

**MALDEN HIGH SCHOOL
STUDENT/PARENT GUIDE
2009/2010**

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Educating Malden students since 1857

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

Please note:

While every attempt has been made to cover the normal daily activities of the school, it is possible that situations may arise that are not covered under the terms of this guide. Malden Public Schools and Malden High School reserve the right to initiate and to enforce additional policy or to make policy changes during the school year.

City of Malden School Committee

Mayor Richard C. Howard, Chairperson
Ms. Peg Crowe, Ward 1
Mr. Steven Ultrino, Ward 2
Mr. Kevin Duffy, Ward 3
Mr. Lenny Iovino, Ward 4
Ms. Lisa D'Arcangelo, Ward 5
Mr. Stephen Winslow, Ward 6
Mrs. Gladys Rivera Rogers, Ward 7
Mr. John Froio, Ward 8

Malden Public Schools Administration

Superintendent, Mr. Sidney Smith
Assistant Superintendent for Teacher Quality and Professional Development, Ms. Nancy Kassabian
Business Manager, Ms. Irene Oliver
Malden High School Principal, Mr. Dana F. Brown

Boyle House Principal, Mr. Christopher Mastrangelo
Brunelli House Principal, Mr. Thomas Mahoney
Holland House Principal, Ms. Marilyn Slattery
Jenkins House Principal, Ms. Diane Klibansky

Instructional Leadership Team, K-12

Director of Title One and Reading, Ms. Margaret Adams
Director of Technology, Media, and Library, Mr. Thong Phamduy
Director of English Language Arts, Ms. Jane Skelton
Director of Social Sciences, Ms. Judi Allen
Administrator for Pupil Personnel Services, Ms. Maura Johnson
Director of Math and Data Analysis, Ms. Maryann Finn
Director of Science/Health, Mr. Robert Sartwell
Director of Guidance, Testing, and Support Services, Ms. Manjula Karamcheti
Director of Athletics/Physical Education, Mr. Dan Keefe

Mission Statement

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

Academic Excellence

Malden High School students are expected to:

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

Personal Growth

Malden High School students are expected to:

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

Civic Responsibility

Malden High School students are expected to:

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

ALCOHOL/DRUGS

The possession of, selling of, and/or consumption of any alcoholic beverage or non-prescribed or illegal drug by any student is strictly forbidden on Malden High School property or on any Malden High School sponsored trip or activity. The administration reserves the right to refer a student who violates this provision to counseling or to mandate a drug test as a condition of school attendance.

ACADEMIC ELIGIBILITY FOR MALDEN HIGH SCHOOL STUDENT ATHLETES

All athletes participating in sports at Malden High School must meet the school's athletic academic requirements. Please consult the Athletic Department Handbook for additional information.

CODE OF CONDUCT FOR STUDENT ATHLETES

It must be clearly understood that participation in athletics at Malden High School is a privilege not a right; extended to those students who conform to the rules and regulations of eligibility and behavior set by the Massachusetts Interscholastic Athletic Association (M.I.A.A.) and the Malden Public Schools. The student athletes who exercise their privilege of participation in athletics are representing their school, community, family, and

themselves, and therefore assume a greater responsibility for their behavior. Positive and good behavior outside of Malden High School is considered part of the student-athlete's responsibility. Infractions outside of school may lead to disciplinary action, including dismissal from a team.

ADJUSTMENT COUNSELORS

Adjustment counselors are available to all students for counseling and support concerning school and adolescent issues. They are also involved in core evaluations and other special needs procedures and programs. Consult your House Principal for more information on how to access their services.

ATHLETIC OFFERINGS AT MALDEN HIGH SCHOOL

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

Other Greater Boston League member schools include Medford, Somerville, Everett, and Cambridge.

Sports offered include Football, Baseball, Golf, Basketball, Tennis, Field Hockey, Gymnastics, Softball, Soccer, Indoor Track, Outdoor Track, Cross-country, Wrestling, Lacrosse, Swimming, Volleyball, and Crew.

ATTENDANCE POLICIES

Regular attendance is required if the educational objectives of a course are to be met. Therefore, absence must be strictly regulated. Illness or specified emergencies are the only acceptable excuses for absence. Parents going out of town must notify the House Principal's office as to who will be responsible for the student during their absence.

ABSENCES FROM SCHOOL

If you are absent from school, you must bring a note signed and dated by your parent or guardian explaining your absence.

- On the day of your return to school, before reporting to home room, your note should be taken to your House Principal. Your agenda book will then be stamped. You cannot report to the homeroom teacher or class without a stamped agenda book

from your House Principal. Failure to comply with this regulation could result in detention and/or suspension.

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

ABSENCES FROM CLASS

- “Absence from a class” can include any or all of the following: excused absence, truancy, dismissal, tardiness, suspension, being sent from class for disciplinary reasons, and class cutting.
- Four absences from class will require a teacher to give a student a failing grade for the quarter. Three absences from class for seniors for the fourth quarter will require a teacher to give a failing grade for that quarter. The failing grade would be included in the yearly average. The value given the failing grade would depend on the work completed. The maximum value of the failing grade in our system of grading is 59.

BATHROOMS

Permission to go the boys’ and girls’ rooms during the school day is a right which cannot be denied to anyone. However, any pupil who asks for this right too often, or stays out of the room too long, may be asked for a doctor’s certificate, or be asked to make up time after school. Two or more pupils from the same room should not ask for permission to leave at the same time. More than one student in a stall is never permitted. It is the responsibility of every student to make sure bathrooms remain undamaged and free of any graffiti.

