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MESSAGE FROM THE ADMINISTRATION

Dear Student,

Welcome to Marlborough High School.

We are pleased to provide you with this Student Handbook/Planner. The handbook is designed to be a resource for you and your family as you join or continue in our Marlborough High School community. Our Student Handbook/Planner provides the rules and guidelines that set the foundation for our school culture and daily operations. A safe school that provides a climate of respect for all is essential to ensure an environment conducive to learning. Adherence to the rules and regulations in our handbook allows this to take place. Staff, students, and parents working together can help us reach these goals.

In addition to the academic information, this handbook provides information about co-curricular activities, guidance services, and codes of conduct. Many opportunities are available at Marlborough High School for any student interested in extending the academic school day. We recommend that students become actively involved in the many facets of education that exist here at Marlborough High School.

We look forward to an exciting and productive school year.

Sincerely,

Dan Riley, Principal
Steve Bishop, Assistant Principal
John Travers, Assistant Principal
CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS

Mission Statement
Marlborough High School is a respectful and comprehensive 21st century learning environment. We communicate effectively, think critically, collaborate productively, and solve problems efficiently. We provide equal access to educational rigor and commit to success for all students.

Academic Expectations

Students will:

▪ Communicate using verbal and written skills for a range of purposes.
▪ Gather, analyze, and evaluate information from a variety of sources.
▪ Collaborate to achieve a common goal.
▪ Apply knowledge to solve problems in conventional, creative, and innovative ways.
▪ Demonstrate media and technology literacies.

Social Expectations

Students will:

▪ Demonstrate respect for self, peers, staff, and environment.
▪ Be responsible for their own decisions and behavior.

Civic Expectations

Students will:

▪ Participate in school and community life.
▪ Understand local and global implications of civic actions.
Core Values
Respect, Kindness, Teamwork, Responsibility and Effective Problem Solving

During the 2015-2016 school year, the MHS faculty, staff and student body were surveyed to help determine a set of core values. This questionnaire was sent to all teachers, administrators, staff, and students, from which a committee pulled out key phrases and ideas and tallied the most frequent responses. From this list, students engaged in activities and discussions to approve, define, and bring meaning to these core values.

Since this time, MHS continues to revisit these values with our staff and students each year. From these conversations, our core values have become part of a larger construct - The Marlborough Way. The Marlborough Way has become our mantra for the high school. More than just our core values (i.e., Mutual Respect, Kindness, Teamwork, Responsibility, and Problem-Solving), it represents who we are, how we conduct ourselves, and how we conduct our business. In summary, it has been a rallying cry for our school community.

While the words below have differing meanings and uses, the following values are defined in the context of the MHS community as:

**Respect:**
Respect is an appreciation or admiration of others that is shown through patience, understanding and courtesy.

**Kindness:**
Kindness is the act of being genuine in our interactions with others; mindful of their feelings, and doing right by them.

**Teamwork:**
Teamwork is a commitment to common goals demonstrated by working effectively together with others.

**Responsibility:**
Responsibility is taking ownership over one’s own actions.

**Effective Problem Solving:**
Effective Problem Solving is the process of working through the details of a problem in order to reach a solution that considers not only the outcome but the interests of others, resulting in mutual agreement about a solution.
## School wide Academic Expectations Rubric

