
**Melrose High School
Mission Statement**

MHS MISSION STATEMENT



Melrose High School is committed to developing academic and personal excellence. In partnership with home and community, we foster a safe and caring learning environment. We encourage a passion for learning by providing an engaging curriculum with high expectations for all students. We prepare our graduates to become knowledgeable, respectful, contributing citizens of a global society.

MHS LEARNING EXPECTATIONS

Melrose High School students will:

- *write effectively using standard English;*
- *demonstrate the ability to read effectively;*
- *demonstrate the ability to communicate effectively;*
- *demonstrate the ability to use technology responsibly and effectively;*
- *demonstrate the ability to problem- solve effectively;*
- *demonstrate an understanding of arts and culture;*
- *demonstrate an understanding of behaviors that promote wellness;*
- *demonstrate good citizenship;*
- *demonstrate the ability to plan and implement goals;*
- *demonstrate an understanding of diversity and exercise tolerance and respect for themselves, others and their school.*

**Student/Parent Handbook
for
Melrose High School**

360 Lynn Fells Parkway
Melrose, MA 02176
781-979-2200

Administration

Mr. Joseph Casey	Superintendent
Mr. Greg Zammuto	Business Manager
Ms. Patricia White-Lambright	Assistant Superintendent
Ms. Patricia Muxie	Director of Curriculum, K-12

Mr. Daniel Richards	Principal
Ms. Marianne Farrell	Assistant Principal
Mr. Jeffrey Carovillano	Assistant Principal

Melrose School Committee

Ms. Christine Casatelli	Ms. Carrie Kourkoumelis
Mr. Donald P. Constantine	Mr. J.D. LaRock
Mayor Robert Dolan	Ms. Kristin Thorp
Ms. Margaret Driscoll, Chair	

Accreditation Statement

Melrose High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact: New England Association of Schools & Colleges, 209 Burlington Road, Bedford, MA 01730-1433.

**MELROSE HIGH SCHOOL
SCHOOL DIRECTORY**

ATTENDANCE/TARDY LINE	781-979-2216
Main Office	781-979-2200
Daniel Richards, Principal	781-979-2202
Jeffrey Carovillano, Assistant Principal	781-462-3220
Marianne Farrell, Assistant Principal	781-462-3231
Diane Carpenter, Secretary to the Principal	781-979-2203
Denise Daglio, Secretary to the Athletic Director	781-462-3224
Mary Loughnane, Attendance Secretary	781-979-2216
Connie O'Connor, Guidance Secretary	781-979-2208
Janice Seelley, Records Clerk	781-979-2210
Robert Mann, School Resource Officer	781-462-3243
Department Chairpersons:	
TBD, Mathematics	781-462-3217
John Buxton, Guidance	781-462-3239
Kimberly Talbot, Foreign Language	781-462-3228
Robert Coughlin, Social Studies	781-462-3218
Julie Shea, Science and Business and Technology	781-462-3260
Angela Singer, English/Language Arts	781-462-3229
Patricia Ruggiero, Director of Athletics, P.E., Health and Family & Consumer Science	781-462-3223
Mary Weeks, Lead Teacher Performing Art	781-462-3117
Dawn Benski, Lead Teacher Art	781-462-3262
Dr. Mary Elizabeth Ford, School Psychologist	781-462-3238
Alternative Education	781-462-4183
Doreen Ward, METCO Director	781-979-2137
METCO Office	781-979-2137
Leonard Caplan, Channel 15	781-462-3232
Ken Dolce, Cafeteria Director	781-462-3219
Diane Ely, School Nurse	781-979-2236
Barbara Lichtman, Library/Media Specialists	781-462-3222
James O'Hare, Custodian	781-462-3261
Main Office Fax Machine	781-979-2206
Guidance Office Fax Machine	781-979-2209
Athletic Fax/Training Room	781-462-4176

Student/Parent Handbook
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STATE LAWS

Student Records Regulations

1. Authorized personnel shall, at the request of a parent or guardian of any student, allow such parent or guardian to inspect the student's cumulative record and any other records of that student which may be maintained by school personnel.
2. Authorized school personnel shall permit any student to inspect the cumulative record and any other records pertaining to that student.
3. Each student has the right to a private interpretation of the cumulative record by any authorized member of the staff.
4. Inspection of the records of students by non-school personnel shall not be allowed except upon written permission of the principal and parents.
5. Authorized school personnel may forward transcripts of the student's records upon the request of parents, legal guardians, student, or former student.

Student Address/Directory Information

The directory information of students (name, address, telephone number, etc.) is a matter of public record. Under federal law the Melrose Public Schools must provide, at a reasonable cost, copies of a compilation of such information upon written request. If a parent and/or student do not wish a student's directory information to be included in such a compilation, they must notify the Assistant Principal in writing of their desire to be excluded from the compilation.

Per Sec. 9528, Armed Forces Recruiter Access to Students and Student Recruiting Information of the Elementary and Secondary Education Act, schools receiving funds under this law are required to provide the names, addresses, and phone numbers of students to military recruiters and/or institutions of higher learning. The law also states that, "A secondary school student or the parent of the student may request that the student's name, address, and phone number not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request." Any parent of a Melrose High School student who wishes that his or her child's name, address, and phone number **not** be released to third parties should notify the principal in writing within the first three weeks of school. If no such written notice is received, the school will comply with all appropriate requests for student directory information.

Availability of School Policies and Regulations

Rules and policies of the Melrose Public Schools are available on line, including Melrose School Committee Policy manual, and in the school library. This handbook is distributed to all students. It is the responsibility of students and faculty to be

aware of these policies and act accordingly. School regulations are subject to reevaluation at any time during the year. New or modified rules will be publicized through posted bulletins and public announcements. After sufficient publication of such, the school community will be responsible for acting in accordance with them.

Parental Notification Relative to Human Sexuality Education

In accordance with Massachusetts Law Chapter 71, Section 32A, an Act Relative to Human Sexuality Education, the Melrose Public Schools provide notification to parents regarding curriculum which primarily involves human sexuality or human sexuality issues. This notification allows parents or guardians to have the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption; other work will be assigned to comply with the time and learning requirement. Program instruction material for said curriculum should be reasonably accessible to parents or guardians for review through an appointment with the Health Program Specialist. Human sexuality curriculum begins at the sixth grade level and continues through the twelfth grade level, and is one component of the Melrose Public Schools comprehensive health education program.

Chapter 622

An important piece of legislation affecting the public schools was passed in August 1971. This law, Chapter 622 of the General Laws, Acts of 1971, is referred to as “An Act to prohibit discrimination in the public schools.” The law reads as follows: “No person shall be excluded from or discriminated against in admission to a public school in any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin.” This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and of minority groups. No one may exclude a student from any course, activity, service or resource available at Melrose High School because of race, color, sex, religion or national origin of that child. On June 24, 1975, the state board of education approved regulations for Chapter 622. These regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content, and extracurricular and athletic activities. If you have any questions or concerns regarding Chapter 622 and how it affects you, please do not hesitate to contact any one of the administrators at the high school.

Chapter 282

Effective March 10, 1994, the state law prohibiting discrimination against students in public schools was amended to include protection against discrimination based on sexual orientation. Chapter 282 reads, “No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.”

Chapter 766

Chapter 766 is a Massachusetts State Law that applies to all people ages three to twenty-two who have not graduated from high school. It says that if students have special needs, they should be given any help necessary to allow them to remain in a regular school program as much as possible. A special need is any problem a student might have that would make it very difficult or impossible for him/her to get a good education in a regular school setting.

The evaluation process is a carefully planned way to determine if a student needs special education services. It involves the students, his/her parents, teachers, and other people in the school and community. This evaluation gives the student, his/her parents, and his/her teachers a chance to learn the best way that they can work to overcome the student's special need.

Working Certificate

In the Commonwealth of Massachusetts, every individual from fourteen to eighteen years of age who applies for employment must have a working certificate. All individuals applying for a working certificate must present a birth certificate. Validated school records may be used for students of Melrose High School. A student may obtain a working certificate at the high school by applying to the Records Clerk in the Guidance Office.

Working Regulations for 14, 15, 16, and 17 Year Olds

The subject of teenage employment has been a controversial topic. Questions often arise about the regulations that govern employment standards for teenagers. Listed below are the basic rules that are published by the State Division of Employment Security. More specific information is available through the high school Guidance Office.

Employment Standards for Fourteen and Fifteen Year Olds:

Fourteen and fifteen year old minors may not be employed:

1. During school hours except as provided for in Work Experience and Career Exploration Programs;
2. Before 7 AM or after 6 PM;
3. More than 3 hours a day on school days;
4. More than 18 hours a week during school weeks;
5. More than 8 hours a day on non-school days;
6. More than 40 hours a week during non-school weeks.

Employment Standards for Sixteen and Seventeen Year Olds:

Sixteen and seventeen year old minors may not be employed:

1. More than 9 hours per day;
2. More than 6 days per week;
3. More than 48 hours per week;
4. Before 6 AM or after 10 PM, EXCEPT in restaurants until 12 AM preceding non-school days.

Parent/School Communication A Partnership

It is important that parents understand how to facilitate communication between home and the school, a link that is vital to their child's success.

Students and parents should contact the teacher when there are specific questions or concerns that pertain to such things as assignments, special events, grades, tests, and classroom issues. If the teacher is not immediately available, a message will be taken and the teacher will respond as soon as possible.

Contact on this level is most effective for clarifying minor confusion about classroom expectations and requirements, as well as allowing teachers and parents to draw into a closer alliance for the benefit of the child. We cannot emphasize enough that prompt attention to issues and questions affecting a child's education and the parents' understanding of it usually enable an easy remedy, if one is called for, and opens a channel of communication that enables cooperative effort and investment.

Students and parents should contact the teacher when there are specific questions or concerns that pertain to such things as assignments, special events, grades, tests, and classroom issues.

Students and parents should contact the Department Chairperson when questions involve curriculum offerings or course selection and placement in those classes that are grouped by ability.

Questions having to do with student programs, course selection in general, testing, college or career selection, social development, and personal issues should be directed to the Guidance Counselor assigned to the student.

Questions pertaining to broader issues of school or district policy or school-wide activities and events should be directed to the Assistant Principals.

In any event, when there is a question about who to contact, it is good practice to call the student's teacher or the Principal. They will be able to counsel parents as to which individual is best equipped to answer questions or provide the information parents seek.

Student Expectations

To the Students:

Student Rights and Responsibilities

All students are expected to read this Student Handbook and the Melrose High School students' behavior standards and expectations at the start of each school year. Students are expected to know and to follow all procedures, rules, regulations and policies. Although it is not possible to include guidelines for every potential situation, students are cautioned against assuming they are free to engage in activities not specifically mentioned here.

Students are expected to share responsibility for the successful functioning of the school. A wide range of activities and programs is possible only when students are willing to accept their responsibility for maintaining a quiet, orderly academic environment.

All students must understand that school officials have the right and the duty to set standards for scholarship and for the behavior of the students who attend Melrose High School. Disciplinary procedures are aimed at insuring that these standards are met. We value each student and his/her individual rights, but no student will be permitted to infringe upon the rights of others.

Students have a right to freedom of expression as provided by the United States Constitution and Massachusetts General Law Chapter 71, Section 82; however, such a right shall not cause any disruption or disorder within the school.

Rules that affect student life at Melrose High School are made after considering the input of students and faculty members. Students, through their elected student council representatives, are welcome to share their suggestions and to offer input.

Two areas that are important for student consideration are academic goals and behavioral goals. Since the success of every student is important to us, we feel that setting expectations is critical in achieving each student's goals at Melrose High School. Please refer to page one and the back cover for a list of these expectations.

For best success, students should make every effort to follow the expectations for homework as defined below:

Homework

Meaningful homework assignments, to be accomplished outside of the regular classroom, are an integral part of the teaching/learning process when geared to the needs and abilities of students. Completion of homework assignments is a worthwhile use of the time outside of the classroom. Homework assignments are

intended to provide an opportunity to provide, reinforce, complete, make-up and/or enrich classroom activities, to help students develop study habits, and to impart an appreciation for the value of learning.

Listed below are the responsibilities of students, teachers, and parents with regard to homework.

Students will:

- record the directions for homework in an assignment book;
- ask questions when necessary to clarify the assignment, including seeking after school help when needed;
- follow a schedule and keep materials in order;
- hand in neat, accurate, and meaningful products in a timely manner;
- plan time for completion of long-term assignments;
- determine and complete homework assigned during absence.

Teachers will:

- communicate his/her homework expectations and criteria for credit at the beginning of each course;
- assign homework that is aligned with the Curriculum Frameworks;
- provide appropriate and timely response to all homework assignments;
- provide a balance between long-range and short-term assignments;
- assign homework over weekends, vacations, and holidays in a manner reasonable for the length of time;
- monitor long-term assignments in order to avoid last-minute student efforts;
- give clear, concise directions, allow time for student questions, consider availability of materials and resources, and provide legible worksheets;
- ensure that students who are absent know how they may complete missed homework;
- monitor the effectiveness of homework as reflected by student performance.

Parents will:

- provide a suitable place for study;
- help students develop routine home study habits;
- ensure that work is made up after an absence;
- assist and correct, but not do, the actual work and notify the teacher if student experiences extreme difficulty;
- assist students in making wise course and level choices;
- be aware of long-term assignments and assist students in learning to budget their time accordingly;
- contact the teacher if they observe an absence of homework or have a question regarding the nature or extent of the homework.