Behavioral Expectations

The primary purpose of Malden High School is to educate students in an atmosphere that encourages each student to realize his/her full potential. Behavior that is disruptive to the

learning process must be minimized or eliminated. All cases of student misbehavior will be treated individually. Discipline is progressive and is based on the level and seriousness of the offense. The House Principal and Principal have discretion in disciplinary matters.

POSSIBLE DISCIPLINARY ACTIONS

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

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

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

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

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

- Inappropriate behavior will not be tolerated. Consequences will result.

Offenses that will lead to immediate disciplinary action include:

- Tardiness to school; chronic tardiness
- Skipping class
- Loitering on school grounds when dismissed or suspended

- Insubordination
- Use of inappropriate, profane, vulgar, or abusive language
- Disrespect/sent out of class
- Failure to report for teacher's detention
- Possession of cigarette lighters, chewing tobacco and smoking materials and drug paraphernalia, including wrapping papers. Items will be confiscated and not returned.
- Use of cellular phones, radios, I Pods, cassettes, beepers, skateboards, and other inappropriate items.. Items will be confiscated and returned to a parent/guardian.
- Possession of handcuffs and/or chains
- Out of class without an agenda book (pass); includes bathrooms, phones, and corridors
- Leaving cafeteria without permission
- Unauthorized elevator use
- Spitting
- Violation of dress code
- Failure to show or possess student ID when asked
- Violation of school/building security policy or rules
- Smoking on school property at any time
- Truancy from school
- Swearing at teacher or staff member, or gross disrespect
- Stealing
- Vandalism
- Fighting/assault/instigating a fight
- Gambling/possession of cards, betting cards and other materials, including die.
- Verbal harassment, sexual harassment
- Leaving school grounds
- Violating cafeteria behavior standards
- Possession/use of laser pens
- Misuse of computer/Internet
- Gross misconduct/inappropriate behavior
- Throwing any objects including, but not limited to, snowballs, ice, water or food
- Failure to report to an Administrator's Office when directed
- Parking in school restricted area
- Found in "Off Limits" areas
- Excessive number of detentions may result in suspension
- Use or possession of firearms or weapons
- Sale, use or possession of drugs or alcohol
- Pulling a false fire alarm
- Starting a fire in school or on school property

- Hazing
- Harassment
- Extortion or intimidation
- Mayhem
- Disturbing a school assembly
- Willfully injuring or maiming another student
- Willful and violent destruction of school property
- Inciting or contributing to incite riotous disorder or havoc

BUS PASSES

Student monthly bus passes are available through the Main Office.

CELL PHONES

While we recognize and support the need of a student to possess a cell phone we also know the following:

- Cell phones are a major distraction when they ring, buzz, light up, or are “shown off” to other students while in school.
- Cell Phones should be kept off and out of sight during the school day.
- Students needing to make an emergency phone call or receive an urgent message may do so in their House Office, their Guidance Counselor’s Office, or in the Main Office.
- Administrators retain the right to take away cell phones that are a distraction to the educational process at Malden High School.
- Students found “texting” during the school day will be treated as any other student caught using their phone.

CHEATING POLICY

Cheating includes but is not limited to the following:

1. Copying another student’s work.
2. Submitting another person’s work, as your own. (compositions, term papers, lab reports, etc.).
3. Using crib sheets or any other type of concealed answers during a quiz or test.
4. Giving or asking for answers during a quiz or test.
5. Looking at another student’s quiz or test to copy answers.
6. Leaving a classroom during a test and obtaining answers.
7. Deliberately ignoring time limits or test instructions.
8. Obtaining copies of a test or test questions unlawfully.

9. Plagiarism in any form (e.g., copying of Cliffs Notes, magazines, encyclopedias, etc. without proper documentation and downloading from the Internet).
10. Unlawful/surreptitious use of computer software programs and CD-ROM materials.
11. Use of any cell phone or camera device to transmit information.

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

CLASS RANK

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

To be a speaker at graduation, or to be ranked in the top ten students, a student must have completed 75% (15 credits) of his or her education (course work) at Malden High School.

Class Rank	Weights	AP	Honors	CP
97-100	A+	4.50	4.00	3.50
93-96	A	4.35	3.85	3.35

90-92	A-	4.15	3.65	3.15
87-89	B+	4.00	3.50	3.00
83-86	B	3.85	3.35	2.85
80-82	B-	3.65	3.15	2.65
77-79	C+	3.50	3.00	2.50
73-76	C	3.35	2.85	2.35
70-72	C-	3.15	2.65	2.15
67-69	D+	3.00	2.50	2.00
63-66	D	2.85	2.35	1.85
60-62	D-	2.65	2.15	1.65
0-59	F	0	0	0

CLUBS, ORGANIZATIONS, ACTIVITIES

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

List of activities: Maldonian Yearbook, Cheerleading, Blue and Gold (Newspaper), Outdoor/Adventure Club, Chorus, Show Choir, Madrigal Singers, Latino Club, Asian American, French Club, Greenroom Drama Society, Fine Arts Club, Environmental Club, Red Cross Youth Chapter, Interact Club, Haitian Club, Literary Society, Key Club, Math Team, Forensic Team, Color Guard, Concert Band, Marching Band Chess Club, School Council, Project 540, Class Office, Civil Rights team, Gay/Straight Alliance, Costa Rica Expedition, Reverie, SPIRIT Council

COURSEWORK OUTSIDE OF MALDEN HIGH SCHOOL

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

COMPUTER USE AT MALDEN HIGH SCHOOL

Use of any computer at Malden High School is a privilege and dedicated to educational use. A student's signature acknowledging receipt of the Malden High School Student Guide implies full compliance with the Malden Public Schools Acceptable Use Policy during the student's matriculation at Malden High School. Failure to abide by the regulations may result in suspension of computer and/or Internet privileges pending administrative review and disciplinary action.