<table>
<thead>
<tr>
<th>Student Expectation</th>
<th>Always</th>
<th>Frequently</th>
<th>Sometimes</th>
<th>Never</th>
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<tbody>
<tr>
<td><strong>Communication:</strong> Communicate using verbal and written skills for a range of purposes</td>
<td>Always speaks and writes using the conventions of the discipline</td>
<td>Frequently speaks and writes using the conventions of the discipline</td>
<td>Sometimes speaks and writes using the conventions of the discipline</td>
<td>Never speaks and writes using the conventions of the discipline</td>
</tr>
<tr>
<td><strong>Synthesis:</strong> Gather, analyze, and evaluate information from a variety of sources</td>
<td>Always researches and integrates source material in a manner that demonstrates understanding</td>
<td>Frequently researches and integrates source material in a manner that demonstrates understanding</td>
<td>Sometimes researches and integrates source material in a manner that demonstrates understanding</td>
<td>Never researches and integrates source material in a manner that demonstrates understanding</td>
</tr>
<tr>
<td><strong>Collaboration:</strong> Collaborate to achieve a common goal</td>
<td>Always works effectively and respectfully with diverse teams and assumes shared responsibility</td>
<td>Frequently works effectively and respectfully with diverse teams and assumes shared responsibility</td>
<td>Sometimes works effectively and respectfully with diverse teams and assumes shared responsibility</td>
<td>Never works effectively and respectfully with diverse teams and assumes shared responsibility</td>
</tr>
<tr>
<td><strong>Problem Solving:</strong> Apply knowledge to solve problems in conventional, creative, and innovative ways</td>
<td>Always determines the appropriate use of prior and/or new knowledge to solve problems</td>
<td>Frequently determines the appropriate use of prior and/or new knowledge to solve problems</td>
<td>Sometimes determines the appropriate use of prior and/or new knowledge to solve problems</td>
<td>Never determines the appropriate use of prior and/or new knowledge to solve problems</td>
</tr>
<tr>
<td><strong>Media Literacy:</strong> Demonstrate media and technology literacies</td>
<td>Always demonstrates appropriate use of technology and understands the purpose of media</td>
<td>Frequently demonstrates appropriate use of technology and understands the purpose of media</td>
<td>Sometimes demonstrates appropriate use of technology and understands the purpose of media</td>
<td>Never demonstrates appropriate use of technology and understands the purpose of media.</td>
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DAILY SCHEDULE AND ANNOUNCEMENTS

Regular Bell Schedule

MHS operates on a seven-day rotation with six periods meeting each day.

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
<th>Day A</th>
<th>Day B</th>
<th>Day C</th>
<th>Day D</th>
<th>Day E</th>
<th>Day F</th>
<th>Day G</th>
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<tbody>
<tr>
<td>1</td>
<td>7:20am – 8:21am</td>
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<td>2</td>
<td>8:25am – 9:23am</td>
<td>C</td>
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<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
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<tr>
<td>3</td>
<td>9:27am – 10:25am</td>
<td>D</td>
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<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
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<tr>
<td>4*</td>
<td>10:29am – 11:53am</td>
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<td>D</td>
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<td>5</td>
<td>11:57am – 12:54pm</td>
<td>F</td>
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<td>E</td>
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<tr>
<td>6</td>
<td>12:58pm – 1:55pm</td>
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*LUNCH SCHEDULE

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<tbody>
<tr>
<td>First Lunch</td>
<td>10:25am – 10:55am</td>
<td></td>
<td>Class</td>
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<tr>
<td>Class</td>
<td>10:55am – 11:53am</td>
<td></td>
<td>Second Lunch</td>
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<td>11:27am – 11:57am</td>
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</table>

Panther Day Bell Schedule (Insert day from the schedule above)

On Panther Days, there is an extra period added to the schedule for that school day.

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
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<tbody>
<tr>
<td>Block 1</td>
<td>7:20am - 8:09am</td>
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<tr>
<td>Block 2</td>
<td>8:13am - 9:02am</td>
</tr>
<tr>
<td>Block 3</td>
<td>9:06am - 9:55am</td>
</tr>
<tr>
<td>Block 4 (Panther Block)</td>
<td>9:59am - 10:50am</td>
</tr>
<tr>
<td>Block 5*</td>
<td>10:54am - 12:09pm</td>
</tr>
<tr>
<td>Block 6</td>
<td>12:13pm - 1:02pm</td>
</tr>
<tr>
<td>Block 7</td>
<td>1:06pm - 1:55pm</td>
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</tbody>
</table>

*LUNCH SCHEDULE

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<tbody>
<tr>
<td>First Lunch</td>
<td>10:50am – 11:20am</td>
<td></td>
<td>Class</td>
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<tr>
<td>Class</td>
<td>11:20am – 12:09pm</td>
<td></td>
<td>Second Lunch</td>
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<td>11:43am – 12:13pm</td>
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</table>
## Special Schedules

### Schedule for a Professional Development Early Release Day
**11:05am Dismissal from School**
- No lunch is served on these days
- Period assignments determined by day in rotation

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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</thead>
<tbody>
<tr>
<td>7:20am – 7:54am:</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>7:58am – 8:32am:</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>8:36am – 9:10am:</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>9:14am – 9:48am:</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>9:52am – 10:26am:</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>10:30am – 11:05am:</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; Period</td>
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</table>