Guidelines for Written Work for All Subject Areas

1. Activities such as brainstorming, listing, use of graphic-organizers, webbing, clustering, and/or outlining are expected as part of the prewriting phase. One or more rough drafts should precede the final draft. A rough draft is expected as part of a word processing approach.
2. All composition assignments submitted for grading must be completed on standard size, white lined paper in blue or black ink. Do not use felt pens. Papers with ragged edges from spiral notebooks will not be accepted. Typed papers must be in standard size print and double-spaced.
3. All work to be passed in should be consistently neat and legible. Form your letters carefully. Follow standardized rules for capitalization.
4. All papers are required to have a heading in the upper right hand corner of the paper. The heading should include name (first and last), subject (grade and block), and the date.
5. Erase any mistake neatly or draw one neat line through the mistake.
6. If the paper has a title, place it in the center of the top line of the paper. Skip a line between the title and the first line of the composition. Book titles are underlined; original titles are not.
7. Do not skip lines between paragraphs.
8. Leave approximately one inch on both edges of the paper for a margin. Consult the teacher as to whether margin lines will be acceptable.
9. Indent the first line of each paragraph about one inch from the left margin.
10. There should be no abbreviations included in the body of the paper (except for titles such as Dr., Mr., Mrs.). The word *and* must be written out. In formal writing, no contractions are acceptable except in dialogue.
11. If it is necessary to divide a word at the end of the line, hyphenate between syllables. Refer to a dictionary. One-syllable words are not divided.
12. Numbers from one to ninety-nine should be written in words, except in addresses and dates. Always spell out a number that begins a sentence.

Academic Information

Graduation Requirements

In order to participate in graduation, students must be enrolled in regular attendance at Melrose High School for at least one semester in their final year and meet all graduation requirements.

<u>Area</u>	<u>Credits</u>
English	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
including US History	
Fine/Applied Arts,	2.0
(Art, Music, Theatre Arts,	
Business & Technology,	
Family & Consumer Science)	
Foreign Language	1.0
Wellness	2.0
Electives	6.0
Total	24.0
Community Service	12 hours per year

Community Service – Graduation Requirement

Each Melrose High School student is required to perform 12 hours of community service each year in high school. Documentation of service is to be verified by the Assistant Principal, and all community service hours must be completed in order to receive a diploma.

Students who meet all of the local requirements but do not pass the MCAS Tests will receive a Certificate of Attainment.

Senior Research Paper Requirement

To gain full credit, a senior must successfully complete and receive a passing grade on a Senior Research Paper under the direction of his or her Senior English teacher. Failure to earn a passing grade on the Senior Research paper results in failure of the course and mandatory enrollment in summer school, and may jeopardize graduation. The senior research paper is equivalent to forty hours of time and learning.

Participation in Graduation Exercises

- A. Participation in Senior Week activities and the graduation ceremony are privileges. Participation in these events is predicated on the adherence to school rules, attendance policy and academic regulations. **Seniors must be passing six out of seven classes for the year at the close of fourth quarter grades. Seniors must be passing 6 out of 7 classes for the year at the close of 4th quarter to participate in these events.**
- B. In extreme circumstances, such as an extended illness, a student who has completed a minimum of 22 of 24 credits may be considered for participation in the graduation ceremony. The remaining requirements will be completed during the summer school session. The above policy is not intended to include students who have:
- Not met academic requirements due to course failures;
 - Violated the school discipline code;
 - Failed to meet the school attendance requirements.

Final determination for graduation participation remains with the Principal.

Senior Internship- (Note: Revised Internship Guidelines will be in place by the fall of 2010)

Participation in the Senior Internship Program will be available to any senior who meet the following criteria:

- **Must have B average for their senior year in each subject area or with administrative approval**
- **Must have completed all senior year requirements**
- **Must have teacher approval**
- **Must have parent/guardian approval**
- **Must have 95% attendance rate**

Grading Policy for Senior Interns

Upon successful completion of the internship, senior interns will be given a grade of "P" for the fourth quarter. The final exam column of the report card will be left blank as interns will be exempt from taking the final exam. The final average for the year in most classes will be calculated as follows:

Add the final grade for the first semester twice with the grade for the third quarter, and divide the total by three. The resulting average will be the final grade for the year.

Advanced Placement classes and senior English classes which require students to complete 4th term assignments may use an alternate grading process. Students

should discuss these requirements and the grading process with the teacher prior to leaving for internship.

No additional credit is given for participation in the internship program.

Promotion Requirements for Underclassmen

A student will be considered a sophomore if at the beginning of the school year he/she has earned 6 credits.

A student will be considered a junior if at the beginning of the school year he/she has earned 12 credits.

A student will be considered a senior if at the beginning of the school year he/she has earned 18 credits.

Grading & Midyear/Final Exams

Grades are issued four times during the school year. Interim progress reports are also issued at the half-way point of each quarter. In all full year courses, the final year's average will be the average of the two semesters. Semester averages are a combination of the two quarter grades and the grade received for either the midyear or final exam given in that semester.

Midyear and final exams are given in all courses. These exams count as 10% of the respective semester grade. The average of the first and second quarter grades will count 90% in determining the first semester average. Similarly, the second semester average will include the average of third and fourth quarter grades at 90% and the final exam at 10%. The average for the entire year will be the average of both semesters.

Any senior with a B⁺ average (87) or better for the year in a particular course will be exempt from his/her final exams.

If a student does not take the final exam, a **zero** will be averaged into the semester grade.

No student will be given their final grade without first returning his/her textbook for that class or paying for it.

Rank-In-Class

See Program of Studies

Honor Roll

To attain honor roll status, students must be enrolled in at least four major subjects, excluding Personal Development Courses. Students must meet the following grade requirements in all classes including health, physical education, and special

education to qualify for the three levels of recognition - Excellence, High Honors, and Honors.

Excellence - All A's in every subject

High Honors - All A's with the exception of one B

Honors - All B's or any combination of A's and B's

Gold tassels will be worn at graduation by those students who have achieved the following academic requirements:

To graduate with Honors, students must be on the Honor Roll six out of eight quarters during the junior and senior years (five out of seven quarters for students on internships).

To graduate with High Honors, students must be on the High Honor Roll list six out of eight quarters during the junior and senior years.

To graduate with Excellence, students must achieve Excellence six out of eight quarters during the junior and senior years.

The ten students who have earned the highest Grade Point Average (GPA) will wear Platinum Tassels at graduation.

Summer School

In order to be eligible for Summer School, a student must earn a minimum of a final grade of 50 in the course(s) they wish to take in summer school. Students who earn below a 50 will not be allowed to make up that course in summer school. In addition, a student must complete all four quarters, and the midyear and final exams. Both the course grade and the Summer School remedial course grade will be recorded on the student's transcript. Attendance at any certified Summer School program outside of Melrose must have the Principal's approval prior to registration.

- A. Failure of a core subject will result in a student being required to attend Summer School for that course. The course must be completed at an approved Summer School program. All exceptions must be approved by the Principal after positive endorsement of the respective Department Chairperson.
- B. Failure to attend Summer School in a core subject will prevent the student from advancing to the next grade level.

National Honor Society

The Melrose High School chapter of the National Honor Society strives to create enthusiasm for scholarship, to render special service to the school and community, to promote leadership, and to develop positive personal qualities. Membership in

the National Honor Society is an honor bestowed in the spring upon junior or senior students who:

1. have maintained a cumulative grade point average of at least 4.0 (on a 5.0 scale);
2. have submitted a portfolio documenting the following:
 - a minimum of 40 hours of voluntary service to the school or community during the past year;
 - a minimum of three positive leadership roles in school or community activities since starting high school; and
 - positive personal qualities such as honesty, self-esteem, responsibility, self-management, and sociability (friendliness, empathy, etc.).

Teachers are given the opportunity to submit their observations about how well individual students meet these criteria. The Melrose High School National Honor Society Selection Committee meets to select those students who will be inducted into the National Honor Society.

Any violation of school rules or public law substantial enough to result in suspension from school will be grounds for not considering a student for selection as a member in the National Honor Society until at least twelve calendar months have passed. Furthermore, any violation substantial enough may be grounds for removal of a member from the Chapter.

Once selected, National Honor Society members are expected to continue to meet selection criteria. Each member must maintain at least a 4.0 GPA and carry the equivalent of five major academic subjects per quarter. If five major courses are not available due to the scheduling process, appeals may be made to the National Honor Society Advisor and the Principal. National Honor Society students must carry a full academic schedule.

National Foreign Language Honor Societies

Melrose High School has chapters of the following National Foreign Language Honor Societies:

Delta Epsilon Phi (German)
National Latin Honor Society (Latin)
Société Honoraire de Français (French)
Sociedad Honoraria Hispánica (Spanish)
Società Onoraria Italica (Italian)

The mission of these societies is to recognize and reward high achievement in language studies, promote high standards of scholarship in language studies, support and encourage language studies, stimulate interest in and enthusiasm for language studies, and promote perpetuate international friendships and cultural understandings.

Membership to the National Foreign Language Honor Societies of Melrose High School is an honor bestowed in the spring to junior students who are enrolled in the language to which they seek membership and who:

1. have an overall GPA of 3.75 at the end of the first semester of their junior year;
2. have maintained an A average in their language studies throughout high school;
3. are in at least level II of their language (CP and Honors classes are both accepted);
4. meet one of the following criteria:
 - a. have participated in the National Language Exam (for the language to which they seek membership) at least once;
 - b. be active participants in a language club (for the language to which they seek membership) during their junior year.

Students may seek membership in more than one foreign language honor society, but must meet all above criteria and submit separate applications for each. The foreign language faculty will review student applications and approve student's membership into each honor society.

Any violation of school rules or public law substantial enough to result in suspension from school will be grounds for not considering a student for selection as a member of the National Foreign Language Honor Societies until at least twelve calendar months have passed. Furthermore, such violations may be grounds for removal of a member from the society.

Once selected, National Foreign Language Honor Society members are expected to continue to meet selection criteria. Each member must demonstrate an academic commitment (by maintaining a minimum GPA of 3.0), a community commitment (through tutoring or community service), and a global commitment (through participation in GEM, exchange programs, or other global initiatives).

Massachusetts Comprehensive Assessment System

Melrose High School students will take the state-developed MCAS tests in the spring. In order to receive a diploma from Melrose High School students must meet the MCAS requirements in English, Language Arts, Math and Science.

Resource Center/Library Policy

Library/Resource Center Services

Hours for the Resource Center will be 7:30 a.m. – 3:30 p.m. The Resource Center will be closed during faculty meetings.

Staff: Barbara Lichtman, Library/Media Specialist - 781-462-3222

Library Paraprofessional: Mrs. Marie Steriti

The Melrose High School Resource Center services reflect a commitment to the present and future academic, social and personal needs of the students. The collection represents a wide range of fiction and non-fiction material in print, as well as on-line resources. The Resource Center's two computer labs provide students with the research tools necessary for successfully meeting current academic standards. Students at MHS are encouraged to make frequent use of the library. It is our intent to inspire the student with confidence in conducting research and encourage reading.

To ensure that an appropriate atmosphere for learning exists within the Library and for the Resource Center to maintain a comprehensive collection, we expect that the students/parents and guardians adhere to the following regulations.

Resource Center policies as listed below:

- No food or drinks are allowed in the Resource Center.
- Students must sign into the Resource Center before, during and after school hours.
- Fiction and non-fiction books may be borrowed for a period of two weeks. This does not include reference collection.
- Reference materials may be used within the Resource Center but may not be taken out of the Resource Center.
- Notices will be sent to students and parents for over due books. Library privileges will be suspended until the overdue book is returned. This policy applies to all students, including graduating seniors.
- Replacement cost for lost books will be sent home to parents. A replacement check should be sent to the library to cover the cost of the book.
- Students are expected to exhibit proper behavior. All Handbook rules apply to the library.
- The computer equipment is to be used for school assignments only. The sole purpose of the Internet in the library is for Research. There is no downloading of music or program files allowed. School appropriate games are allowed only when homework is finished. Failure to comply with these guidelines will result in the subsequent disciplinary action.

- Each student using the library and computer labs is expected to abide by the Internet Use Policy. This policy must be signed by the student and parent/guardian, and are kept on file.
- Students are not allowed to use the copy machines. However, they can request a reasonable number of copies for school projects and research only. Copies cannot be made for non-school activities.
- Students who wish to utilize the Resource Center during the school day must obtain a pass from the classroom teacher at the beginning of the block and report immediately to the Resource Center. Substitute teachers may not issue passes to the Resource Center.
- The library personnel have the right to request that IPOD/music player volume is kept to a low personal hearing volume as to not disturb other students or teachers. The IPOD/music player will be held at the Reference Desk if the volume is considered disruptive to the Resource Center quiet study environment. Cell Phones are not to be used at anytime during the school day.
- Laptop computers are available on a limited basis. They are to be used in school during the school day only. They do not leave the Resource Center.
- Any student found damaging computer equipment, the keyboard; mouse or hard drive will have their library/lab rights and privileges permanently suspended in addition to other disciplinary action described in the Handbook.
- Students are not allowed to open or fix any computer/printer or copier.
- Students may use and are encouraged to have zip drives to save their work.
- The library does not provide office supplies to students. Index cards, pens, markers, glue sticks, etc. necessary for completing projects need to be provided by the student or parent/guardian.

Internet and Acceptable Use Policy

To gain access to the Internet students must turn in their parental permission forms. These forms are sent to all students in the fall. Every student wishing to access the internet must have an active form on file signed by a parent or guardian.

Families should be aware that some materials accessible via the Internet contain information that may be illegal, defamatory, inaccurate and offensive. Websites are filtered through the use of Netguard which resides on the school server. Please bring to our attention any sites that present a problem.