ACCEPTABLE USE POLICY FOR COMPUTERS

- The use of the Internet is to be conducted under faculty supervision. However, because access to computers for individual assignments, projects, and special interest will be permitted, constant monitoring will be impossible. Therefore, every user is expected to take individual responsibility for the appropriate use of the Internet and e-mail correspondence as defined in this agreement.

STUDENT ACCESS TO THE INTERNET AND WORLD WIDE WEB

- All students in local area networks will have access to the Internet and World Wide Web, with teacher supervision, in classrooms, libraries, or laboratories. No individual account agreement is required. Before a student may access the Internet and Web, however, he or she must be familiar with these guidelines and sign the agreement at the end of this guide.
- Grades K – 12: Before students in Grades K-12 will be authorized to access the Internet and World Wide Web, they

will be asked to sign a statement that they have read the guidelines and agree to adhere to them.

- Internet access through the MPS is a privilege, not a right; school officials may cancel access if this privilege is abused. Students and Staff would be subject to disciplinary action in conformity with student and staff policies.

SECURITY AND SAFETY FOR THE COMPUTER

- All student e-mail and Internet files may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities. All users should not assume the Internet access would be private.

COMPUTER USER RESPONSIBILITY

- Users have the responsibility to use computer resources for academic purpose only. Playing games or using networked resources for non-academic purposes is not permitted unless authorized by school staff.

Users will demonstrate personal responsibility by agreeing never to get together with someone they meet on-line without first checking with parents and teachers. Users will accept the responsibility for keeping all pornographic material, gambling material, inappropriate text files, material dangerous to the integrity of the local area network from entering the school via the Internet. If a user identifies a security problem on the Internet or the MPS local area network, he/she is responsible to notify a system administrator. Users should not demonstrate the problem to other users. Users should not use another individual's account without written permission from that individual. Security on any computer system is a high priority, especially when the system involves users. Users will demonstrate legal responsibility by not transmitting any material in violation of U.S., Massachusetts, or Malden Public Schools regulations. This includes, but is not limited to: copyrighted materials, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret. Users may not conduct activities for profit, advertise products, or conduct political lobbying on the network. All users must take responsibility for keeping down costs and avoiding system disruption. No use of this network shall serve

to disrupt its use by other individuals or by connecting networks. It is beneficial for all users to keep the network running efficiently.

COMPUTER PROPERTY

Any violation of the network responsibilities will result in a cancellation of network privileges and may result in disciplinary action. The network administrators will deem what is appropriate use and their decision is final. Also, the network administrators may deny access at any time as required. The administration, faculty, and staff of the MPS may request the network administrators to deny, revoke, or suspend specific user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. Tampering with computer systems and/or applications and/or comments will be considered vandalism, destruction, and defacement of school property. Vandalism will result in cancellation of privileges and disciplinary action. User must respect privacy of others and intellectual property. Any traffic from this network that traverses another network is also subject to that network's acceptable use policy (AUP). Users are responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property. Users have the right to be informed and review personal information that is being, or has been collected about them.

The following uses of the Malden Public Schools Internet access are unacceptable:

1. Posting private or personal information about another person.
2. Attempting to log on through another person's e-mail account or to access another person's files.
3. Attempting to log on to the local area network using another person's account and password.
4. Accessing or transmitting obscene or pornographic material.
5. Posting chain letters or engaging in "spamming."
("Spamming," means sending annoying or unnecessary messages to large numbers of people).
6. Engaging in sexual harassment. The Malden Public Schools Sexual Harassment Policy, which is included in the individual school's handbook, is applicable to Internet conduct.

7. Participating in any communications that facilitate the illegal sale or use of drugs, or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
8. Plagiarism. "Plagiarism" means the taking of material created by others and presenting it as if it were one's own. The MPS's policy on plagiarism/cheating, which is included in the MPS Student Handbooks, is applicable to MPS students' use of the Internet.
9. Infringing copyrights. Copyrights infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright and may not be copied without permission of the copyright owner.
10. Participating in any activities that are not directly related to the educational purposes of the Malden Public Schools.

MYSFACE, FACEBOOK AND OTHER INTERNET SITES;

The school respects the right to privacy of all students. However, many times what a student posts on a website becomes part of the public domain. This can be dangerous to the student and/or his/her families as some students are posting personal or family information (addresses, dates of birth, family situations between mom and dad) that over 80 million people world-wide have access to with the internet. Some students use the computer to "IM" and chat with others. This also can be dangerous. The school will deal with these issues when the issues come to school, for example if a student threatens another student over the computer or if a student-athlete or member of another of our clubs or activities is posing on a website in possession of a drug, alcohol, or a weapon etc.