### Schedule for a 2-hour Weather Delay
**School Begins at 9:20am**
- Lunch will be served on these days
- Period assignments determined by day in rotation

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<thead>
<tr>
<th>Time</th>
<th>Period</th>
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</thead>
<tbody>
<tr>
<td>9:20am – 10:00am:</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>10:04am – 10:42am:</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>10:46am – 11:24am:</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>11:28am – 12:32pm:</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period/Lunch</td>
</tr>
<tr>
<td>12:36pm – 1:14pm:</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>1:18pm – 1:55pm:</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; Period</td>
</tr>
</tbody>
</table>

**First Lunch Schedule**
- Lunch: 11:24am – 11:54am
- Class: 11:54am – 12:32pm

**Second Lunch Schedule**
- Class: 11:28am – 12:06pm
- Lunch: 12:06pm – 12:36pm

### Schedule for MCAS Staggered Openings
**School Begins at 10:50am for Non-Tested Students**
- Lunch will be served on these days
- Period assignments determined by day in rotation

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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<tbody>
<tr>
<td>7:20am – 10:50am:</td>
<td>MCAS testing session</td>
</tr>
<tr>
<td>10:50am – 12:09pm:</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>12:13pm – 1:02pm:</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>1:06pm – 1:55pm:</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
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</tbody>
</table>

**First Lunch Schedule**
- Lunch: 10:50am – 11:20am
- Class: 11:20am – 12:09pm

**Second Lunch Schedule**
- Class: 10:50am – 11:43am
- Lunch: 11:43am – 12:13pm

### Schedule for Mid-term and Final Exams
**10:30am Dismissal from School**
- No lunch is served on these days

<table>
<thead>
<tr>
<th>Time</th>
<th>Exam/Period</th>
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<tbody>
<tr>
<td>7:20am – 8:50am:</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Exam</td>
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<tr>
<td>9:00am – 10:30am:</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Exam</td>
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# MPS Calendar

Approved by School Committee
March 12, 2019

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**Calendar Key**
- **NO SCHOOL**
- ECC ONLY – No School
- Professional Development Day
- NO SCHOOL
- Early Release Day – Prof Dev for staff
- **180th Day** Early Release (if no weather cancellations)
- Makeup Days (weather related)

# MPS Calendar

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<th>JANUARY</th>
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**SCHOOL COMMITTEE MEETINGS**
17 Washington Street • 7:30 PM
Comcast 96 ~ Verizon 34
## CONTACT INFORMATION

**Marlborough Public Schools District Office, 17 Washington Street, 508-460-3509**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Superintendent</td>
<td>Michael Bergeron</td>
<td>10100</td>
</tr>
<tr>
<td>Asst. Superintendent (Teaching + Learning)</td>
<td>Mary Murphy</td>
<td>10111</td>
</tr>
<tr>
<td>Director (Finance + Operations)</td>
<td>Douglas Dias</td>
<td>10103</td>
</tr>
<tr>
<td>Director of Student Services</td>
<td>Jody O’Brien</td>
<td>10115</td>
</tr>
<tr>
<td>Asst. Director of Special Education</td>
<td>John Fletcher</td>
<td>10114</td>
</tr>
<tr>
<td>Director of English Learners</td>
<td>Lynne Medailleu</td>
<td>10117</td>
</tr>
<tr>
<td>Asst. Director of English Learners</td>
<td>Michelle Blair</td>
<td>460-3502</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Patricia Brown</td>
<td>10109</td>
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**Marlborough High School, 431 Bolton Street, 508-460-3500, 508-460-3501 (fax)**