The Acceptable Use Policy applies to all students who have access to the school computer network and equipment. Students will receive a User name and password to use in the school and a generic password to access the system from off site. Use of these passwords implies that the student is willing to adhere to the responsibilities set forth in the Acceptable Use Policy, as outlined below:

A responsible student will:

- Abide by copyright law for all research and downloads
- Not reveal personal critical information (social security number, phone numbers, etc.)
- Not tamper with, alter or destroy files
- Never disclose personal passwords or use another's password
- Be aware that computer use is for educational purposes during school hours
- Be aware that hacking into restricted files, servers, or databases is a crime
- Not violate user responsibilities as posted in the labs and Resource Center
- Not send offensive information or images to others during the school day
- Not engage in any unacceptable game playing.

The responsibilities of parent/guardians and library staff with regard to the Acceptable Use Policy are listed below:

- Parents will read this Internet Use Agreement with their child
- Parents will explain to their child loss of Resource Center privileges/computer use for not abiding by these rules
- Parents will support the Resource Center and lab policy with appropriate consequences for non-compliance with this policy

Library Staff Responsibilities:

- The library staff will provide the use of laptops and workstations in support of education, research, college searches, test preparation and employment.
- The library staff will work with students to insure compliance and understanding of all Internet and computer use policies.

It is the policy of Melrose High School that all technology be used in a responsible and ethical manner. Failure to do so will result in termination of privileges. By signing the Internet Use Parent Consent Form parents, guardians and students agree to comply with the listed terms at all times during the school day including before and after school hours.

METCO Program

The Metropolitan Council for Educational Opportunity (METCO) Program is a voluntary urban/suburban educational desegregation program, committed to educational excellence for all children. It provides opportunities for urban students of color to attend suburban public school systems. It also provides suburban students and staff opportunities to interact with many minority students and to benefit from a culturally diverse learning environment. METCO provides additional resources to all Melrose High School students throughout the year in order to facilitate learning and cultural experiences for everyone in the school.

The METCO Program is funded by the Commonwealth of Massachusetts under the Racial Imbalance Act. Annually, Melrose receives money from the state which pays for METCO staff, transportation, and special educational services for our Boston resident students. The METCO budget has enabled us to afford multicultural programs for Melrose High School students, workshops and seminars for students and parents, and professional development opportunities for school staff.

Melrose has participated in the METCO Program since the 1960s. Boston resident students are usually placed into our METCO Program at the elementary school level. Occasionally, placements are made at the middle and high school level when openings exist. METCO provides support services to students, staff, and parents around educational, cultural, and social issues. In addition, the program strives to provide opportunities for Melrose and Boston families, as well as staff, to learn together, to break down stereotypes, and to open lines of communication. For more information about the Melrose High School METCO Program, contact Doreen Ward, Melrose METCO Coordinator, at 781-979-2137.

Counseling & Guidance Information

The Melrose High School Guidance Department is dedicated to fostering the development of students as individuals and as members of a democratic society. Our goal is to assist students, through careful academic planning, the development of school and community connections, in-depth exploration of college and career opportunities, and promotion of both social awareness and civic responsibility.

Services provided by the guidance department include:

- Academic planning and guidance around course sequence
- College and career exploration
- Monitoring of academic progress
- Modification of schedules
- Scheduling and orientation for new students
- Personal counseling and crisis intervention
- Referrals to community resources
- Consultation with parents, teachers and students

In the guidance department, we view our role as students' advocates as one that is both important and significant. It is our responsibility to help students increase their knowledge about post-high school opportunities, and to help them make the important connections between their high school record and the specific options that will be available to them upon graduation from high school. It is our responsibility to work with students to determine courses that appropriately challenge them and

from which they will expand their base of knowledge. We strongly encourage all students to become involved in extracurricular activities, through which they can make important connections and grow in ways that extend beyond the classroom.

The Melrose High School Guidance Department is a welcoming place where students can easily access information and work closely with their counselors. We continue to build a developmental guidance program that is dedicated to a process of self-exploration and assessment of both interest and aptitudes. We do our best to guide students accordingly through the process of course selection and individual programming.

Students are generally assigned alphabetically to counselors for all four years. Individual differences, however, occasionally make this arrangement inappropriate. In these cases, a student or parent is encouraged to make an appointment with the director to discuss alternatives.

<u>Counselor</u>	<u>Extension</u>
Mr. John Buxton	462-3239
Mr. Joseph Parrillo	462-3233
Ms. Jennifer Shackelford	462-3236
Mr. Jeffrey Bolduc	462-3234
Ms. Francesca LoGrasso	462-3237

Students are encouraged to use the services of the Guidance Department before and after school and at times during the school day when they receive permission. To ensure that they get to see their counselor, students must make an appointment in advance. These appointments may be made before school, after school, and between classes. The Guidance Office is open from 7:30 AM to 3:30 PM each day.

Report cards, transcripts and/or schedules will not be released until students return or pay for all missing textbooks, library books, AP exams and all other educational materials that have been loaned to them.

Educational and Career Planning Program

Grade 9 - Freshmen Orientation

On the first day of school, before upper class students arrive, freshmen will attend a comprehensive all day orientation led by upper class student leaders. Within the first two months of school, all freshmen will meet with their counselors in small groups to discuss the character and purpose of high school guidance assistance and high school life/activities, as differentiated from those of the middle school. Students are permitted to examine their individual file and to see their permanent record card and test record. (outdated materials are given to the student.)

Grade 10 - Career Research

During the period from January through March, counselors will meet with sophomores in groups to help them begin the process of self-assessment and career exploration as it relates to post-high school planning. Students will be encouraged to utilize various personality inventories, publications, and computerized methodologies to advance the process of self-assessment and to examine career options and training/schooling requirements.

Grade 11 - Post-Secondary Planning

During the period from January through March, counselors will meet with juniors in order to help students begin planning appropriate spring, summer, and fall activities relative to post-high school plans, using Guidance Department resources. The career planning process begun in grade 10 will continue, and students will learn what is important in the employment and college application process.

Grade 12 - Senior Guidance

Throughout the school year, counselors spend as much time as necessary working with seniors on an individual basis to help them finalize post-graduate plans, and to complete and process appropriate employment and post-secondary institution applications. Parents are also encouraged to consult with their child's counselor with respect to this process.

Course Selection

Program of Studies

The Program of Studies contains material to assist students and their parents in planning their educational program at Melrose High School. A description of the courses offered by each department is helpful in selecting the courses which will meet each student's needs. General information on program requirements, procedures, and policies is also presented.

Schedule Changes

Schedule changes can only be made for sound educational reasons. All students must carry seven credits. Early planning and awareness of the scheduling guidelines should be helpful. The following factors will not be used as justification for schedule change consideration:

- Student or parent preference for a particular teacher;
- Student or parent preference for a class with specific students in it;
- Student or parent preference for class at a particular time of the day, with the exception of those receiving permission from the Principal for unusual circumstances.

When a level change is requested, the sending teacher, the receiving teacher, and the department coordinator will confer. When students change course levels in the

same subject, grades for the work completed will be determined by the sending and receiving teachers. Level changes will be taken into consideration when determining average for the year.

All course or level changes during the school year require the following:

- A written student request; (completion of the “Schedule Change Request Form”)
- Parental and administration permission, with counselor consultation.

To minimize educational disruption, it may not be feasible to change a course or level if the student’s total schedule is to be disrupted in the process.

Withdrawal from Courses

A student may withdraw from a course with no penalty and no record of his/her presence in the course if he/she does so within the time periods listed below:

- full-year course first 4 weeks
- semester course first 2 weeks

Entering New Courses

Students may not enter a full-year course in a different subject after four weeks of the course have elapsed. Students may not enter a semester course after two weeks of the course have elapsed.

Audit

Audit status means a course is being taken for no grade and no credit. The auditing student will be an active participant in the classroom. The auditing student is expected to complete all course requirements, including tests. The student will receive an audit grade (AU) for each quarter and as a final grade. No credit will be given. All audits must be approved before the beginning of the course by the appropriate Department Chairperson.

Independent Study

Independent study is an option for certain students with specific needs. It is only allowed after the student’s written contract is approved by the Principal, Guidance Director, Department Chairperson, supervising teacher, and parents. The contract must include specific information regarding the material to be covered, assignments, and the amount of time to be spent with the supervising teacher. Independent studies will be graded.

College Board Exams (SAT I/SAT II)

Students may obtain registration materials for the SATs in the Guidance Office or on-line at The College Board web-site.

School CEEB Code: 221-375

Melrose Test Center Code: 22-528

Health and Medical Requirements

Physical examinations are required throughout a child's school career. It is recommended that, prior to the beginning of their sophomore year all students should have a physical examination. Any students wishing to play school sports must also have a physical examination each year before the start of the practice sessions for that sport or once during the year if the student plays more than one sport. Every effort should be made to have this done by the family physician. School doctors are available on a very limited basis.

Tenth graders are required to receive a TD booster if none has been administered within 5 years. Immunization requirements may change according to state mandates.

If you have any questions regarding health and medical requirements, please call the School Nurse at 781-979-2236.

Attendance Policy & Procedures

Attendance issues for students whose last names begin with the letters A-L will be directed to Mr. Jeffrey Carovillano, Assistant Principal, at 781-462-3220. Attendance issues for students whose last names begin with the letters M-Z will be directed to Mrs. Marianne Farrell, Assistant Principal, at 781-462-3231.

Regular school attendance is essential to academic success. Furthermore, post-secondary schools and business and industry require records of school attendance and absence. To receive credit for a course, the student must fulfill the course requirements as set forth by the teacher and meet the attendance requirement set forth by school policy.

Absence/Truancy

When a student is not in class for any reason, he/she is considered absent. **Parents are required to call the school (781-979-2216) before the end of the school day to verify the absence of their child each day their child is absent from school. Students may lose credit for each course when excessive absences occur.**

Excused Absences – documentation for these absences are due in the Main Office 48 hours upon the student’s return to school.

The administration understands that documented medical visits, verified court appearance, verified college visits, religious holy days and family bereavement are legitimate reasons to be out of school. The work for these absences must be made up upon the student’s return to school.

Unexcused Absences include the following:

- family vacations
- job interviews
- illness not requiring a doctor’s visit
- dismissals not meeting the above criteria
- tardiness
- non-school -related athletic or extra-curricular events
- missing 15 minutes or more of class time without proper verification

7 unexcused absences in any term will result in a failing grade for that term.

Truancy is defined as any absence from school by a student without the expressed consent, in advance, of that student’s parent or legal guardian. Truancy is considered a disciplinary problem which will be dealt with by the administration. **Students who are truant will receive no credit for missed classes and will be subject to office detentions or suspension at the discretion of the administration.**

Tardiness to School

School hours for 2011 - 2012 are 7:45 AM – 2:09 PM.

The issue of students arriving tardy to school is of growing concern to the entire school community. A student’s tardiness to school directly impacts the educational and social climate of the school. Countless hours are wasted on the processing of numerous unexcused tardies to school, and countless hours of time and learning are missed when students fail to take seriously their job of getting to school on time. Students are expected to be in their first period class by 7:45 AM. Please note the following policies that will apply to tardy students:

- Arrival to first block after 8:00 A.M. is considered a class absence.
- Tardy students will only be admitted to class with an office assigned tardy slip.
- Parents of students who are tardy or absent from school will be notified through a Connect Ed call.

- Students who are excessively tardy (more than 6x) may experience loss of parking privileges and/or be placed on social probation and may face other school penalties such as office detention or suspension at.
- Every three tardies to class will be counted as a class absence. Seven unexcused absences in any term will result in a failing grade for that term.
- Parents will be contacted by the teacher after the third tardy.

Students with a legitimate reason for being tardy must have a written note with the student's name, reason for tardiness, parent's signature, and a telephone number where the parent/guardian can be reached. Parents may call 781-979-2216 to report student tardiness.

It is the responsibility of students who arrive late to school to check in before attending any class or school activity. **Students who fail to check in properly and attend classes will be subject to administrative action and may be subject to suspension. A second failure to check into school when tardy will result in suspension and a parent conference.**

A student will not be eligible to participate in the day's co-curricular activities if the student is tardy after 9:00 A.M. or dismissed before 1:30 P.M. without medical documentation or verified extenuating circumstances. Participation will not be allowed without the approval of the Principal or his designee.

Dismissals

Students may be dismissed from school for family emergencies and medical appointments that cannot be made outside of school time. A written note from a parent or guardian must be presented to the first floor office. **No telephone dismissals are allowed.** Students leaving school will sign out on a dismissal form in the first floor office. All homework due that day must be turned in to the teachers before signing out. Dismissals for reasons of illness are only done with the approval of the school nurse.

Leaving School Building/ School Grounds

Under no circumstances should a student leave the school building without permission of an administrator. Any student who leaves the school building without permission or who falsifies a dismissal will be subject to suspension, as well as a parent conference. Any student who leaves school grounds without permission will be suspended for a minimum of one day.

Good Neighbor Policy

In order to be good neighbors, it is necessary that students not congregate within sight of the school building before, during, or after school. In addition, it is important that students not trespass on our neighbors' property as they travel to and from school. Most students proceed to and from school with a great amount of

respect for our neighbors. Students who choose to loiter within sight of the school or who choose to trespass will be subject to disciplinary action.

Make-Up Work

Make-up work must be completed in a timely manner. Teachers are to inform students of missed assignments on the day they return and a time frame in which to meet obligations should be clearly stated. The teacher, at his/her discretion, may give additional time for students who have had extended absences. An Incomplete (I) grade will be given in courses in which the student has not completed a quarter's requirements due to absence. Incompletes are to be updated within two weeks of the final day of the quarter. Work not completed will be considered to have earned a failing grade.

Students needing make-up work during an extended illness should contact their guidance counselor. Teachers must be given at least 24 hours notice in order that the work can be properly prepared. Work can be picked up at the guidance office after that 24 hour period.