DISCIPLINE OF STUDENTS ON 504 PLANS

Section 504 of the Rehabilitation Act of 1973 is a federal statute, which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance because of his/her disability. 29 U.S.C. & 794 and its implementing regulations, 34 C.F.R. 104 et seq. School personnel may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifest determination. Please contact Principal Mr. Dana F. Brown at

(781) 397-7223 for more information on the discipline of students on 504 plans.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Federal and state special education laws govern the disciplining of students with disabilities eligible for special education and the regulations promulgated there under. These laws include the Individual with Disabilities Education Act, 20 U. S. c. 1401 et seq., and its implementing regulations 34 C. F. R. 300 et seq; and Massachusetts General Laws, chapter 71B and its implementing regulations, 603 C. M. R. 28.00. Students with disabilities who violate school rules are subject to removal from their current educational placement for up to ten (10) school days per year, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability.

School personnel may order a change in educational placement of a child with a disability to an appropriate Interim Alternative Educational Setting (IAES) that provides the student with a disability a free appropriate education for the same amount of time that a child without a disability would be subject to discipline, but not more than forty-five (45) calendar days if the student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function;
2. Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event;
3. Sells or solicits the sale of a controlled substance while at school, a school function, or a school sponsored event.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a "change of placement". A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include, but are not limited to:

1. If the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such student before the behavior that resulted in the discipline, the school shall convene a meeting to develop an assessment plan to address the behavior; or if the child already has a behavioral intervention plan, the IEP Team shall review the plan and modify it, as necessary, to address the behavior.

2. A review by the IEP Team of the relationship between the child's disability and the behavior subject to the disciplinary action, which is often referred to as the Manifestation Determination.

School personnel may also seek an order from the Department of Education Bureau of Special Education

Appeals (BSEA) placing a student in an IAES for up to forty-five (45) calendar days. Parents/guardians and/or students, where appropriate, may request a hearing at the Bureau of Special Education Appeals regarding a disciplinary action described above to challenge the interim alternative educational setting or the manifestation determination.

For a copy of the Massachusetts Department of Education brochure on Special Education Parents'

Rights, available in many languages, visit or contact the Director of Special Education at (781)

397-7257.

DISMISSAL DURING THE SCHOOL DAY

1) Dismissals before 11:00 AM are considered an absence and a dismissal.

2) Only the School Nurse may dismiss a student due to illness.

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

DRESS CODE

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

DUE PROCESS

A student facing temporary (up to ten (10) days) suspension shall be given oral or written notice of the charge(s) against him/her with an explanation of the evidence against him/her. The student will be afforded the opportunity to present his/her version of the incident to an impartial decision maker. This presentation of the evidence to an impartial decision maker should precede the suspension, except where students whose presence in the school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Under these circumstances, the student may be immediately removed from school and the necessary notice and hearing should follow as soon as practicable. *Goss v. Lopez*, 419 U.S. 565 (1975).

ELEVATOR, USE OF

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

FIRE ALARMS

Massachusetts General Law provides for imprisonment in a jail or House of Correction for up to one year, or for a fine of not less than one hundred dollars (\$100) for anyone who causes to be made a false alarm of fire (MGL Ch. 269, Sec. 13). Anyone apprehended making a false alarm on school property will be suspended and referred to the authorities for court action.

“Fire” DRILL

It is expected that during an evacuation alarm or drill all students and staff will leave the building in an orderly manner. Failure to do so will lead to disciplinary action.

FIREWORKS

According to the General Laws of the Commonwealth of Massachusetts, “No person shall sell or have in his possession, or under his Control, or use, or explode, or cause to explode, any combustible or explosive composition or substance, or any other article, which was prepared for the purpose of producing

a visible or audible effect by combustion, explosion, deflagration or detonation. Whoever shall sell or keep for sale any fireworks in violation of this section shall be punished by a fine of not less than one hundred dollars nor more than one thousand dollars or by imprisonment for not more than one year or both. Whoever shall have in his possession or under his control, or whoever shall use or explode any fireworks in violation of this section shall be punished by a fine of not less than ten dollars nor more than one hundred dollars.”

These excerpts are taken directly from the Law of Massachusetts. The public law on fireworks will be strictly enforced within the buildings and on the grounds of Malden High School. Students in violation of the above laws will be suspended immediately and/or referred to the authorities for court action.

GRADUATION REQUIREMENTS

To receive a Malden High School diploma a student must pass the required 20 credits and pass the MCAS in Mathematics, English Language Arts, and Science. Students not passing the MCAS but satisfying the Malden High School credit requirements will receive a Certificate of Completion and not a Diploma at graduation. Please refer to the 2009-2010 Program of Studies for more information.

GRAFFITI LAW EFFECTIVE JULY 10, 1994

CHAPTER 266, SEC I 26A: Whoever intentionally, willfully and maliciously or wantonly, paints, marks, scratches, etches or otherwise marks, mars, injuries, defaces or destroys the real or personal property of another including but not limited to a wall, fence, building, sign, rock, monument, gravestone, or tablet, shall be punished by imprisonment in a state prison for a term of not more than three years or by imprisonment in a house of correction for not more than two years.

CHAPTER 266, SEC 126B: Whoever sprays or applies paint or places a sticker upon a building, wall, fence, sign, tablet, gravestone, monument or other object or thing on a public way or adjoined to it, or in public view, or private property, such person known or commonly known as “taggers” and such conduct or activity known or commonly known as “tagging”, or other words or phrases associated to such persons, conduct or activity, and either as an individual or in a group, joins

together with said group, with the intent to deface, mar, damage, mark or destroy such property, shall be punished by imprisonment in a house of correction for not more than two years. A notice officer may arrest any person for commission of the offenses prohibited by this section without a warrant if said police officer has probable cause to believe that said person has committed the offense prohibited by this section.