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<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Daniel Riley</td>
<td>7380</td>
</tr>
<tr>
<td>Admin. Asst. to the Principal</td>
<td>Gayle Brandt</td>
<td>7380</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Robin Sawyer</td>
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<tr>
<td>House Black Asst. Principal</td>
<td>John Travers</td>
<td>7451</td>
</tr>
<tr>
<td>Admin. Asst. to the Asst. Principal</td>
<td>Julie Campbell</td>
<td>7451</td>
</tr>
<tr>
<td>House Orange Asst. Principal</td>
<td>Steve Bishop</td>
<td>7349</td>
</tr>
<tr>
<td>Admin Asst. to the Asst. Principal</td>
<td>Kelly Russell</td>
<td>7349</td>
</tr>
<tr>
<td>Special Education Team Leader</td>
<td>Marisa Evonsion</td>
<td>7228</td>
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<tr>
<td>Admin. Asst. to Special Ed. Team Leader</td>
<td>Nena Bloomquist</td>
<td>7229</td>
</tr>
<tr>
<td>Supervisor of Counseling Services</td>
<td>Sharon Buckley</td>
<td>7381</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>Jeff Rudzinsky</td>
<td>7210</td>
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<tr>
<td>Admin. Asst. to the Director of Athletics</td>
<td>Nicole Fallon</td>
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<tr>
<td>Athletic Trainer</td>
<td>Kevin Walls</td>
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**Supervisors, Coordinator(s)**

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<th>Position</th>
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<tbody>
<tr>
<td>Supervisor of Humanities</td>
<td>Jodie Reyes</td>
<td>7450</td>
</tr>
<tr>
<td>Supervisor of Math</td>
<td>Heather Kohn</td>
<td>7524</td>
</tr>
<tr>
<td>Supervisor of Music</td>
<td>Jonathan Rosenthal</td>
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<tr>
<td>Supervisor of Science and Engineering</td>
<td>Stephanie Gill</td>
<td>7570</td>
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<tr>
<td>Supervisor of Visual Arts</td>
<td>Julie Baker</td>
<td>7149</td>
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<tr>
<td>Supervisor of Wellness</td>
<td>Todd Turcotte</td>
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</tr>
<tr>
<td>English Learner Coordinator</td>
<td>Jennifer Pistone</td>
<td>7426</td>
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COMMUNICATION

In addition to a student’s ability, work ethic, and motivation, a student’s success in high school is also going to be measured by how effectively the school and home can work together and communicate effectively. While our goal is to encourage a measure of independence and self-advocacy in our students, we recognize that these students are children and require that these skills be developed over a period of time. As the adults, it is our responsibility (i.e., parents, teachers, support staff, and administrators) to demonstrate and model these behaviors for our students.

To enhance communication, Marlborough High School has employed a number of approaches. Our website is consistently updated and serves as our primary means of sharing and accessing
information. Please bookmark it and add it to your favorites on your home computer, tablet, or other mobile device. In addition to routine announcements, student publications, district publications, and Twitter are terrific ways to access additional information about MHS. Some other means of communication are as follows:

- **Aspen Parent Portal/Student Portal:** This is the most important and direct way to access current information about your student (e.g., grades, attendance, curriculum, schedule, etc.). Aspen can be accessed from any internet browser at [https://marlborough.myfollett.com/aspen](https://marlborough.myfollett.com/aspen). Parents and students can also access the portal from any mobile device by using the link above or the link from the MHS webpage. Since this our primary means of accessing your contact information, please be sure to check and/or update your information in Aspen each year. A username and password is needed to access this information. If you are having difficulties, please contact your child’s House Secretary.

- **Blackboard Mass Notifications:** This is used frequently as a means of sending out newsletter, updates, and other timely information to parents. The tool can be used to send information electronically via email and by phone. Please be sure that the school has you most updated contact information (i.e., email and phone).

**Parent Communication**

In general, the classroom teacher can best address the majority of issues that a student may have during school. We encourage and invite students to advocate for themselves, and encourage parents to contact teachers directly by email. A directory of teacher contact information is available on the MHS Website. With the support network we have in place for our students, we have included a chart below to help clarify whom to contact for some of our more common requests.