Students who are absent due to truancy or class cutting will receive no credit for work missed and will not be allowed to make up the work for credit. Such students are encouraged, however, to do any and all work missed so that they can keep up with the rest of the class.

Family Vacations during the School Year

Families are encouraged to plan vacations around the academic year calendar and are discouraged from taking vacations during non-vacation time. If, due to extenuating circumstances, it becomes impossible to plan a vacation during school vacation time, parents must submit a written request explaining the situation to the Principal. Parents should be aware that students will be missing valuable class time that cannot be made up. In addition, teachers will not be required to re-teach material missed during the student's absence. Students must make up work within the time frame stated in the regular absent from school policy. **Absences due to family vacation will be unexcused.**

Academic Penalties for Excessive Class Absences

Excessive absence in the Commonwealth of Massachusetts is defined as missing 15% of total class time during each term. A student may receive a failing grade for all work during a term in which the student's absences exceed 6. Excessive absence occurs with the seventh absence of the term. Because the last term for seniors is shortened, absences are considered excessive as of the fourth absence.

When a student receives a failure from a teacher as a result of excessive absences, he/she may appeal that decision to the Attendance Board. This board will be made up of the student's Assistant Principal, a teacher, and the student's guidance counselor. The Board will review the written reason for the student's absences

during the term and any extenuating circumstances. The student may be required to speak before the Board. Decisions of the Board will be final.

Time & Learning

The “Time and Learning” mandate under the Education Reform Act requires high schools to ensure that all students are scheduled in a minimum of 990 hours of instruction per school year. A 180 day school calendar with 343 minutes of instruction daily puts Melrose High School in excess of the state mandate for “Time and Learning.”

Under State law, the only exception to these requirements is that the scheduled school year for the graduating senior class may conclude, and the school’s graduation ceremony may be held, up to twelve school days before the regular scheduled closing date for the school.

Student Behavior Standards and Expectations

The Melrose High School mission is to help students develop academic and personal excellence. Good behavior and classroom discipline are imperative if learning is to take place. The purpose of Melrose High School’s Student Behavior Standards is to ensure a safe and orderly environment for all. These rules are in place for all Melrose High School students, regardless of age, while at school and all school-sponsored events.

Students at MHS have a responsibility to act in an appropriate manner and within the rules of the school. Students who fail to do so violate the mission of MHS. Students who violate the rules of the school must accept the consequences outlined in this handbook. Every student will be subject to the rules, policies, and consequences set forth in this handbook.

Students, parents, and teacher should be aware that the following charts are included in the handbook as a quick reference guide for general disciplinary actions. It is not designed to be all-inclusive or reflect extenuating circumstances.

Referral to the Administration is used after teachers have exhausted all other appropriate preventive and corrective measures. Only cases that are beyond the capacity of the classroom teacher to solve will be sent to administration. Each case will be dealt with rapidly, firmly and fairly. Parents will be notified in all cases involving suspensions or legal violations.

Students Charged With or Convicted of a Felony

A student who is charged with a felony or felony delinquency may be suspended from school by the Principal, if the Principal determines that the student's continued presence would have a substantially detrimental effect on the general welfare of the school.

Upon a conviction, adjudication or admission in court of guilt with respect to a felony or felony delinquency, a student may be expelled from school by the Principal, if the Principal determines that the student's continued presence would have a substantially detrimental effect on the general welfare of the school.

A student facing suspension or expulsion in connection with a felony or felony delinquency shall receive written notification of the charges and the reasons for such suspension or expulsion prior to the suspension or expulsion taking effect. The student will have the right to representation at the hearing, as well as the opportunity to present evidence and witnesses.

If suspended or expelled, the student shall receive written notification of the right to appeal the Principal's decision to the Superintendent, and the process for pursuing an appeal hearing conducted by the Superintendent.

Teacher Detention

Teacher Detention is defined as a teacher detaining a student after school in the classroom. The teacher may determine when an appropriate length of time to be served and what activity students may engage in during that time. Teachers are required to let parents/guardians know when a student has received a teacher detention. Teachers are responsible for keeping a log of teacher detentions issued including: notation on student name, infraction, time, date, and a record of the home notification.

Office Detention

Office Detention is defined as an administrator detaining a student after school in room 319 on Monday and Thursday. Detention will be served from 2:15 to 3:00 p.m. on the next designated detention day after notification is received, except in extenuating circumstances. No commitments such as work or athletic or club/organization obligations will excuse a student from detention. An administrator starts the session and will dismiss the students. Doors close at 2:20 p.m. Any student who arrives after 2:20 p.m. or leaves before 3:00 p.m. has failed to serve the time assigned and will be required to repeat the office detention. Students must arrive on time, bring school work to do and stay the entire time. Detention is a serious time and no students may talk, play games, listen to music, or bring food or beverages. Disruptions during detention will result in dismissal from that detention, assignment of a one day suspension, and a repeat of the detention.

Administrators are responsible for keeping a log of office detentions issued including notation on student name, infraction, time, date, and a record of the home notification.

If a student is absent or dismissed, the detention is held on the day the student returns to school. When a student's behavior results in frequent assignment to Office Detention, the student will receive suspension rather than detention for subsequent offenses.

Students must serve detention on the day it is assigned unless there are extenuating circumstances. Twenty-four hour notice will be granted if needed. Failure to serve an Office Detention will result in a doubling of the assignment (24-hour notice not necessary). Failure to serve doubled assignments of Office Detention may result in administrative action including, possible suspension from school.

Academic Probation: A student on academic probation will be unable to attend any extracurricular activities during the probation period.

Upon issue of a Report Card, a student failing two or more subjects will be placed on Academic Probation (i.e. ineligible to participate in ALL school sponsored activities). Academic Probation will begin on that date and extend until the next Progress Report is issued. At that time, if it is determined that the student is no longer failing two or more subjects (based on Term Grade in each subject, not Final Grade), eligibility to participate will be restored. Violation of Academic Probation will result in a one day suspension and/or a personal growth project. (Restrictions are the same as Social Probation.) Any student who fails 2 or more subjects for the year will be on Academic Probation through Progress reports of Term 1 the following school year or completion of summer school with passing grades.

Social Probation: A student on social probation will be unable to attend any extracurricular activities during the social probation period.

Social probation applies to offenses that result in a suspension. Social Probation begins upon reinstatement for the suspension. On the first offense, for suspensions of one to three days, a student will be notified that a second similar offense will result in the student being placed on social probation for one week. Third and subsequent offenses will result in a two-week social probation. For suspensions of four or more days, the first offense will result in two weeks of social probation and the second and subsequent offenses – one marking period or the equivalent. Violation of social probation will result in a one day suspension.

Suspension

Suspension of 10 days or fewer are the responsibility of the Principal or his designees. Suspensions may be internal or external depending on the circumstances of the inciting incident. Students on suspension are excluded from attending classes

and all school-sponsored activities and externally suspended students are not to be on school grounds without permission from an administrator. In the event that the student is suspended during the course of a school day, an administrator will determine whether the student will attend classes for the remainder of the school day.

Expulsion

Under G.L. c. 71, §37H a student may be expelled from school by the Principal for the following offenses:

- The student is found on school premises, on a school bus or van, or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance, as defined in Massachusetts General Laws chapter 94C, including but not limited to marijuana, cocaine and heroin;
- The student is found on school premises, on a school bus or van, or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun, knife, or toy or replica weapon;
- The student is found to have assaulted a Principal, Assistant Principal, teacher, teacher's aide (paraprofessional) or other educational staff on school premises, on a school bus or van, or at school-sponsored or school-related events, including athletic games.

Under G.L. c. 71 §37H 1/2, a student may be expelled from school by the Principal if the student is convicted of a felony or has been adjudicated guilty or has admitted guilt in court with respect to a felony or felony delinquency charge, and the Principal determines that the student's continued presence in school would have a substantially detrimental effect on the school.

Corporal Punishment

Corporal punishment in public schools is illegal in Massachusetts. School staff may not hit, spank, or physically punish students. School staff members may, however, use reasonable force if necessary to protect students, other persons, or themselves from an assault by a student or if the safety of the students or others is in jeopardy.

Student Identification Badges

For safety and recognition purposes, identification badges will be issued to all students.

Electronic Devices Policy

Improper use of an electronic device such as cell phones, smart phones, iPods, mp3 players, and gaming devices can be significantly detrimental to the learning process. It is required that all students keep these devices turned off and put away (out of sight) during all classes. Teachers may use their discretion when the appropriate use of electronic devices contributes to learning. Students may not talk

on the phone anywhere in the building with the exception of the office with the permission of an administrator. Further explanation of this policy may be found in the **Disciplinary Infractions and Consequences Chart**.

Smoking Policy

Students are not permitted to smoke, use, or possess tobacco products on school property, in the school building, on school buses, or at school-sponsored events. This rule applies to all employees and visitors. Per revised ordinance, Chapter 11, which was passed on April 23, 1997, by the Aldermen, any student who violated this policy will be subject to the following consequences:

1st offense: \$50 fine, 4 detentions

2nd offense: \$50 fine, 2 day external suspension

3rd offense: \$50 fine, 3 day external suspension

Plagiarism/Cheating Policy

Academic integrity is of the utmost importance. Academic integrity is violated when a student attaches his/her name to a paper or product and attempts to pass it off as his/her own work without proper citation. Students are expected to submit authentic work. Cheating is defined as the fraudulent acquisition of another's property or the act of misrepresenting another's work as one's own. Cheating includes:

- Copying someone else's homework, assignment, paper, test, etc.
- Having another person complete your work for you,
- Completing someone else's work,
- Talking during a quiz or test,
- Use of unauthorized electronic devices during a quiz or test.

In a foreign language classroom, cheating also includes using an online or electronic translator to translate full sentences and paragraphs.

Plagiarism is copying verbatim or borrowing ideas or information from written tests, computers, books, or other forms of media without proper documentation.

Plagiarism includes:

- not putting quotation marks around something taken word- for -word from from a text
- not acknowledging correctly the source of your information or ideas
- using the same structure of another person's work, even if you change a few words (Harvey 21-23)

(Source for plagiarism information: Harvey, Gordon. Writing with Sources: A guide for Harvard Students. Harvard University: Cambridge, Massachusetts, 1996.)

First time incidents of cheating and/or plagiarism will be handled in the following matter

a grade of zero will be assigned to the work in question with no opportunity granted for make-up
the teacher will notify the curriculum coordinator who will notify the assistant principal
the teacher, curriculum coordinator, and student will meet
teacher will notify home

Subsequent incidents of cheating and/or plagiarism will include all of the above plus

suspension for 3 days
failure of the class for the term in which the incident took place

Please note during 2011-2012 MHS will be using turnitin.com plagiarism scanning software.

Hazing

Hazing is prohibited by law and by the Melrose High School Code of Discipline. Hazing is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or other person. The term includes whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, and any other brutal treatment or forced physical activity that is likely to have an adverse effect on the physical health or safety of any student or other person, or that subjects a student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Students who are found to be involved in hazing activities may be suspended and subject to criminal prosecution under General Laws chapter 269, section 17. All students will be required to sign a statement regarding hazing from the Massachusetts Department of Education.

Sexual Harassment – see Anti - Harassment policy on page 39

Sexual harassment in school is any unwanted sexual attention from teachers, other adults, students, or anyone else the victim may deal with in school or at school-related activities. The range of behaviors includes the following: leering, pinching, grabbing, suggestive verbal comments, and pressure for sexual activity. Sexual harassment also may imply that the victim will be subject to retaliation, if he/she does not comply with the harasser's demands. Attempted rape and rape are the most physically violent forms of sexual harassment.

Sexual harassment in any form is forbidden at Melrose High School. It can cause serious physical or psychological damage to students or staff, affecting grades, attendance, performance, and pride in one's work.

If you are a victim of sexual harassment, talk to an adult in the school as soon as possible. Begin with a person in authority who is closest to the problem. For instance, if a student is harassing you in the classroom, approach the teacher in charge. Explain the incident and ask for help. Avoid trying to solve the problem alone. Remember that you are the one who decides what unwanted sexual attention is and that the purpose of any discipline is to prevent further incidents. Discipline will include an educational component. Sometimes the harasser may not be aware of the effects of sexual harassment on the victim, or there may be some confusion about the difference between flirting and sexual harassment. A little “consciousness-raising” may go a long way.

If a student is accused of sexual harassment, he/she will have a hearing with the Principal or Assistant Principal. The purpose of the hearing is to decide if sexual harassment has taken place. Because this is such a delicate matter, each incident will be handled individually and as confidentially as possible. As in all investigations and hearings, due process will be followed.

The school’s Sexual Harassment Officer is John Buxton.

Aggressive Behavior and Bullying – see Anti -Harassment Policy on page 39

Bullying is another name for harassment. It can be direct or indirect and can have serious emotional and/or physical effects on its victims. Bullying is a continuum of behavior that involves the attempt to gain power and dominance over another. Typically, bullying is repeated over time. It may involve physical aggression such as fighting, shoving, kicking, and other such acts. It may also involve verbal and/or emotional aggression such as name calling or more indirect acts such as spreading rumors, deliberate social isolation, and/or electronic harassment no matter where or when it occurs.

Threatening Behavior

Students who make statements, in either verbal or written form, that threaten the well-being of any member of the staff or member (s) of his/her family or any visitor or volunteer or their property will be subject to penalties up to suspension or expulsion. Likewise, threatening behavior between students will also be taken very seriously.

Vandalism

Vandalism includes intentional, willful, and malicious or wanton destruction of public or private property in which a student paints, scratches, etches, places stickers on, or otherwise marks, mars, injures, defaces, or destroys property. Acts of vandalism will result in suspension and/or expulsion, community service (length of service will be in line with the offense), social probation, and full payment for the damage incurred.