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

GUIDANCE SERVICES

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

Since a high school education is a stepping stone and preparation for life beyond high school, students are urged to meet as often as possible with their counselor to discover interest areas, explore career opportunities, and prepare for college or technical schools and employment.

The guidance department recognizes the complexities of the college admissions process. Therefore, in order to clarify the procedure, college representatives will meet periodically with interested students. These representatives will provide specific guidelines regarding entrance requirements in making wise decisions. A schedule of these visitations will be provided to all seniors in September. A student who attends these meetings must obtain a pass from his or her teacher. In addition, each fall, several college fairs are held off campus (time and place to be announced.) Also, the guidance department will sponsor a Financial Aid Night (date and time to be announced) in order to assist students and parents in seeking sources of financial aid as well as completing the necessary forms required to apply for aid. All high school students and their families are encouraged to attend.

GUIDELINES FOR STUDENT RIGHTS AND RESPONSIBILITIES

1. The School Committee is legally responsible for the establishment of school policy, and every effort should be extended to include in the formulation of school policy consideration for the developing maturity of the student. Concomitant responsibilities flow from the exercise of rights and privileges. Tantamount among these are: (a) respect for oneself; (b) respect for others and their rights; (c) respect for individual dignity; (d) respect for legally constituted authority and the legal responsibility of those in authority.
2. All rules and regulations to maintain the process of education must be common knowledge. Orientation programs and free student handbooks provide this information in clear and understandable language. Any changes will be widely publicized in print in both school and community media, and no regulation will be summarily drafted and enforced.
3. The School Committee, Professional Staff, and Student Government will work cooperatively within the limitations prescribed by law in the establishment of these regulations. The amending, appeal, and enforcement of these rules will be

clearly defined and made available to all interested and affected parties.

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

5. Schools are for education and students are involved in the educational process in their schools. Professional staff will solicit student suggestions and recommendations concerning curricular offerings. Curriculum offerings in schools strive to meet the needs and interests of all students.

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

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

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

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

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

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

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

GUN FREE SCHOOLS ACT OF 1994

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

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

HARASSMENT

Bullying and harassment are major distractions from learning. The grades of the victims can suffer. Fear may lead to chronic absenteeism, truancy, or even dropping out of school.

Bystanders feel both guilty and helpless for not standing up to the bully. Bullying of any type has no place in a school setting. The Malden Public Schools will endeavor to maintain a learning and working environment free of bullying. Bullying is

defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying may take many forms and occur in virtually any setting. It may create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, visiting recreation areas, participating in or attending special and extra-curricular activities, or riding on the bus to and from school each day.

REPORT IT!

If you feel you have been a victim of any form of harassment (as an individual or as a group) you should report it **IMMEDIATELY** to the school's Principal, a House Principal, counselor, or a teacher. Get support. Do not remain silent. Take Action!

1. When you observe adults or students mistreating, disrespecting or condemning others, you **MUST** speak out. Don't "put up with put downs." These would include comments regarding: gender, race, national origin, sexual orientation and other types of groups.

2. Students should report examples of observed harassment or mistreatment. You should speak to a teacher, counselor, or administrator if you witness violations of the policy, and you may do so confidentially. If you wish, you may place a note in an administrator's mailbox in the main office.

3. If you see insulting, demeaning graffiti on desks, walls, or bathrooms, report it **IMMEDIATELY** so it can be removed.

ZERO TOLERANCE!

The "mildest" consequence for actions that are deemed to be thoughtless and not malicious is a written warning. From there, consequences proceed through parent conferences, mandatory counseling, and prohibition from all school-sponsored events, and suspension from school ranging from one day to ten days with notification of police.

AN ACT PROHIBITING THE PRACTICE OF HAZING

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

MASSACHUSETTS GENERAL LAWS — CHAPTER 269

C.269.S.17, CRIME OF

HAZING: DEFINITION: PENALTY

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "Hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stresses, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c536; amended by St. 1987, c665.

C269.S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in sections seventeen and eighteen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c536; amended by St1987, c665.

C269.S.19 HAZING STATUTES TO BE PROVIDED:

STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to

unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants for membership has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this Section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institution, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report. Added by St1985, c536; amended by St L987, c665.

HOMEWORK POLICY

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

Students selecting higher academic levels may be required to spend four or more hours on homework some nights. This may differ according to course level. Minimum and maximum times are based on the traditional student program of five academic courses per student per day. Homework and tests that have been missed as a result of absence must be made up promptly according to school policy. Parents may help students by providing a good workstation and study atmosphere, by checking to see if homework is done regularly, and by encouraging a consistent learning routine. Students who work after school excessively or have late employment hours cannot use these situations as excuses to avoid making up work or completing assignments. Regular attendance and promptness in making up missed homework and tests are necessary to achieve passing grades. Each department has its own written position within the parameters of this general policy. Teachers will issue their homework requirements, which will be consistent with the department statement.

HONOR ROLL

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

HIGH HONOR ROLL

A student who receives an A or B in every subject during a quarter will be placed on the High Honor Roll for that quarter. National Honor Society (“noblesse oblige”). The National Association of Secondary School Principals in 1921 founded the National Honor Society. In 1927, Head Master Thornton Jenkins established the John W. Hutchins Chapter named in honor of a former Head Master of Malden High School. The

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

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

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

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

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

HOMEROOM Period

Students may enter the building as early as 6:30 AM and study quietly and have breakfast in Café B. Students may complete all "before school" house duties such as obtaining admit slips, dismissal slips, etc., beginning at 7:30 AM. All

students should be sitting in their homeroom by 7:45 AM and are considered tardy if not seated at the 7:45 AM bell. The Tornado Café is CLOSED to students from – 7:40 to 8AM. It reopens after 8:00 am.