<table>
<thead>
<tr>
<th>My child sees his/her Teacher(s) when he/she...</th>
<th>My child sees his/her Guidance Counselor when he/she...</th>
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<tbody>
<tr>
<td>• Doesn’t understand a concept</td>
<td>• Is in the midst of a crisis</td>
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<td>• Needs to come for extra help</td>
<td>• Needs some help talking to his/her friends or teachers</td>
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<td>• Thinks the class is too easy or hard</td>
<td>• Is feeling overwhelmed</td>
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<td>• Has a question about his/her schedule</td>
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<table>
<thead>
<tr>
<th>I contact my child’s Teacher(s) when my child...</th>
<th>I contact my child’s Guidance Counselor when my child...</th>
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<tbody>
<tr>
<td>• Is struggling in the class</td>
<td>• Is struggling socially or emotionally</td>
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<tr>
<td>• Has spoken to the teacher and the issue persists</td>
<td>• Is struggling academically in more than one class</td>
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<thead>
<tr>
<th>My child sees his/her Assistant Principal when he/she...</th>
<th>I contact the Guidance Secretary when...</th>
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<tr>
<td>• Has an attendance issue</td>
<td>• My child needs a copy of his/her transcript</td>
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<tr>
<td>• Has a classroom discipline issue</td>
<td>• My child needs a scholarship application</td>
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<td>• Has a school policy question</td>
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<tr>
<th>I contact my child’s Assistant Principal when...</th>
<th>My child sees his/her House Secretary when he/she...</th>
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<tr>
<td>• I have contacted my child’s teacher(s) and Guidance Counselor and the issue persists</td>
<td>• Arrives late to school</td>
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<tr>
<td><strong>I contact a Teacher Leader, Coordinator, or Supervisor when...</strong></td>
<td><strong>I contact the School Nurse when...</strong></td>
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| • I have a question about a course or program curriculum  
• I have contacted my child’s teacher and the academic issue persists | • I have important medical information pertaining to my child  
• I have a questions about health records |

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<th><strong>I contact the School Principal when...</strong></th>
<th><strong>I contact the Superintendent when...</strong></th>
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| • I have contacted the appropriate people and the issue has not been resolved  
• I have a question about school policy  
• I have a suggestion that might improve the school | • Is being dismissed from school  
• Needs a locker  
• Has a question and doesn’t know where to go  
• Needs a work permit  
I contact my child’s House Secretary when my child...  
• Is going to arrive late to school, be dismissed, or be absent from school (short-term or long-term) |

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<tr>
<th><strong>I contact the Athletic Director when...</strong></th>
<th><strong>I contact the School Committee when...</strong></th>
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</table>
| • I/my child have/has spoken to the coach and the issue persists  
• I have a question about an interscholastic event | • I have contacted the appropriate school building personnel and the Superintendent and the issue persists |

**GENERAL INFORMATION**

**Policy of Non Discrimination**

It is the policy of the Marlborough Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identification, age or disability in its education programs, services, activities, or employment practices.

If a student, parent, employee, or applicant for employment believes that he or she has been discriminated against, denied a benefit or excluded from participation in any education program or activity, the following grievance procedure is to be used.

The following individuals have been designated to handle inquiries regarding the District’s non-discrimination policies in education-related activities, including but not limited to inquiries related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act.

Should you wish to file a complaint alleging discrimination of student or an employee based on race, gender, religion, national origin, color, homelessness, sexual orientation, gender identification, age or disability in its education programs, services, activities, or employment practices, you may contact any of the following building personnel – School Adjustment Counselors, Assistant Principals, or the Principal.
Enrollment Policies
Withdrawal
Any student (16 years or older) who is withdrawing from school prior to graduation must obtain a withdrawal form from their house office. No student shall be considered to have permanently left MPS unless an administrator from MHS has sent notice within a period of five (5) days from the student’s tenth (10) consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, proposing at least two (2) dates and times within ten (10) calendar days for an exit interview between the Superintendent’s designee and the student and the parent or guardian to occur prior to the student permanently leaving school. The time for the exit interview may be extended by up to fourteen (14) days at the request of the parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

Before withdrawing, the student is required to return all books and other school owned materials.

Re-Entry Policy
If, in the course of the regular high school years, a student chooses to withdraw from school, the following structure is in effect.