Pranks

Student pranks are considered dangerous and a threat to the safety and rights of others. Students involved in pranks may be subject to a ten-day suspension and may lose the privilege of attending all school-sponsored events, including senior activities.

Weapons

A student who is found on school premises, on a school bus or van, or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun, knife or toy or replica weapon, violates the Weapons Policy. The student may be expelled from the school or school district by the Principal and/or referred to the police for criminal prosecution. Any student who is charged with violating the Weapons Policy 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. When a student is expelled for violating the Weapons Policy, no school or school district within the Commonwealth will be required to admit the student or to provide the student with education services, regardless of whether or not the student is under the age of sixteen (16).

Assault

M.G.L. Chapter 71, Section 37H provides that any student involved in an assault of a school staff member on school premises or at school-sponsored or school-related events, including athletic games, will be suspended and referred to the principal for possible expulsion from school. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide (paraprofessional) or other educational staff on school premises, on a school bus or van, or at school-sponsored or school-related events, including athletic games, violates the policy on assault. The student may be expelled from the school or school district by the Principal. Any student who is charged with violating the Assault Policy 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. When a student is expelled for violating the Assault Policy, no school or school district within the Commonwealth will be required to admit the student or to provide the student with education services, regardless of whether or not the student is under the age of sixteen (16).

Any student who assaults another student will be suspended for a minimum of five (5) school days. A student who encourages another, either verbally or physically, to engage in an altercation, or who fails to comply with a directive by a staff member to stop fighting, violates the Assault Policy and may be subject to suspension and/or expulsion. In all cases of assault, the Melrose Police Department will be notified.

Fake Bombs or Hoax Devices

It is unlawful and a violation of the Code of Discipline for any student to possess, transport, use, place or cause another individual to possess, use or place a fake

bomb or “hoax device,” with the intent to cause any person(s) anxiety, unrest, fear or personal discomfort. A “hoax device” is any device that would cause a person reasonably to believe that it places in danger life or property by fire or explosion. Any student who is found to have violated the prohibition against fake bombs or hoax devices may be subject to discipline and/or police referral.

Melrose High School Drug/Alcohol Policy

This policy statement is designed to provide a framework upon which to base local decisions. As such, this statement is based upon the philosophy that the School Committee and Administration have a responsibility to protect the individual rights of each student as well as the rights of all students. Both responsibilities imply protection against influences detrimental to health and safety.

Drugs (other than prescription drugs registered with and in the possession of the nurse) and alcohol have no place in our school. The use of drugs and alcohol is not only illegal, even for students over eighteen, but is also incompatible with the sense of community and decision-making skills we want students to attain.

The following categories represent the most common areas of abuse:

Use: - When a student is actually observed drinking alcohol, sniffing inhalants, ingesting over-the-counter medications or prescription medications, smoking marijuana, using any drug classified as a narcotic, barbiturate, amphetamine, hallucinogen, or any other controlled substance as defined in Massachusetts General Law 94c; or when the use of these substances has been determined through an investigation.

Possession: - **When a student has drugs, drug paraphernalia, or alcohol on their person or among their belongings (purse, backpack, locker, etc.)**

Under the Influence: - When, in the judgment of a staff member and administrator, the behavior or symptoms indicate a student is under the influence of drugs or alcohol. Indicators may include, but are not limited to: odor, slurred speech, pupil dilation, inability to answer questions, slow reactions, etc.

Transactions: - Any involvement in the sale or exchange of drugs and alcohol.

In the Presence of: - A student is in the presence of underage drinking or illegal use of controlled substances as stated in a police report.

Irresponsible use of prescription or non-prescription medication/drugs such as taking these drugs in indiscriminately large doses, or exchanging or distributing these drugs without parental authorization is not allowed and falls under the Drug/Alcohol Policy.

Any student who is found in violation of the Melrose High School Drug/Alcohol policy on school premises or at school-sponsored or school-related events, including athletic games may expect the following penalties:

- The student will be referred immediately to the Assistant Principal;
- The Principal, student's parents, Superintendent, and police will be notified;
- Parents will be advised that an immediate conference is necessary;
- The student will initially be suspended for up to 10 days;
- Student will be placed on social probation and first time offenders suspended for 4 weeks from participation in any/all MHS clubs, organizations and teams to which they belong Repeat offenders will be suspended from participation in any/all clubs, organizations and teams for the remainder of the school year or for a minimum of 8 months. This could carry over into the next school year.
- Student will be removed from any leadership position they hold in a sport, club, or organization.
- Any student in possession of a controlled substance as defined in M.G.L. 71, s. 37H including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

For first time offenders, the Administration may hold a portion of suspension days in abeyance with the completion of a drug/alcohol program approved by the administration. Consideration of this option will only be granted to those students who are fully compliant with the investigative proceedings and are willing to participate in recommended support services. Please be advised that it is the responsibility of the student and parent to ensure the fulfillment of this agreement. Failure to follow through by the established deadline will result in full reinstatement of penalties as outlined by this policy.

Second and all subsequent offenses by any student will result in the same action noted. In addition, the student will appear before the Principal for a hearing. After the disposition of the case, the outcome could include recommendation for long term suspension, exclusion, or other penalties for alcohol and/or drugs related offenses as authorized by M.G.L. 71, s. 37H.

In addition to the above penalties, student athletes who use alcohol and/or drugs on school grounds or at any school function will also face the penalties for violating the MIAA Chemical Health Policy as stated on page 67.

To protect the health and safety of our students, beginning with the first day of school and ending on the last day of exams, a student shall not, regardless of the quantity, be in the presence of, consume, possess, buy/sell or distribute any beverage containing alcohol, or any amount of marijuana, or any other controlled substance at any place or time.

In such cases a police report of use, possession, distribution of, or being in the presence of shall be considered sufficient evidence to impose the following penalties:

Penalties:

First Offense:

- Immediately, the student will be suspended from 2 consecutive contests in that sport and/or be suspended for 4 weeks as a member of any MHS club or organization that they belong to.
- In addition, the student will be removed from any leadership position they hold in a sport, club, or organization.

Second offense and subsequent violations:

- Immediately, the student will be suspended from 4 consecutive games. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement into athletic activities after a minimum of 2 games have been served. The director or a counselor of a chemical dependency treatment center must issue such certification.
- In addition, the student will be suspended from the club or organization that he/she belongs to for the remainder of the school year or for a minimum of 8 months. This could carry over into the next school year.

In such cases, the above athletic penalties may be superseded by the MIAA Chemical Health Policy penalties found on page 67.

See page 49 regarding due process rights for students who are found to be in violation of the drug and Alcohol policy.

Student Anti-Harassment / Anti-Bullying Policy

Melrose High School is committed to maintaining a safe, inclusive, and respectful environment free from all forms of bullying and harassing conduct, including but not limited to harassment based on race, color, national origin, creed, religion, gender or gender identity, sex, affectional or sexual orientation, age, physical appearance, socioeconomic status, family situation or disability. Therefore, all such conduct is prohibited at school and school sponsored events.

The goal is to ensure all individuals the opportunity to work, learn, and develop relationships without the disruptions caused by fear of intimidation, humiliation, or degradation.

Definitions

Chapter 92 of the Acts of 2010

An act relative to bullying in schools section 5 defines bullying as:

Bullying: The repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

In addition Chapter 5 defines cyber bullying as:

“Cyber-bullying:, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Inciting a violent act: Any action that encourages another to participate in an act of violence.

Harassment: Any action, conduct, or communication which has the purpose or effect of interfering with an individual's work or education or creating an intimidating, hostile or offensive environment. This includes actions against individuals or groups not only based upon legally protected classifications such as race, color, national origin, religion, creed, gender, sex, sexual orientation, age, and disability, but also upon personal circumstances such as socioeconomic status, gender identity, family situation, and physical appearance.

Retaliation: Any damaging or threatening action taken against an individual for reporting a violation of school policy.

Fighting: A physical altercation between 2 or more individuals.

Physical Assault/Battery: Any intentional action taken that places another in reasonable fear of imminent offensive or harmful physical contact. For the purpose of this policy, it is distinguished from fighting in that 1) the victim had NO warning of the pending attack or means to avoid it, and 2) the victim clearly did not incite, attempt to escalate the altercation, or retaliate against the individual in any manner.

Hazing: As set forth in Massachusetts General Law ch269 Ch 17-19, hazing is identified for the purposes of this policy as: any conduct or method of initiation into a student organization, whether on public or private property, which willfully and recklessly endangers the physical or mental health of any student or person. Such conduct shall include whipping, beating, forced calisthenics, exposure to weather, forced consumption of food, liquor or any beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely effect the physical health or safety of any such student person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest or extended isolation. Massachusetts General Law, Ch 269 17-19 provides for the following criminal penalties: Whoever is the principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than \$1,000 or by imprisonment in a house of correction for no more than 100 days, or by both such fine and imprisonment. Anyone who knows that another person is the victim of hazing as defined by above, must, without endangering him/herself or other, report the crime to an appropriate law official as soon as possible. A fine of not more than \$500 shall punish whoever fails to report such a crime.

Hate Crime: A crime in which a person's conduct is motivated, in whole or part, by hatred, bias, or prejudice, based on actual or perceived race, color, religion, national origin, gender, disability, or sexual orientation of another individual or group. Students found to be committing hate crimes will be held accountable according to the Melrose High School Harassment Policy and will be referred for criminal prosecution under Massachusetts General Law Ch 265 sec 39.

Indecent Assault/Battery: A criminal offense in which an individual commits an assault upon a person that is sexual in nature. This includes kneeling, exposure, grabbing or groping a person in an unwelcome, sexually explicit manner.

REPORTING RESPONSIBILITIES- HARASSMENT

Everyone in the school community is responsible for immediately reporting incidents of harassing, bullying and/or retaliation, by anyone, in any form, that are directed at or witnessed by them at school or school sponsored event. Failure to report such incidents or failure to cooperate with an investigation of such an incident will result in disciplinary action. Further, it is the responsibility of all faculty, staff, and students to intervene verbally in any incident when it is possible for them to safely do so.

When to report:

- If you are a target or victim of violations to the anti-harassment policy
- If you are a witness to violations of the anti-harassment policy
- If you see insulting or demeaning graffiti or other visual displays
- If you have other reasons to believe that there may have been a violation of this anti-harassment policy. This could include hearing re-occurring gossip about a possible incident or incidents.

Note: If you witness violations of the anti-harassment policy, you may make a report through your guidance counselor or the Harassment Officer. In order to allow students to report suspected violations of this policy without fear of retaliation, Melrose High School will deal seriously with any and all acts of retaliation for the good faith filing of a complaint or cooperation in the investigation of any such complaint.

Whom to Report To:

- School Harassment Officer: John Buxton
- Guidance: Ms. Shackelford, Ms. LoGrasso, Mr. Parrillo, Mr. Bolduc
- Assistant Principals: Ms. Marianne Farrell, Mr. Jeffrey Carovillano
- Any Melrose High School Teacher, Coach or Staff Member

Any harassing behavior that involves adult to student or student to adult must be referred to Mr. Daniel Richards, Melrose High School Principal.

The above individuals can be reached at 781-979-2200.

All reported incidents of harassing behavior will be investigated. In the event a violation of this policy is established, Melrose High School will take reasonable steps to stop the violation and prevent its recurrence. These steps may include actions against those whom have been determined to be in violation.

The following level system is intended to be used as a guideline pertaining to possible offenses. It is not designed to be all-inclusive or reflect extenuating circumstances. Administrators will be the final arbitrators in all disciplinary actions and will use the following merely as guidelines in their decision-making.