HOUSES

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

IMMUNIZATION REQUIREMENTS

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

LEAVING SCHOOL GROUNDS

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

LIBRARY

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

LOCKERS

A locker will be assigned to each student. The locker, which should be kept locked at all times, is for your coat, personal belongings, and books. **All Students are required to provide a lock before they are issued a locker.** DO NOT leave valuables such as money, cell phones, CD players, wallets, watches, and cameras in your locker. The school does

not assume responsibility for missing items. Your locker is school property and the administration reserves the right to inspect it at any time. Students may not switch lockers without permission from their House Principal. Sharing lockers is not allowed. Lockers will be checked periodically. You are responsible for the condition of your locker.

LUNCH PROGRAM

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

MASSACHUSETTS EDUCATION REFORM ACT OF 1993

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

Chapter 71, Section 37 H

Publication of School Committee Rules and Regulations
Relative to the Conduct of Teachers and Students:

a) The superintendent of every school district shall publish the district policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities, or on the school grounds, or on school busses by any individual,

including school personnel. The Principal of every school within the district shall provide copies of these policies to any person upon request and without cost.

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

c) In each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare a Student Handbook setting forth the rules pertaining to the conduct of students. The School Council shall review the Student Handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy change at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section. Notwithstanding any general or special law to the contrary, all Student Handbooks shall contain the following provisions:

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

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

c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing provided, however, that the student

may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) and/or (b).

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

e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

Chapter 71, Section 37 H ½ (1)

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

Chapter 71, Section 37 H ½ (2)

Upon the issuance of a felony complaint against a student the Principal or Headmaster may determine, after a school-based hearing, that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, he or she may expel the student. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent in writing of his/her request for an

appeal no later than five calendar days following the effective date of the expulsion.

Chapter 71, Section 37 G

Corporal Punishment Prohibited:

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

MEDIA POLICY

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

MEDICATIONS

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

MESSAGES

Messages for students should be left in the House Office. Students are not allowed to use cell phones.

NON-MHS FUNCTIONS AND ACTIVITIES

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

NURSE/FIRST AID

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

OFF-LIMIT AREAS

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

PARENTS/GUARDIANS

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

PASSES -ONLY AGENDA BOOKS ARE UTILIZED

All students receive a new agenda book at the beginning of each year or upon registering at Malden High School. Agenda books are the property of MHS loaned to students. They are to be kept intact and no pages may be removed. Altered books may be confiscated and replaced at the expense of the student. Any student out of a classroom during class time must have his/her agenda book signed and completely filled out by a teacher. **NO EXCEPTIONS WILL BE ALLOWED.** There is a replacement cost for any student who loses his/her agenda book.

PHYSICAL EDUCATION AS A GRADUATION REQUIREMENT

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

PHYSICAL EXAMINATIONS

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

PROMOTION REQUIREMENTS

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

From grade 9 to grade 10 (5 credits)

From grade 10 to grade 11 (10 credits)

From grade 11 to grade 12 (15 credits)

To graduate (20 credits) + passing of MCAS

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

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

PUBLIC DISPLAYS OF AFFECTION

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

REPORT CARDS

Report Cards are issued 4 times per year. Students are given a copy in home room and a copy is mailed home to the parent/guardian.

SCHEDULE CHANGES

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

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

SCHOOL COUNCIL

Under the Education Reform Act of 1993, each school shall form a council consisting of faculty members, students, community members, and the principal. The purpose of the school council is to assist the principal in directing and conducting the business of the school. The Malden High School Council meets on an average of one night per month. The Malden High School Council will consist of teachers, parents, four students (one from each House), one or more community

members and the principal. Each fall the principal will hold elections for parents who wish to run for any seats on the council. Each fall the principal will hold elections for students who wish to run for a seat on the council. Each fall the principal will name community members to serve on the council. Each fall the Malden Education Association will hold elections for teachers who wish to run for any open seats on the council. It is a public meeting and guests are encouraged.

SEARCH

The School Department reserves the right to conduct at any time, without notice, searches and inspections of school property. School property includes, but is not limited to, lockers and desks. In order to maintain and preserve a proper educational environment, a school administrator may search a student and a student's personal belongings and personal effects, such as a book bag, sports equipment bag, lunch boxes, etc. based on a reasonable suspicion that a student possess a dangerous weapon, contraband, drugs, or other items possessed in violation of law or school policy at the school, a school sponsored event, or athletic event. Any illegal, dangerous, or unauthorized articles discovered may be taken into custody and may be turned over to law enforcement officials. In addition, any student who refuses to submit for a proper and lawful search or who is found in possession of prohibited articles or items, will be subject to disciplinary action up to and including expulsion.

SENIOR FINAL EXAMS

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

SENIOR OBLIGATIONS

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

SMOKING

Under Massachusetts Law smoking is not allowed on Malden Public School property and/or at any Malden High School sponsored event by students or staff.

