of either paragraph (A or B above) shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation [at their own expense], along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to

another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

M.G.L. ch.71, §37H1/2 - Felony complaint or conviction of student; suspension; expulsion; right to appeal

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

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

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H.5.

(b) Any principal, headmaster, superintendent, or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings, or interviews under this subsection.

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

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

M.G.L. c. 76, § 18: Notice to parent or guardian and meeting with school committee prerequisite to student permanently leaving school; annual report; application of section

No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days. The superintendent, or a designee, may proceed with any such interview without a parent or guardian if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

The superintendent or a designee shall convene a team of school personnel, such as the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview with the student and the parent or guardian of the student. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

The department of elementary and secondary education shall: (i) publish a model protocol for conducting exit interviews with students; and (ii) compile and maintain a list of research and information relative to the consequences of dropping out, the benefits of earning a high school diploma and a list of alternative education resources and programs available to the student, in addition to those that the district may provide, that schools shall present at the exit interview.

The superintendent of every city, town or regional school district shall annually report to the department of education the number of students sixteen years of age or older who have permanently left school, the reasons for such leaving and any alternative educational or other placement which each such student has taken.

The provisions of this section shall not apply to a student who has completed the regular course of education, or apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

Appendix C – MPS Student Acceptable Usage Policy and Student Email Policy

File: IJNDB

Responsibility

Access to Marblehead Public Schools' ("MPS") network systems, email, Internet, intranet, student records, and other computer or technological resources (collectively, the "MPS Network Systems") is provided for educational and MPS administrative use exclusively. This Acceptable Usage Policy (AUP) governs all use of network systems by students and includes Internet and network access: social networks/media, blogs, vlogs, wikis, live and online chats, newsgroups, and other Internet utilities. This includes the use of personal equipment and accounts on all MPS networks. Parents/guardians and students are expected to abide by the provisions of this policy.

Students must comply with the following rules:

- Identify themselves accurately in all communications using the MPS Network Systems
- Use MPS Network Systems only for their specified educational purpose
- Post/send only appropriate information in light of the educational purpose of the MPS Network Systems
- Access only their own account and keep their passwords private from any other users
- Refuse permission to others to use the student's account
- Only alter their own work
- Remove their old files when they are no longer needed
- Adhere to all other MPS codes of conduct when using the MPS Network Systems

Students are prohibited from the following activities:

- Engaging in harassment, libel, slander, or bullying of any kind
- Using the MPS Network Systems for commercial or political purposes
- Using another person's account
- Using the MPS Network Systems to advocate or facilitate the illegal use of drugs or alcohol
- Using the MPS Network Systems to access or transmit/post material which is profane, obscene, fraudulent, offensive, discriminatory, threatening, demeaning, intimidating, sexually explicit or pornographic
- Using the MPS Network Systems for illegal activities including, but not limited to, copyright violations (such as copying music, videos or software)
- Giving out another individual's personal or private information, including but not limited to that person's address or phone number or educational information
- Recording or posting audio, video or any material of or created by another student or faculty member without that individual's permission
- Engaging in spamming (sending massive, inappropriate and unsolicited information) or flooding (transferring data without intent of meaningful communication)
- Using equipment without permission
- Altering the configuration of school technology (changing system settings) or engaging in any misuse, disruption, or degradation of the MPS Network Systems, including intentional physical misuse or damage to equipment, materials, data or programs
- Downloading or installing software of any kind
- Illegally copying software
- Bypassing system security or filters
- Engaging in any other conduct while using the MPS Network Systems that is deemed by the Building Principal or the Superintendent to be detrimental to MPS or any school learning environment

Sanctions

Network access is a privilege, not a right. Violations of this policy may result in the following at the discretion of MPS:

- Loss of access privileges

- Disciplinary action at the building level in accordance with the discipline code in the student handbooks.
- Referral to appropriate law enforcement agencies

Privacy

Users do not have any expectation of privacy or confidentiality in the content, electronic communications or of other files sent, received and/or stored within the MPS Network Systems. The use of a password is solely to protect the user's information from access by fellow users, but creates no expectation of privacy with regard to access to that information by authorized MPS employees. MPS also reserves the right to examine/monitor all data sent, received and/or stored within the MPS network or online systems, whether such records, communications, folders, and information are password-protected or not. All communications including text and images may be disclosed to law enforcement or other appropriate third parties without the prior consent or knowledge of the sender or receiver.

Revised June 2025

Student Email and Internet Posting Guidelines

File: IJNDB-R

Marblehead Public Schools (MPS) student use of email and posting material on the Internet must follow these guidelines. Adherence to the Acceptable Use Policy for Students (IJNDB) is the basis for use of email and posting on the Internet and it must be complied with at all times. The Acceptable Use Policy for Students (IJNDB) will also be included in the Student Handbook.