1. A student may be re-admitted to Marlborough High School within four (4) calendar weeks from the date of withdrawal. Student must meet with their Guidance Counselor and the Principal, or their designee to discuss the reasons for returning to Marlborough High School, and upon administrator approval, to discuss a plan to help facilitate their successful return.
2. If he/she returns within that time frame, he/she is responsible for all work missed, and while teachers are available to assist the student, it is the student’s sole responsibility to seek that assistance.
3. The time missed will be assessed under the absence policy, and credit will be withdrawn where appropriate.
4. If a student does not return within the time frame, he/she may not be re-admitted until the following September. Any evening or summer school course taken in the meantime can be given credit at the discretion of the administration. However, credit may not be given unless the administration has prior knowledge of the plan.
5. When a student chooses to be re-admitted he/she does so as a decision making young adult. The administration will not tolerate any abrogation of the rules and regulations of Marlborough High School. (MPS Policy 8.080)

Release of Information to Military and College Recruiters
Federal law requires school districts to provide students’ names, addresses and phone numbers to the military and college recruiters upon request. Parents/guardians have the right to request
that the school district not release this information without their consent. Please fill out the form on the signature page and return to the school if you choose to “Opt Out” of the Release of Student Information.

If you do not want the Marlborough School District to disclose this information without your prior written consent, you must fill out the detachable form on the signature page and return it to the school by the end of the first week of school. If we do not receive the form back by this date, we will release student information to military and college recruiters upon request. If your child is over 18, he or she must sign the form.

A list of the guidelines on military recruiters’ and colleges’ access to information can be found at the following Web site: www.ed.gov/offices/OM/fpco/hot_topics/ht_10-9-02.html

Student Records
The Marlborough School Committee recognizes that it is necessary to maintain extensive and sometimes personal information about students for whom they are responsible. The Committee also recognizes its responsibility to maintain confidentiality as it pertains to those records. The Committee wishes to make it clear that all individual student records are considered confidential, and that no information will be released, including names and addresses, except in those cases which are governed by state law, court order, or signed release.

It shall be the responsibility of the Superintendent of Schools to administer the following policies pertaining to the collection, maintenance, and documentation of pupil records.

Collection of information: Information about a student and his/her family shall be collected upon entry into the Marlborough Public Schools. It shall be kept current and shall include:

1. Basic information about the student and his/her family
2. Attendance records
3. Grades and progress reports
4. Health information
5. Records of achievement in the basic skills
6. Results of intelligence, aptitude, and interest tests
7. Specific individual test results on pupils with special needs
8. Discipline Records
9. MCAS test Scores

All information and data contained in or added to the student record shall be limited to information relevant to the educational needs of the student.

At the opening of the school in the fall, all parents shall be notified of the standardized tests to be administered at each grade level. They shall also be notified if during the school year any individual diagnostic test reveals the need of a special program for their child.
When data is to be collected or used for non-school purposes (research studies, local surveys, etc.) either by school personnel or third parties, written authorization must be obtained from the Superintendent.

Classification of data:
The student record shall consist of the transcript and the temporary record, including all information recording and computer data, or any other materials concerning a student so that such student may be individually identified.

Transcript:
The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student’s educational progress and to operate the educational system. This data shall be limited to the name, address, and phone number of the student, his/her birth date; the name, address, and phone number of the parent/guardian; course titles, grades, course credit, grade level completed, and the year completed. The transcript shall be maintained by the District for a period of sixty (60) years following the Student’s graduation.

Temporary record:
This record shall consist of all the information in the student’s record which is not contained in the transcript. This material clearly shall be of importance to the educational process. Such information may include standardized test results, class rank, extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Record maintenance:
Each Principal or designee shall be responsible for the privacy and security of all student records maintained in the school.

The Superintendent of Schools or designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school Principal; for example, former students’ transcripts or school-age children with special needs who have not been enrolled in public school.

The Principal and Superintendent of Schools shall ensure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of these regulations and are educated as to the importance of information privacy and confidentiality, and that any computerized systems employed are electronically secure.

Destruction of student records: A student’s transcript shall be maintained by the school department and may only be destroyed sixty (60) years following his/her graduation, transfer, or withdrawal from the system.

During the time a student is enrolled, the Principal or designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given the
opportunity to receive the information or a copy thereof prior to its destruction. A copy of such notice shall be placed in the temporary record.

The temporary record of any student enrolled shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information shall be made at the time of such transfer, graduation, or withdrawal.

Access to student records: A log of access shall be kept as part of each student’s record.

An eligible student or the parent/guardian shall have access to the student record. Within ten (10) calendar days of a request to access the student record, the entire record, regardless of the physical location of its parts, shall be made available. Copies of information contained in the record must be furnished to the eligible student or parent/guardian if so requested. A reasonable fee for actual copying costs may be charged.