SPECIAL EDUCATION

The purpose of State and Federal Special Education regulations is to ensure that eligible Massachusetts students receive special education services designed to develop individual student's educational potential in the least restrictive educational environment. Once a student has been evaluated and found eligible for special education services, an individual education plan (IEP) will be developed with parents (or with any student 18 years and older) to address the students' disabilities. The Malden Public Schools education department has a wide range of services available including speech therapy, occupational and physical therapy, counseling, learning centers, resource rooms, life skills and individual management. The rehabilitation act of 1973, section 504 is a non-discriminatory statute, which ensures that disabled students have educational opportunities and benefits provided to non-disabled students. Students may be eligible for educational services under both 504 and the Individual with Disabilities Act, as well as 603 CMR 28.00. Eligibility under 504 requires that a student has a record of having or is regarded as having a physical or mental impairment which substantially limits major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, or performing manual tasks.

Evaluation and services are available to students meeting the above criteria through a 504 Accommodation Plan. Prior to any referrals for an evaluation made by school personnel, parents/guardians will be notified. If you would like additional information relative to your child's rights under state and federal laws, please call the Special Education Office at 781-397-7257.

STUDENT ID POLICY

All MHS students are required to have a Malden High School issued identification card on their possession at all times during the school day. IDs must be shown to any MHS staff person that requests it. Failure to show or possess your ID will result in disciplinary action. Students may not alter IDs in any

way. IDs are **required** to purchase food from the cafeteria food services. Lost IDs must be replaced at the food services office for a \$5.00 fee.

STUDENT RECORD INFORMATION

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

1. Type of student records:

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

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

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

2. Inspection of Student Records: State and Federal Laws governing school records allow parents and legal guardians to inspect and amend the school records of their children.

Students may also inspect their own records.

A student's record will be made available to the student and/or his or her parent or guardian within two consecutive weekdays after an initial request to a guidance counselor or the principal of the school.

Copies of the record shall be furnished, upon request, to the eligible student or parent. A reasonable fee equivalent to the cost of reproduction may be charged. A professionally qualified

school staff person will be available, upon request, to interpret any of the contents of the record. In addition, the eligible student and/or his or her parent may have the student record inspected or interpreted by a third party of their choice. Under federal and state law, a divorced or separated parent has full access to his/her child's student records unless there is a court order, state statute, or legally binding document relating to matters such as divorce, separation or custody that specifically revokes this right. The Massachusetts legislature has enacted a statute (Mass. Gen. L. ch.71 § 34H) that is designed to standardize the process by which public schools provide copies of student records to parents who do not have physical custody of their children ("non-custodial parents"). Non-custodial parents who want copies of their children's student records must submit a written request to the school principal annually. The principal must designate a staff member as being responsible for properly complying with the statute's requirements. A student's record is kept at the school he or she is presently attending or from which he or she graduated or last attended.

3. Access of Third Parties:

According to Student Record Regulations the following information may be released by the school administration unless a student or parent specifically requests that it not be released without their prior consent. This is accomplished by filling out and returning the Opt Out form available in House Offices.

- a. Name, address, telephone listing, date/place of birth, major field of study, dates of attendance, weight/height (for members of athletic teams), class participation in officially recognized activities and sports, degrees, honors and awards, post high school plans.
- b. Names and addresses to schools and organizations such as: regional vocational schools; county agricultural schools; post-secondary schools, colleges and universities; recruiters for the Armed Forces; school alumni organizations.
- c. Student records to a school to which a student transfers.
- d. The school district shall provide a complete copy of a student's school records to any public school into which the student seeks or intends to enroll, upon receiving verification from any source that the student may be transferring out of this school district.

A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Otherwise, no information in a student record will be given to a third party, other than authorized school personnel without the specific, written consent of the student and/or his or her parent/guardian, except upon the receipt of a court order, or when given anonymously in statistical form to the Department of Education or independent researchers, or as requested by representatives of the Massachusetts Department of Early and Secondary Education acting for the Commissioner in connection with the enforcement of federal and state education laws.

4. Amending the Student Record:

The student and/or his or her parents shall have the right to add information, comments, data, or any other relevant written material to the student record.

The above persons have the right to request deletion or amendment of any information contained in the student record. They shall also have the right to a conference with the principal to make objections known regarding material contained in the record. The above is only a summary of some of the more important provisions of the regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired, a copy of the regulation may be reviewed at the school's house guidance office.

SUMMER SCHOOL

Malden High School conducts a summer school program during the months of July and August. Brochures describing courses offered will be available in the Main and House Offices. Students must have a teacher's recommendation to attend credit recovery classes in summer school. The Principal has final say on all summer school decisions. A student may only attend summer school for credit for a course(s) that he/she failed. A student may only earn a maximum of four (4) credits in summer school that will count toward his/her graduation requirements, unless otherwise provided by the student's IEP or 504 Accommodation Plan. Students may attend another summer school program, other than at Malden High School, for credit with prior permission from the principal. Summer school

can only be used to replace one quarter's worth of work. Please consult the Program of Studies for more information.

SUMMER SCHOOL NOTIFICATION

Teachers shall indicate on a student's final report card if the student is Not Recommended for summer school when a student fails a core course for the year. Failure to take a final exam will result in failure to attend summer school. It is the student's responsibility to register for summer school in a timely fashion.

SUPPLEMENTARY REPORTS (Progress Reports)

Supplementary Reports will be issued as a warning of possible failure, or a student's progress in the course, at the midpoint of each ranking period. They are mailed home each quarter.