Level One

Intervention may be dealt with by staff member or referred to Harassment Officer. Infractions at this level are first time offenses that are general in nature, and include but are not limited to:

- Irritating words, gestures, or actions toward another that interfere with individual's work/education
- General use of slurs not directed at an individual (ex: "That's gay," "How retarded")

- Demeaning jokes, stories, or activities toward a group of individuals
- Destroying or defacing school approved postings
- Displays or circulation of material that promote demeaning stereotypes
- Demeaning use of sarcasm
- Failure to report harassing/bullying behavior to appropriate authority
- Non-specified name calling not outlined in level 2
- Possible referral to the School Resource Officer

Corrective actions at this level may include but are not limited to:

- Notification of parents
- Educational assignment
- Peer mediation (if possible)
- Referral to Harassment Officer
- Teacher detention
- Office detention
- Possible referral to School Resource Officer
- Referral to guidance counselor for education/support

Counseling is available and recommended for the victim(s) of harassment. The counseling can include:

- At least one session and regular check-ins with the student's guidance counselor
- Possible referral to the School Psychologist
- Possible referral to an outside agency or therapist

Level Two

Corrective actions may include teacher-imposed consequences and MUST include referral to the Harassment Officer for review, documentation, and possible further action including administrative referral. Infractions at this level are either a repeated level one offense, or are directed toward a specific individual or group, and are not physical in nature. Examples of offenses at this level include but are not limited to:

- Repeated Level One offenses
- Using racial, religious, sexual orientation or other slurs directed at an individual or specific group
- Use of profanity directed at another with intent to offend, embarrass, or intimidate
- Demeaning comments about a person's size, appearance, socioeconomic status, perceived intelligence
- Physical posturing in a threatening manner
- Blocking a person's movement
- Attacks on personal property
- Unsolicited sexually explicit remarks or gestures
- Impeding an investigation of a complaint of harassment

Corrective actions at this level include but are not limited to:

- Letter of apology
- Peer Mediation (if appropriate)
- Educational assignment
- Notification of parents
- Social probation-one week
- Office detentions
- Documentation in student's record
- Referral to Assistant Principal
- Referral to School Resource Officer
- Written reprimand/warning
- Referral to guidance counselor for education/support

Counseling is available and recommended for the victim(s) of harassment. The counseling can include:

- At least one session and regular check-ins with student's guidance counselor
- Possible referral to the School Psychologist
- Possible referral to an outside agency or therapist

Level Three

Students must be referred directly to administration and may be referred back to the Harassment Officer for education or other intervention. Infractions at this level include but are not limited to:

- Repeated Level Two offenses
- Retaliation against individual reporting harassment
- Touching another person in an embarrassing, intimidating or hostile way
- Any physical intimidation involving touching, pushing, or tripping
- Extortion or use of blackmail
- Unwelcome sexual remarks, including pressure for dates or information on sexual experiences
- Unwelcome sexual/physical advances such as pinching, patting or pulling at another's clothing
- Threatening statements directed at an individual
- Inciting a violent act

Counseling is available and recommended for the victim(s) of harassment. The counseling can include:

- At least one session and regular check-ins with student's guidance counselor
- Possible referral to the School Psychologist
- Possible referral to an outside agency or therapist

Corrective/Disciplinary actions to infractions at this level include, but are not limited to:

- Parent meeting required
- Social probation up to 3 weeks
- Suspension of 1 to 5 days
- Written reprimand
- Documentation in student's record
- Possible referral to School Resource Officer
- Referral to guidance counselor for follow-up

Level Four

Students must be referred directly to administration and will be referred to the Melrose Police Department. Infractions at this level represent a repeated pattern of infractions that has not ceased despite prior intervention, and/or offenses that are in violation of Massachusetts State Law, including but not limited to:

- Repeated Level Three offenses
- Criminal threatening
- Intimidation of a witness
- Physical assault & battery
- Indecent assault & battery
- Hazing
- Hate crimes
- Terror provoking threats of violence against school, either verbal or written

Corrective actions at this may level include but are not limited to:

- Parent meeting required
- Documentation in student's record
- Possible removal from team/activity if directly associated with offense
- 3-10 day suspension by Assistant Principal
- Referral to Principal for possible long term suspension, exclusion, or expulsion*
- Referral to Superintendent for possible long term suspension, exclusion, or expulsion*
- Notification of Melrose Police Department
- Notification of Division of Social Services where applicable

Counseling is available and recommended for the victim(s) of harassment. The counseling can include:

- At least one session and regular check-ins with student's guidance counselor
- Possible referral to the School Psychologist
- Possible referral to an outside agency or therapist

*In some circumstances, parents may request that the administration consider a risk assessment with conditional reinstatement in lieu of long-term suspension or expulsion.

Resource List:

Guidance Office	781-979-2208
Assistant Principal	781-462-3231
Assistant Principal	781-462-3220
School Resource Officer	781-462-3243
Melrose Police Department	781-665-1212
Melrose Alliance against Violence	781-662-2010
Peer Listening Line for gay, lesbian, transgender youth	617-267-2535

Melrose High School urges all individuals who believe they have been subjected to violations of this Anti-Harassment Policy to report the matter to school officials so that they may take appropriate action. Individuals who believe that they have been subjected to harassment based upon legally protected classification should also be aware that they may contact the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023, telephone (781) 338-3300 or US Department of Education, Office of Civil Rights (OCR), J.W. McCormack POCH, Boston, MA 02109-4557, telephone (617) 223-9662, TDD Users (617) 223-9695

Grievance Procedure for Matters Relating to Discrimination

It is the policy of the Melrose Public Schools not to discriminate on the basis of gender, race, religion, handicap, color, or national origin in its education programs or activities. Any student who feels that he/she has been discriminated against should utilize the following procedure to register a grievance.

- Submit any allegations of discrimination in writing to the building principal.
- The principal will investigate the allegations, conduct an interview with the complainant, and provide the complainant the opportunity to present evidence or witnesses.
- The principal will provide a written summary of his/her findings of the investigation to the complainant within ten school days of receipt of the written complaint. As appropriate, the principal will institute remedies to address the complaint.
- If the matter is not resolved, the complainant may appeal to the title IX Coordinator, Patricia Ruggiero, the Title II Coordinator, John Buxton, or the Civil Rights Coordinator, Patricia White-Lambright. The coordinator will meet with the complainant and respond in writing within ten school days of the receipt of the written complaint.
- If, at the end of ten school days following the written response from the coordinator, the matter remains unresolved, the complainant has the right

to appeal to the Superintendent of Schools, Joseph F. Casey. All allegations of discrimination are to be communicated to the Superintendent in writing.

- The Superintendent will investigate the complaint and respond in writing to the complainant no later than ten school days after having received the complaint.
- If the matter remains unresolved, the complainant may appeal in writing to the School Committee within ten school days of receipt of the Superintendent's response. The School Committee will respond to the complainant in writing within five school days.

Teen Dating Violence Policy

Teen dating violence involves a pattern of coercive control one person exercises over another. It is the actual or threatened physical, sexual, psychological, or economic abuse of an individual with whom one has had, or believed to have had, a dating relationship. This abuse can exist anywhere along a continuum of controlling behaviors ranging from verbal and emotional abuse, physical assault and stalking, to rape or murder.

A complaint of teen dating violence may be filed by a victim, student, staff member, parent, or other concerned party. The complaint may relate to verbal, nonverbal, written, physical, or sexual behaviors which are observed, reported, or experienced. The complaint may be verbal or in writing and should be filed with an administrator or a member of the Child Protection Team (CPT).

If the incidence of teen dating violence has occurred or originated on school grounds, at a school-sponsored function, or en route to or from school or a school-sponsored activity, a prompt, fair, and full investigation of the allegations will be conducted. The investigation will include private interviews with the victim and/or person filing the complaint to make a determination of whether the reported behaviors constitute dating violence or other types of harassment. The alleged perpetrator will also be interviewed separately. Upon completion of the investigation, both the person filing the report and the alleged perpetrator will be informed, to the extent appropriate, of the results of that investigation.

If it is determined that inappropriate behaviors have occurred, prompt action will be taken to eliminate the offending behavior(s) and appropriate disciplinary action will be imposed. It is the policy of the school that parents of the parties involved will be contacted in situations involving dating violence. Contact may be made with the Department of Social Services (DSS), as deemed appropriate and necessary by the CPT. School personnel are mandated reporters who must report to DSS any case where there is reasonable cause to believe a child under eighteen is suffering serious physical abuse, emotional abuse, neglect, or sexual abuse, including rape and indecent assault and battery. When the reports of alleged abuse do not involve a

child's caretaker, DSS may refer the reports to the local district attorney's office for further investigation.

School Administrators, in collaboration with staff, will develop and implement an appropriate safety plan for the school.

Guidelines for Suspension and Expulsion

A student may be suspended for up to ten school days for violating school rules on school premises, on a school bus or van, or at a school-sponsored or school-related event, including an athletic game, whether on or off school grounds. A suspension of ten school days or less is the responsibility of the Principal or his/her designees. A student may be suspended for more than ten school days, when warranted, by the Superintendent. Additionally, a student may be suspended for more than ten school days by the Principal under G.L. c. 71 §37H and/or G.L. c. 71, §37H 1/2.

A suspension may be internal or external depending on the circumstances. In the event that a student is suspended during the course of the school day, an administrator will determine whether the student may attend classes for the remainder of the school day. A student who is suspended is not permitted to attend class or any school-sponsored activity, and is not to be on school grounds without permission from an administrator. Failure to comply with these conditions may result in the suspension being extended.

Every student faced with suspension will be given an informal hearing in the form of a conference between the student, the Principal or his/her designee, and the teacher or supervisor who referred the student to the Principal or his/her designee. At this conference, the student shall be informed of the reason for the conference and for the evidence against him/her, shall be given the opportunity to present his/her side of the story, and shall be given a decision within a reasonable amount of time.

- Prior to putting a suspension into effect, the Principal or his/her designee shall hold an informal hearing with the student and make a reasonable effort to telephone and inform the student's parent/guardian of the impending suspension. This shall include attempts to contact the parent/guardian at home and at work. Parents may contact the Principal or his/her designee for additional information regarding the suspension prior to a reinstatement conference. If it is impossible for a parent to be present at a reinstatement conference, the student will be allowed to return to school.
- Within twenty-four (24) hours of the informal hearing referred to above, the Principal or his/her designee shall contact the parent/guardian of the suspended student and give the reason for the suspension, a description of the school rule(s) or regulation(s) violated by the student, and a statement of the effective date and duration of the suspension. In addition to contacting the parent/guardian by phone, a suspension letter including the reason for the suspension and the consequences will be mailed home.

- The parent/guardian may be requested to attend a student reinstatement conference with the Principal or his/her designee. At the Principal's discretion, the reinstatement conference may be held by telephone. Conditions for the student's reentry to school shall be outlined at this reinstatement conference.
- In the event that there is an appeal on the part of the student or parent/guardian questioning the guilt of the student or severity of the punishment, every effort will be made to meet with the student, parent/guardian and administrator.
- The student and parent/guardian are to be informed of any legal action pending as a result of infractions.

Students who face suspension or expulsion from school are entitled to the protections of due process. Therefore, except in the case of an emergency suspension (see above), before a suspension is imposed, a student will be given:

- Oral or written notice of the charges against him/her;
- An explanation of the evidence that the administrator has, if the student denies the charges; and
- An opportunity to tell his/her side of the story.

A suspension hearing may be held by the Principal or his/her designees (unless the law requires that the suspension be imposed by the Principal). If the administration is contemplating a suspension of more than ten school days, the student will be afforded the opportunity of a hearing before the Superintendent, as well as additional due process protections, including the right to be represented by counsel, at the student's expense; the right to present witnesses and to cross-examine the administration's witnesses; the right to obtain a tape or other recording of the hearing; and the right to receive a reasonably prompt written decision, including the decision-maker's findings. The student's parent(s) will be informed by mail or telephone of the suspension and the circumstances leading to the suspension. The student's prior disciplinary record;

- The severity of the offense; and
- The likelihood of disruption to the educational process and/or danger to members of the school community.

Due Process

When a student's violation of the Code of Conduct may result in suspension or expulsion from school, the following procedures will be followed to ensure that due process is met:

- A. Procedural requirements prior to implementation of short-term suspensions (ten or less days)
 1. Notice of charges against the student, orally or in writing
 2. Explanation of evidence
 3. An opportunity for the student to present his/her side of the story to an impartial decision-maker, e.g., school's administration
- B. Expulsion (or suspension of more than ten days)

1. Notice of impending action will be issued in a form reasonably calculated, under the circumstances, to apprise the interested parties (student, parent/guardian)
2. The student will have the opportunity to be heard prior to the judgment
3. A written statement of reasons shall be issued by the school administration
4. The student shall have access to all the evidence relied upon by the school
5. The student shall have a right to counsel
6. The student shall have a right to an adversary hearing before he/she is asked to leave the school (except where the student presents an immediate threat to the school officials, students, or him/herself) with:
 - the right to present witnesses;
 - the right to cross-examine;
 - written findings of facts;
 - disciplinary action appropriate to the student violation;
 - neutral decision-maker; and
 - a reasonably prompt written decision.
7. The opportunity to appeal the decision to the Superintendent of Schools provided a written request for appeal is filed within ten days of the decision for suspension or expulsion. (Such appeal will not delay long-term suspension or expulsion.)

Discipline of Students with Special Needs

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

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement," building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship

between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to the received services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.

3. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five school days.

Student Complaint Procedure

The purpose of this Student Complaint Procedure is to provide for the prompt and equitable resolution of complaints alleging violations of students' rights, including but not limited to discrimination based on sex and disability and retaliation.

If a student or parent/guardian believes that the rights of a student have been violated by a classmate or school employee, the student or parent/guardian may file a written complaint with the Principal. If the student or parent/guardian does not wish to discuss the complaint with the Principal (for example, if the student wishes

to speak to someone of his/her own gender), or if the Principal does not address the grievance in an effective manner, a written complaint may be filed with the Superintendent or the Title IX/504/622 Coordinator, who is identified below. Before a complaint is filed, however, the student and parent/guardian should make a good faith attempt to resolve the issue first with the individual who is the subject of the complaint and/or with the Principal. Additionally, in certain circumstances, school officials may pursue allegations of student rights violations, even if the victim does not wish to have the school do so.

A written complaint should identify the individual who is the subject of the grievance; the specific right being violated; the relief requested; and sufficient factual information to enable the Principal or Superintendent to resolve the grievance. The Principal or Superintendent will gather additional information, if necessary, and will attempt to resolve the grievance within ten school days of receipt of the complaint.

If the grievance is not resolved to the satisfaction of the student or parent/guardian within the ten-school-day period, the Principal or Superintendent will hold a conference with the student or parent/guardian and the classmate or school employee within the next ten school days to determine whether the student's rights have been violated. Both parties to the conference have the following rights: (1) to have another person present to represent them, including an attorney at their own expense; (2) to examine school records that are relevant to the complaint; (3) to present witnesses and evidence; and (4) to question adverse witnesses. The conference will be conducted by the Principal or Superintendent in closed session. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

If the Principal or Superintendent determines that the student's rights have been violated, the Principal or Superintendent may impose such relief as she/he deems appropriate to end the violation and to prevent a recurrence, which may include discipline and/or provision of counseling services. After the investigation has been completed, the Principal or Superintendent will inform the student or parent/guardian of the results, consistent with legal requirements regarding privacy, and, if appropriate, will file a report with the Title IX/504/622 Coordinator. Persons who engage in retaliation or harassment against students or parents/guardians who file complaints or participate in the complaint resolution process may be subject to disciplinary action, including but not limited to reprimand, suspension, discharge or expulsion, or other sanctions as deemed appropriate by school officials.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 for the Melrose Public Schools is Patricia Ruggiero, Athletic Director, 360 Lynn Fells Parkway, Melrose, MA (781-462-3223).