Grades 9-12

- May be provided with a school email account by the District.
- Students may post their own work on the Internet including their full name and picture provided that their parent or guardian has given permission* by agreeing to the Consent to Release Student Directory Information for Students, as referenced in the Parent/Guardian Consent Form (IJNDB-E). Students are responsible for knowing what their parent permission is and abiding by that permission.

Grades 7-8

- May be provided with a school email account by the District with limits on messages sent and received internally to MPS. Authorized internal addresses include (@marbleheadschoools.org and @student.marbleheadschoools.org). Only approved MPS services and domains will be allowed to communicate for classroom teaching purposes.
- With permission and guidance from a faculty member, students may post their own work on the Internet, including their full name and picture provided that their parent or guardian has given permission by agreeing to the Consent to Release Student Directory Information for Students, as referenced in the Parent/Guardian Consent Form (IJNDB-E) during the initial Online Student Registration or Annual Information Update.

Grades 4-6

- May be provided with a school email account by the District with limits on messages sent and received internally to MPS. Authorized internal addresses include (@marbleheadschoools.org and @student.marbleheadschoools.org). Only approved MPS services and domains will be allowed to communicate for classroom teaching purposes.
- With permission and guidance from a faculty member, students may post their own work on the Internet, including their full name and picture provided that their parent or guardian has given permission by agreeing to the Consent to Release Student Directory Information for Students, as referenced in the Parent/Guardian Consent Form (IJNDB-E).

Grades PK-3

- Students may not use any individual email account. Messages may be sent through teacher-monitored accounts.

** Students who have reached age of majority (18) do not need parental permission.*

Revised June 2025

Appendix D – School Committee Policy JJIF
Athletic Concussion Policy

Purpose

This policy provides guidance and standardized procedure for the prevention, training, management and return to activity decisions regarding students who incur head injuries or concussion as defined by M.G.L. 111:222; 105 CMR 201.000 while involved in extracurricular athletic activities (1), in order to protect their health and safety as required by Massachusetts law and regulation. The requirements of the policy apply to all Marblehead Public School students, however configured, grades 4-12 who participate in any school sponsored extracurricular athletic activity. In order to further protect all Marblehead Public School students, it shall be required that any student K-12 who suffers a head injury or concussion, whether such injury occurs in or out of school, be medically cleared to return to school as well as participate in school athletic activities. Responsible staff will follow the guidelines for graduated return to academics and activities tailored appropriately to the student's age and condition.

Scope of Responsibility

The Superintendent shall, through the Athletic Director, Principals, and Lead Nurse maintain complete and accurate records of the district's compliance of the Concussion Law, and shall maintain the following records for three years at a minimum, or until the student graduates unless state or federal law requires a longer retention period:

- 1. Verifications of completion of annual training and receipt of materials;*
- 2. DPH Pre-participation forms or school based equivalents and receipt of materials;*
- 3. DPH Report of Head Injury Forms or school based equivalents;*
- 4. DPH Medical Clearance and Authorization Forms, or school based equivalents;*
- 5. Graduated reentry plans for return to full academic and extracurricular athletic activities.*

The following persons: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; activity coordinators; employees or volunteers; and students who participate in any extracurricular athletic activity and their parents are responsible to comply and follow through with all aspects of this policy including: annual training, record keeping, communication, reporting, assessment, evaluation, treatment, and referral. Guidance counselors and teachers may be involved in facilitating academic accommodations with a student who suffers a concussion.

(1) Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, , fencing, field hockey, football, flag football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, sailing, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, dance, cheerleading and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Definition

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. Most frequently concussions are not diagnosed by loss of consciousness.

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. An MRI or CT scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Review

This policy and attached protocol and procedure (JJIF-R) shall be reviewed annually by the Marblehead Public Schools' Athletic Department Personnel and The Marblehead Public Schools' Health Services School Nurses. Any recommendation for revision shall be submitted to the Superintendent. All School Committee approved policy changes will be provided to appropriate staff in writing.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its' policies.

An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

Appendix E

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) (approved by Marblehead School Committee on August 21, 2025)

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians certain rights regarding the District's conducting of surveys, collection, and the use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; and/or income, other than as required by law to determine program eligibility.
- Notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

The above rights transfer from the parents to a student who is eighteen (18) years old or an emancipated minor under State law.

Marblehead Public Schools utilizes the student/family handbook to obtain consent from parents/guardians at the start of each school year in accordance with Marblehead School Committee policy ILD and outlines any substantive changes that may have been made to that policy. The Marblehead School Committee policy ILD outlines parent/guardian rights regarding student submission to educational surveys and research.

Marblehead Public Schools utilizes a variety of surveys and activities to gather feedback and information from students.

The District will directly notify parents/guardians via email when students are scheduled to participate in specific activities or surveys that concern any of the following:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardian; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

Parents/guardians will be provided reasonable notification of the planned activities and surveys listed above, and will be provided an opportunity to opt their child out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent, specific activities and surveys covered under this requirement, which include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by Department of Education, and any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under PPRA have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901