SUSPENSION FROM SCHOOL

Serious breaches of standards of behavior may result in suspension from school. Students who are suspended from school are not to be in the school building or on the school grounds without permission from their House Principal. Generally, a suspension maybe imposed when a student's behavior creates a threat to the safety or welfare of himself/herself or to other persons. Such behavior as fighting or committing an assault on another, stealing, vandalism, possessing weapons, explosives or other prohibited materials, making false alarms or bomb threats, lewd or threatening behavior or language, may result in suspension. In cases of repeated violations of other disciplinary rules, suspension may be imposed as a last resort after other attempts have been made to resolve the problem. When a student is suspended, the student's parent or guardian will be notified by telephone, if possible, and by a follow-up letter. Before being readmitted from a suspension, the student must report to the designated school official and a parent or guardian conference may be requested. A student who is on suspension from Malden High School must not trespass on school property. The student must go through the admittance process as outlined in the letter of suspension. School property includes the school buildings and any area of the school grounds. A student on suspension is also excluded from participating in or attending any school related functions or activities.

TARDINESS (LATE)

- 1) A student is tardy if he/she is not seated in his/her homeroom at the 7:45 AM bell.
 - 2) A student who is tardy must report to his/her House Principal before entering school that day.
Students arriving tardy after 8:30 AM are required to bring a note or have a parent/guardian call the appropriate House Principal.
 - 3) A tardy after 11:00 AM is considered an absence and a tardy.
 - 4) If students arrive late to class, they will not be sent back for passes. They will be checked later or referred in writing to the House Principal.
 - 5) A student who arrives late to class without a signed agenda book will be given one absence from class if he/she is late three times in one quarter.
 - 6) Being late to class habitually will be brought to the attention of the House Principal.
- ***Remember that if you are more than 15 minutes late to any class that is considered an absence from that class.

TITLE IX

On April 29, 1976, the Malden School Committee, in compliance with Title IX of the Educational Amendments of 1972, adopted the following Statement of Non-Discrimination: The Malden Public Schools is an equal opportunity employer and a coeducational public school system, and does not discriminate because of Race, Religion, Ethnic Origin, Color, Age, Sex, Sexual Orientation, or Disability either in its employment policies or in the enrollment of students. All inquiries concerning Title IX should be addressed to Malden Public Schools, 200 Pleasant Street, Malden, MA 02148 or phone (781) 397-7220.

GRIEVANCE PROCEDURE UNDER TITLE IX

A complaint of violation of Title IX shall be handled in the following manner:

1. A student charging violations of the provisions of Title IX shall present it in writing, and signed by the complainant to the assigned Guidance Counselor within five school days of the alleged violation or upon the date that the complainant learns of the violation.

2. If the complaint is not resolved to the satisfaction of the complainant within five school days after submission to the Guidance Counselor, the complainant may present the complaint, in writing and signed by the complainant, to the building Principal within five school days thereafter.
3. If the complaint is not resolved to the satisfaction of the complainant within five school days after submission to the Principal, the complainant may present the complaint, in writing and signed by the complainant, to the Assistant Superintendent within five school days thereafter.
4. In the case of failure to resolve a complaint in the foregoing manner, either party may request a hearing before the Superintendent, whose decision shall be considered final by both parties.

TRUANCY

Under Massachusetts General Laws, students must attend school. Truancy is defined as any unexcused absence from school. All truancies will be considered unexcused absences. Administrators will notify parents and/or initiate court involvement for students habitually late or absent.

TUTORING

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

VACATION POLICY

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

VISITOR POLICY

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

WEAPONS AND EXPULSION

Students are prohibited from possessing, using, handling, selling, or transmitting any firearms, electrical or other weapons on school property or at any school activities. Such prohibition includes knives, blackjacks and other inherently dangerous weapons or any replica of a weapon. Students are cautioned about the possession of numchuckers or kung fu fighting sticks, which have recently come into vogue. The Massachusetts Law specifically prohibits possession of such items. Also, possession of projectile firing weapons without a FID card or license may result in a mandatory jail sentence under the State Law. Violation of the weapons prohibition is a serious offense and will result in the following:

- a) Any student who is found on school premises or at school-sponsored, or school related events, including athletic games, in possession of a dangerous weapon, or any replica of a weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter Ninety-Four C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- b) Any student who assaults a Principal, House Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.
- c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; at which the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After a said hearing, the Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either (a) or (b).
- d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to factual

determination of whether the student has violated any provision of this section.

e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion. Whoever not being a law enforcement officer, and notwithstanding any license obtained by him/her under the provisions of Chapter One Hundred and Forty, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college, or university without the written authorization of the Board or officer in charge of such secondary school, college, or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "Firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

STUDENT CONTRACT FOR INTERNET ACCESS
STUDENT MUST COMPLETE AND SIGN THIS SECTION.
(PLEASE PRINT)

Student Name:

School:

Current Grade:

Homeroom:

Address:

City: State: Zip:

I understand and will abide by the above terms and conditions for Internet access at any of the Malden Public Schools. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

Student Signature: _____

If you are under the age of 18, a parent or guardian must also read this

Acceptable Use Policy and sign this agreement.

As the parent or guardian of this student I have read the Acceptable Use Policy for Internet access in this document. I understand that this access is designed for educational purposes and however, I also recognize it is impossible to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission for my child to have access to the Internet. I certify that the information contained on this form is correct.

Parent or Guardian Name: (Please Print)

Signature: _____

Date: _____

PASSWORDS: each student will be assigned a user name and password to log onto the network. Your password will consist of four digits that you may choose. Please enter 4 digits of your choice in the boxes below. Be sure to use four digits that you will remember. Please bring this form to your House Principal's office to receive your username and password.