The state agencies responsible for enforcing laws prohibiting harassment and retaliation are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA (781-388-3300) and the MA Commission Against Discrimination, One Ashburton Place, Boston, Massachusetts (617-994-6000). The agencies responsible for enforcing federal laws prohibiting harassment and retaliation are the Office for Civil Rights in the United States Department of Education, 33 Arch Street, Suite 900, Boston, Massachusetts (617-289-0010) and the United States Equal Employment Opportunity Commission, John F. Kennedy Building, Boston, Massachusetts (617-565-3200).

Disciplinary Infractions and Consequences

***For certain infractions, one day suspensions may be served in school at the discretion of the Administration.**

Infraction	Teacher Action	Administrator Action	Student Action
Cutting class (1x)	Teacher detention a minimum of 15 minutes, Notify parent/guardian	Meet with student to determine reason for missing class	No opportunity to make up missed work
Cutting class (2x)	Write up to administration	Suspension (1 day), Notify parent/guardian	No opportunity to make up missed work
Cutting class (3 or more times)	Write up to administration	Suspension (up to 3 day), Notify parent/guardian	No opportunity to make up missed work
Improper use of an electronic device (1X)	Ask student to turn off the device and put it away. If student refuses, complete discipline referral form (insubordination)	Students who refuse to put device away will face consequences for insubordination as stated in the Disciplinary Infractions and Consequences Chart, Notify parent/guardian	Student will immediately turn off device and put it away or face consequences for insubordination
Improper use of an electronic device (2X)	Ask student to turn off the device and put it away. If student refuses, confiscation, given to administrator and complete discipline referral form (insubordination)	Device will be held by administrator for the remainder of the day. Notify parent/guardian	Student understands that the next offense will result in the device being held for 5 consecutive school days. Student can pick up his/her phone at the end of the school day

Improper use of an electronic device (3x)	Ask student to turn off the device and put it away. If student refuses, confiscation and given to administrator. If student refuses complete discipline referral form (insubordination)	Device will be held by administrator for 5 consecutive school days. Notify parent/guardian	Student can pick up their phone at the end of the 5 th consecutive day
In halls without pass	Write up slip to administration	Office detention, Notify parent/guardian	May lose privilege of leaving class
Tardy to class (tardy is defined 30 seconds or more after the bell)	Teacher detention time equivalent to three times the amount of time late, 3 tardies = 1 absence in class, teacher notify parent/guardian after 3 rd tardy	Excessive tardiness (more than 6x) may result in social probation, loss of parking privileges, office detention, or suspension	
Distraction to the learning environment (see definition Pg. 58)	Teacher detention, Notify parent/guardian		
Disruptive to the learning environment (see definition Pg. 58)	Write up to administration, Remove student from class, send to office	Office detention. Repeat offenses may result in suspension Notify parent/guardian	
Disrespectful to a student, staff member, volunteer or visitor	Write up to administration	Office detention, Notify parent/guardian	Possible written apology/reflection
Insubordination/ Noncompliance (see definition Pg. 58)	Write up to administration	3 office detentions or suspension. Notify parent/guardian	
Failure to serve teacher detention	Write up to administration, Notify parent/guardian	Office detention	

Cheating and Plagiarism (1x) See Plagiarism/Cheating Policy Pg. 33	Write up to administration, Notify parent/guardian, Zero for assignment	Meeting with curriculum coordinator, teacher, and student	No opportunity to make up missed work, Meeting with teacher, curriculum coordinator, and administrator
Cheating and Plagiarism* (subsequent offense) See Plagiarism/Cheating Policy Pg.33	Write up to administration, Zero for assignment, Failure of the class for the term in which the incident took place	Notify parent/guardian, Meeting with curriculum coordinator, teacher, student, parent, and assistant principal 3 day suspension	No opportunity to make up missed work, Meeting with teacher, curriculum coordinator, administrator Failure of the class for the term in which the incident took place
Leaving school grounds without permission (1x)	Write up to administration	1 day suspension, Notify home, Parent conference upon readmission	
Leaving school grounds without permission (subsequent offenses)	Write up to administration	Up to 2 day suspension, Notify home, Parent conference on readmission	
Truancy (failure to report for school)	Zero for day's assignments	1 day suspension	No opportunity to make up missed work
Failure to report to an administrator		Suspension, Notify parent/guardian, Parent conference upon readmission	
Possession of tobacco products See Smoking Policy Pg. 33	Write up to administration	Notify parent/guardian	
Disruption during office detention		Notify parent/guardian, 1 day suspension, Office detention	

Failure to serve office detention (1x)		Double of original detention amount, Notify parent/guardian	
Failure to serve office detention (subsequent offenses)		1 day suspension, Notify parent/guardian	
Violation of parking policy (1x)	Write up to Administration	Melrose Police Citation issued	Student must move car
Violation of parking policy (2 nd and subsequent offenses)	Write up to Administration	Notify parent/guardian, Vehicle will be towed Loss of parking privilege	Student is no longer permitted to park at school
Bullying, Harassment, Sexual Harassment	Write-up to Administration	See Harassment Policy Pg. 39	See Harassment Policy Pg. 39
Hazing	Write-up to Administration	See Hazing Policy Pg. 34	See Hazing Policy Pg. 34
Fighting	Write-up to Administration	Minimum 2 day suspension, Possible Social Probation	
Stealing	Write up to administration	3 day suspension, Notify parent/guardian, Parent conference upon readmission, Possible referral to Melrose Police	
Vulgar/Obscene Language/Threatening behavior directed to staff members, volunteer and visitors	Write-up to Administration	Up to 5 day suspension, Possible Social Probation	

Destruction of Property/Vandalism	Write-up to Administration	Financial restitution, parent conference, up to 10 day suspension, Social Probation	
Pranks	Write up to Administration	Up to 10 day suspension, Social Probation, Restitution if warranted	
Inappropriate use of the computer	Write-up to Administration	Up to 5 day suspension, Social Probation	
Possession or use of weapons and explosives	Write-up to Administration	Initial 10 day suspension, expulsion hearing, Social Probation, Notify Melrose Police	
Assault on a staff member	Write-up to Administration	Initial 10 day suspension, expulsion hearing, Social Probation, Notify Melrose Police	
Violation of the MHS Drug & Alcohol Policy	Write-up to Administration	See the Melrose High School Drug/Alcohol Policy on Pg. 37	
False Alarm/Setting a Fire	Write-up to Administration	Minimum 5 day suspension, Possible expulsion hearing, Social Probation, Notify Melrose Police	
Bomb Threats/Written threats	Write-up to Administration	Initial 10 day suspension, expulsion hearing, Notify Melrose Police	

Distraction to the learning environment includes talking out of turn, distracting others, not attending to task.

Disruptive to the learning environment includes swearing, being disrespectful to others, insubordination.

Insubordination is defined as failure or refusal to obey a lawful order given by an authority figure and/or use of any disrespectful or abusive language or action towards an authority figure.

Learning environment is defined as any location where classes are held and learning takes place. This can include, but is not limited to, classrooms, the resource center, computer, language, and science labs, gymnasium, and locker rooms.

General Policies & Procedures

Entering and Leaving the Building

All students, faculty and staff must enter and leave the building through the main entrance.

Before School Regulations

Students who enter the building before 7:30 a.m. are expected to go to the cafetorium. The only acceptable reason for a student's presence elsewhere is by appointment in advance with school personnel.

Building Lock-Up

Students are not to be in the school building after 3:20 p.m. unless they are part of a supervised activity. Students who remain in the building for supervised activities should obtain everything they need from their lockers prior to the activity so as to exit the building directly from the activity. Students are to exit the building through the main entrance. Re-entry to the building is to be through the main entrance. The main entrance doors will be locked at 8:30 AM. Athletes and activity members may reenter the building only with their assigned coach or advisor.

School Dress Guidelines

The primary responsibility for appropriate dress lays with the student and his/her parent/guardian. However, in the interest of maintaining the required school climate essential for meaningful teaching and learning, the Principal may ban dress that is inappropriate due to health, safety, or disruption of the educational process.

Standards of dress for student shall comply with the following guidelines while a student is in school or at any school-related activity:

- Dress and appearance may not disrupt the educational process or threaten the health or safety of any individual.
- Clothing or jewelry that displays obscene, sexually suggestive, illegal, intentionally harassing or bigoted remarks or symbols, or that encourage drinking, drug use, sex, or tobacco will not be worn at ANY time during the school day (including co-curricular activities.)
- Students are not permitted to wear hoods, or sunglasses while inside the building.
- Chain wallets and other clothing with chains, spike, spiked jewelry, or gang-related items will not be permitted.

The Assistant Principals will resolve all questions or conflicts regarding dress. Please see the **Disciplinary Infractions and Consequences** chart for actions relating to inappropriate dress.

Lockers

Students are to use only the locker assigned to them by school personnel. Lockers are the property of Melrose High School and may be searched at any time. Valuables should not be left or stored in lockers. The school cannot guarantee the security of items left in student lockers and is not responsible for items stolen from lockers. Students are responsible to secure their lockers by using school-issued combination (not keyed) locks. Under no circumstances should students give their combinations to other students.

Student Search

A school official can legally search a student, his/her locker, or his/her possessions on school property, or at a school-related event if there is “mere suspicion” that the student has violated or is in violation of either the law or the rules of the school. This policy also applies to a student’s car when parked in a school-designated parking area.

Student Passes

No student will be permitted out of his/her assigned area without an appropriate student pass. Teachers will use the student passes issued by the main office. Students will sign a Log Book (in and out) when entering/leaving a classroom. If a student is detained by a teacher in a previous class, that teacher must give the student a pass to present to the teacher to whom the student is supposed to report. A student without a proper pass will be accepted into class, teacher detention will be assigned, and documentation will be sent to an administrator.

Lost and Found

All lost and found articles should be taken to the first floor office. Students are to report the loss of property to the office as soon as possible.

Visitors

Any student visitors must submit a letter from the parent or guardian requesting a visit one week in advance. Visiting students must report to administration on the day of the visit. All adult visitors must sign in at the main office and receive a visitor pass.

Student Parking

Parking will be available at the Knoll for seniors only. Any senior who wishes to have a parking spot at the Knoll must register with Mrs. Farrell. The student's license and registration will be photocopied and the make and model of the vehicle will be recorded. Once those conditions have been met, the student will be issued a parking tag. The tag must be visible at all times.

Violations

- Any vehicle that is parked improperly, or is parked in the faculty parking lot, or is missing a valid parking tag will be subject to towing at the owner's expense.
- Any student with 6 or more tardies per quarter is subject to having their parking privileges revoked for the remainder of that term.
- Any student who uses their vehicle to leave school grounds without permission will be suspended and their parking privileges will be revoked for the remainder of the term in which the infraction was committed.

Telephone Messages

Due to the large number of calls received by the office, telephone messages for students will not be taken. In case of a serious emergency, a parent/guardian must contact an administrator. Students will be allowed to use office telephones for emergencies only. ***Parents are requested not to call students on their cell phones.**

Traumatic Events

Parents and students should be aware that the High School maintains a Crisis Team guided by a set of procedures to be put into effect should a traumatic event occur. The purpose of these guidelines is to help members of the school community respond to the needs of the students and faculty in times of grief and loss. A crisis is defined as an unexpected event which affects the entire school as a community. Such events might include death, suicide, weather related disasters, extreme vandalism, or catastrophic world events. Any individual aware of such a crisis should notify the Principal immediately at 781-979-2200.

Lunch Procedures

Teachers will instruct students as to their lunch schedules. All students are to report to the cafeteria for their assigned lunch period. Once inside the cafeteria, students may leave the lunchroom only with the permission of a supervising teacher. Students are to go to their lockers before and after lunch and not during their lunch period. Students are to maintain an orderly single line at all times in the serving area (no line cutting is permitted). Students are to exit the cafeteria from the main doors. Fire doors may be used only in an emergency. No food or drink may be taken out of the cafeteria. Students found violating this policy will be subject to disciplinary action. There will be assigned seating in the cafetorium if it is deemed necessary by the administration.

School Sponsored Dances

Melrose High School sponsors several school dances during the school year. These include, all-school dances, individual class dances (ex. 9th grade semi), and the Junior and Senior Proms. Dances are held both on and off site. All school rules apply to dances and breathalyzer tests are administered to all students who attend any dance. Students on academic or social probation are not allowed to attend any school sponsored extracurricular activity, including dances.

Assemblies

Assemblies are part of the overall program of education that Melrose High School provides to its students. They are planned to add to and enhance the well-rounded education that students receive. Students are required to attend any assembly to which they are assigned. In the case of a controversial subject, students may have the option of not attending the assembly with written permission from their parents.

Field Trip Procedures

Students must obtain the proper School Committee-approved field trip form from the teacher conducting the field trip. This form must be signed by the student's parent or guardian five days prior to the field trip before permission to attend the field trip will be granted. The rights and responsibilities governing student behavior are in effect during all school-sponsored events. Please see the Guidelines for Field Trips and Student Travel available on the Melrose High School website.

Sexual Education and Human Sexuality Issues

Melrose Public Schools affords parents/guardians the flexibility to exempt their son/daughter from any portion of any course that teaches or involves human sexuality education or human sexuality issues. In order to exempt a youngster from any portion of any class that pertains to these issues, the parent/guardian must provide written notification to the Principal. No student so exempted shall be penalized by reason of such exemption. Every reasonable effort will be made to help support the educational needs of the student. To the extent practicable, curriculum materials will be available for review.

Medications

To ensure student health and safety during the school day, there are guidelines that the school health office and parents must follow. Any child who needs to take a prescription medication during school must have the medication delivered to the school health office in a pharmacy-labeled container. The parent or guardian of the child must sign a consent form for the nurse to administer the medication. If the medication is to be administered for a long period of time, such as for the entire school year, the child's doctor must fill out a medication order form. A student may be given acetaminophen (Tylenol) only if a parent has completed a permission form. The nurse cannot give any other medication to children.

Accident & Health Services

A full time nurse serves Melrose High School throughout the school day. Located on the second floor, the health office meets a wide variety of student health needs. Students are expected to obtain a teacher's permission and a hall pass in order to go to the health office, but they should feel free to go there directly in an emergency. Any student who does not feel well enough to be in class should see the nurse. Dismissals for health reasons are only done through the health office.

For those students on crutches or in wheelchairs, elevator access is provided as well as special restroom facilities and ramps in those areas which are elevated or below the level of other parts of the building. Students requiring use of the elevator may obtain an elevator key from the first floor office. Any accident or injury which occurs on school property must be reported immediately to the school nurse. Injured students must complete an accident report form, available from the nurse.

School Insurance

School insurance is available to all students at the beginning of the school year.

Voter Registration

All public and independent colleges, universities, high schools, and vocational schools shall make available affidavit of voter registration forms at locations where students may register for classes. Such locations shall be published along with the course listing for students or in some other school-wide publication. Every such school shall publicize the availability of such voter registration affidavit forms within the school. Forms will be made available at Melrose High School in the spring and early fall so that students may vote in the fall elections. Announcements will be made one week in advance.

Driver Education

Students interested in enrolling in driver education should obtain the proper application form from the first floor office. Under an agreement with the school, a private agency provides driver education to our students, with classes held after school in the High School.

Age of Majority

Any student reaching the age of eighteen may apply for age of majority status. Parents/guardians must sign a form of consent. Before consent is granted, a telephone conference with the Assistant Principal must take place. Age of majority, in effect, allows the student to be recognized by the school as an adult so that he/she may be accorded the privileges of an adult - signing of attendance records to include dismissal notes, requesting records, and/or other similar types of activities. However, the student must have any dismissals, tardies, and absences approved by the administration. A student with age majority must call himself/herself in sick as early as possible on the day of absence.

The administration will, however, take corrective measures if a student with age of majority status is using this status to abuse the rules and regulations of the school which have been set up to instill consistency and a sense of orderliness within the building. Age of majority status may be revoked if the student abuses this privilege.

The school reserves the right to inform parents/guardians of the use of age of majority status for each tardy, dismissal, or absence of the student.

Building Evacuation Plan

In the event of a practice drill or an actual emergency, it is important that the following procedures be adhered to:

1. All staff, students, school district employees, and visitors must vacate the building immediately, regardless of the weather. Only designated staff may remain in the facility to assist with the situation in the building.
2. Students must exit the building in an orderly fashion and remain with their teacher at their assigned area while attendance is taken.
3. Staff must ensure that persons are moved away from the building and see that all roadways and entrances are clear so that emergency vehicles and personnel are assured of clear access to the building.
4. Staff must ensure that students remain as quiet as possible so that everyone can hear any directions that are issued.
5. Re-entry into the building will be signaled by a school administrator. No one is to re-enter prior to that signal.
6. Failure to comply with these expectations will result in disciplinary action.

HUMAN RIGHTS DECLARATION

As a school community, we endorse, support and observe the Melrose Human Rights Commission's "Human Rights Declaration". This reaffirms our commitment to make Melrose "one community, open to all" and to make respect for others the cornerstone of our interactions at Melrose High. The declaration is:

We, the undersigned citizens of Melrose, Massachusetts, hereby affirm our strong belief in the community of all people. We hold that our physical and spiritual sameness binds us in a way that differences in color, culture, and convictions cannot break. And to harm another person because of those differences is morally, legally, intrinsically and philosophically wrong.

The creation of the position of "Human Rights Coordinator" represents the commitment of the Melrose Public schools to the principle that all members of our community have the right to be treated with dignity and respect. Each school designates a teacher representative as its own Human Rights Coordinator. This representative meets regularly with the Melrose Human Rights Commission Education subcommittee to discuss concerns and receive basic training in human rights law and protocol. The principal designates and works actively with the Human Rights Coordinator to identify human rights concerns and respond to incidents in which human rights may have been violated.

Misconduct in regards to human rights will be defined as: any behavior which constitutes an expression of hostility against the person or property of another because of the victim's race, religion, gender, disability, ethnicity, or sexual orientation. Behaviors may include but are not limited to physical, spoken or written acts of abuse, violence, harassment, intimidation or extortion; the use of vulgarity or cursing; making remarks of a personally destructive nature toward another person, and any restriction or prevention of free movement of an individual. The rights identified by the U.S. Constitution, federal laws, and Massachusetts state rules and regulations will apply.

Actions to Be Taken in Response to an Alleged Human Rights Violation

1. All staff either witnessing or hearing about a possible human rights violation are mandated reporters, and therefore must file an incident report with the Principal.
2. Incident reports may also be filed by any member of the school community who has either witnessed or been the victim of human rights misconduct.
3. A response team including by not limited to the Principal and the Human Rights Coordinator will be formed to gather facts and conduct a thorough investigation of the incident, including questioning of the victim, witnesses, and alleged perpetrators.

4. If there is physical damage, i.e. defacing or spray painting, photographs will be taken before damage is removed.
5. Victims and their families will be given support and reassurance that the incident will be fully investigated and treated very seriously.
6. When appropriate, the incident may be used as a teaching opportunity, either in the classroom or in an assembly, to insure that all witnesses and members of the community understand why this sort of hateful behavior is unacceptable.
7. When an incident report is filed, the response team must attempt to resolve the matter within a ten school day period. If it is not resolved to the satisfaction of all parties, an appeal may be made to the Superintendent of Schools. The appeal must be responded to within ten additional school days. If the matter remains unresolved or the resolution remains unacceptable to the involved parties, an appeal may be made in writing to the Melrose School Committee and they must respond within five school days.

Pat Ruggiero is the school-wide Human Rights and Title IX Coordinator.

Sports and Extracurricular Activities & Policies

For those interested, the following sports are held after school hours: cross country, field hockey, swimming, soccer, football, gymnastics, basketball, track, hockey, wrestling, softball, golf, tennis, baseball, volleyball and lacrosse. Participation in these activities is guided by the following rules and regulations. Each student athlete must follow the Local Athletic Rules and is responsible to become familiar with these rules, as well as the MIAA eligibility, general and athletic sport rules.

Local Athletic Rules

1. All athletes must carry a full schedule.
2. No student may participate in athletics unless he/she has a passing average in 6 courses of prepared work for the entire year from the beginning of the school year up to the last time report cards are issued for all students. To be eligible for the Fall Sports Season, the final yearly grades received the previous June determine the eligibility of the athlete. Courses failed on the June report card can be cleared by successful completion of summer school. The Eligibility List will be used for eligibility reason only.
3. No athlete shall take part in any practice or athletic contest on any day or evening in which he/she was absent from school without the expressed consent of the Principal.

4. Any athlete absent from school on Friday without the expressed consent of the Principal is ineligible for any event scheduled for that weekend. Any athlete absent from school before a holiday without the expressed consent of the Principal is also ineligible for competition on that holiday. If any athlete is late and arrives at school after 9:00 AM on the day of a practice and/or contest, participation will not be allowed unless cleared through the Principal and/or Director of Athletics. No student athlete will be dismissed from school before 1:30 PM in order to participate in a practice and/or contest.
5. The athletic schedule shall be adhered to except on the occasions of inclement weather. Member schools will not request changes to accommodate trips, dances or similar conflicts.
6. Members of any organized team will not be excused from practices or athletic events during school vacation, without the express consent of the Athletic Department.
7. Any athlete expelled from a game for fighting or unsportsmanlike conduct will not participate in the next game, including non-league, league, all-star, or tournament games.
8. Any athlete involved in improper behavior in school, around the community, or as a member of an athletic team may be subject to dismissal from that team for the remainder of that sport season.
9. An athlete will not be allowed to participate in athletics in the Melrose Public Schools unless he/she is willing to:
 - Attend all practice sessions and games. (EXCEPTIONS: Illness or authorized absence)
 - Refrain from the use of drugs, tobacco, alcohol and stimulants.
 - Observe such other rules as may be made by the Athletic Director, coach, and/or trainer.
10. All athletes must report any injuries immediately to the trainer and coach.
11. An athlete may not compete in more than one competitive school sport during a season.
12. A varsity athlete will not be allowed to participate in any outside organized athletics during the season in which he/she is representing a Melrose High School team without the written permission of the Athletic Director and his/her head coach.
13. An athlete shall not change from one sport to another after the first scheduled contest has been played without the written consent of the Athletic Director and the coaches involved.
14. An annual physical examination is mandatory before an athlete may compete in any athletic activity.
15. The consent of his/her parents or legal guardian and enrollment in the proper recognized school insurance plan are necessary before an athlete shall draw athletic equipment or participate in organized practices.

MIAA Chemical Health Policy

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

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

Penalties:

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student, of his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal parts of an event will be

truncated, i.e. all fractional parts of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Clubs & Activities

A wide variety of clubs and activities may be offered to students of Melrose High School. Involvement in such groups adds greatly to the high school experience of our students. All students are strongly encouraged to get involved with some group in which they have an interest. Recent offerings include:

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Art Club	Megatones
Art Society	Mock Trial/Debate
Best Buddies	Multicultural Club
Brass Ensemble	Musical
Cheerleading	National Honor Society
Chess Club	Operation Smile
Color Guard	Peer Mediation
Community Alliance	School Committee Representatives
Drama Club	School Improvement Council
Environmental Club	Science Fiction Club
French Club	Senior Class Officers
Freshmen Class Officers	Ski and Snowboard Club
Gay/Straight Alliance	Sophomore Class Officers
German-American Partnership Program (GAPP)	Spanish Club
German Club	Strength and Conditioning Club
<i>Imprint</i> (Newspaper)	String Quartet and Viola Quartet
International trips	Student Action Board
iRaiders Robotics	Student Advisory Council
Italian Club	Student Council
Jazz Ensemble	Student Government
Junior Class Officers	Students Against Destructive Decisions (SADD)
Latin Club	<i>Thistle</i> (Literary Magazine)
<i>Log</i> (Yearbook)	Ultimate Frisbee

Any student interested in starting a new club or activity should contact either the Principal or an Advisor to Student Council. New clubs and activities will be considered and adopted pending available funding.

Please see the Melrose High School Drug/Alcohol Policy for penalties relating to participation in the Melrose High School Clubs and Activities.

Student Records

Under state and federal law, a Melrose High School student's complete record must be made available, upon request, for inspection by the student and his/her parents. A student has the right to have his/her record interpreted by an authorized staff member. Special procedures apply to requests for student records from non-custodial parents.

Other than school personnel who work directly with a student, no individual or organization may inspect a student's record or obtain information contained in the record without the prior specific written permission of the parent or student, except in limited circumstances, including the following:

- If the release of such information is necessary to protect the health or safety of a person;
- If the information is requested by an authorized agency or individual, including the Massachusetts Department of Social Services (DSS), the Massachusetts Department of Youth Services (DYS), and probation officers.

Melrose High School also may disclose the following information without parental consent, unless a student or his/her parent notifies the school at the beginning of the school year that such information is not to be released without prior consent:

- A student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high-school plans; and
- The name, address and telephone listing of a student to military recruiters and/or institutions of higher learning, upon request.

In addition, the school district will provide a complete copy of a student's school record, including disciplinary records, to any public school into which the student seeks or intends to transfer, upon receiving verification from any source that the student may be transferring out of Melrose High School.

Health Records

Records of a school based health clinic are subject to medical, not student, record regulations. Health records are confidential and must be issued separately from school nurse to school nurse when a student transfers. Special protection exists for certain health information (AIDS, HIV, etc.). A health care provider cannot disclose any information with respect to same without specific, informed, written consent. Physician's records are confidential and may not be released to any third party without written consent.

Amendment of Records

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have the right to a conference with the Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

Melrose High School/Chartwells Lunch Policy

Melrose Public Schools and Chartwells School Dining Services participate in the National School Lunch Program (NSLP).

Information regarding the cost of breakfast and lunch, nutritional guidelines and family meals applications for the free or reduced meals program are available through the district website: <http://www.melroseschools.com/> then "Chartwells School Lunch"

It is Melrose Public School District's intent that children not be hungry at school; however, it is the responsibility of students, parents or guardians to pay for meals provided by the school foodservice program at the time of purchase. The Lunch POS account is a debit, not a credit account and we highly encourage pre-payment to provide a faster point of service.

Students buying lunch or breakfast are responsible for having funds available for their purchase. In the event that a student's account obtains a negative balance, we will only allow them to purchase a complete meal for up to two (2) days. Repayment is expected the next school day. The selection will then be limited until payment is received and the negative balance is paid. Student negative account balances that remain unpaid will result in parental contact for payment.

Balances can be checked and pre-payments can be made online at Melrose Public School/Chartwell web site at:

<http://www.chartwellschooldining.com/melroseps/content/prepaymentoptions>

This site allows parents of students to prepay money directly into their child's account, monitor their child's food purchases, set up low-balance email reminders, and schedule recurring payments.

NOTES

PLEASE CUT AND RETURN TO MELROSE HIGH SCHOOL

I have read and understand the policies, procedures and regulations for students at Melrose High School. I have reviewed the rules in the 2011-2012 Student/Parent Handbook with my son/daughter.

Parent Signature

Date

Student Signature

Date