Authorized school personnel shall have access to records of students when such access is required in the performance of their official duties. The consent of the student or parent/guardian shall not be necessary.

Duly authorized third parties, as determined by the Board of Education in conformity with federal and state statutes, shall have access to information in or from a student record without the consent of the eligible student or the parent/guardian so long as the intended use of the data is consistent with their statutory powers and responsibilities.

A school may release for publication, a student’s name, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent/guardian; provided that the school gives public notice of the types of information it may release and allows eligible students and parents/guardians a reasonable time after such notice to inform the school that any or all such Directory Information shall not be released without prior consent.

Amending the student record:
The eligible student or parent/guardian shall have the right to add information, comments, data, or any other relevant written material to the student record.

The eligible student or parent/guardian shall have the right to request in writing deletion or amendment of any information contained in the student record, except for information which was inserted into that record by an Evaluation Team. Information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure set forth in 603 CMR 23.08.
Appeals:
In the event any decision by the Principal or designee regarding any of the provisions governing student records is not satisfactory in whole or in part to the eligible student or parent/guardian, he/she shall have the right to appeal to the Superintendent of Schools. Request for such appeal shall be in writing.

In the event the Superintendent’s decision is not satisfactory, the student or parent/guardian may appeal to the School Committee.

Visitors
MHS encourages the involvement of the parents and community members in the education of our students. MHS has a duty to protect the safety and confidentiality of its students, as well as to ensure that the educational process is not unnecessarily disrupted. As a result, certain rules and procedures must be followed to ensure that visits are beneficial to the visitors and not harmful to the students or educational process. Arrangements can be made in advance by contacting the respective school office. All visitors, guests and volunteers are required to report to the school office and receive approval from the school Principal or designee before going to any classroom or school activity not otherwise open to the public. Visitors who enter the building to interact with students may need to complete a Criminal Offender Record Information (CORI) check. The CORI form can be found on the Marlborough Public Schools website. CORI forms should be returned to Human Resources office at the District Education Center located on 17 Washington Street. Each visitor must sign in at the main office and note the time and location of their visit. A temporary dated ID (non-photo) will be used. The ID must be visible and readable at all times when the guest is on school grounds. The temporary ID should be returned to the office at the conclusion of the visit. In order to ensure the safety of students and staff, all personnel have been directed to question persons without ID during school hours, and escort them to the school office or report them to a proper authority.

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

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District’s policy of assigning a student to a particular class is the sole responsibility of the Building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:
1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. Such requests must be made at least 48 hours in advance to allow for proper arrangements to be made.
2. The Building Principal has the authority to determine the number, times and dates of observations by visitors. This will be done in consultation with staff members, so as to give adequate notice to the staff members of impending visits.
3. For security purposes, all visitors must report to the School’s main office upon entering and leaving the building and sign a guest log showing arrival and departure times.

4. Classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.

5. Any student who wishes to have a guest in school must ask permission of one of the administrative staff 24 hours in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with the student regulations will be asked to leave the school building and grounds immediately.

(MPS Policy 9.100)


Procedures for School Building Visitors

1. All visitors must report to the School’s main office immediately upon entering the school building.
2. Visitors must indicate the purpose of their visit.
3. The visitor must not seek out a teacher before establishing contact with the Principal of the school and justifying the reason for the teacher visit.
4. All public officials, be they elected or appointed, who are entering the school in their official capacity, should call the Superintendent of School requesting admittance to a particular school building, unless invited by staff for a specific educational event.
5. Visitors must be escorted to their destinations through the building by the principal or designee of the school whether for business, maintenance, representative of various organizations or a parent designated contact with a member of the teaching staff.

If during a visitation, there appears to be a problem about to arise, the Superintendent’s Office is to be notified immediately.

All doors of all school buildings are to be locked at all times.

(MPS Policy 9.100A)

MHS Advisory Program

The goal of MHS Advisory is to personalize the educational experience by creating an environment in which adolescent behaviors and performance can be influenced in a positive manner by forming meaningful relationships with adults. Students and advisors will foster the use of cooperative and collaborative skills to better understand the relationships among individuals and cultures and thereby treat others with respect and dignity. MHS Advisory will promote healthy student development and support academic success by creating a sense of community and connection.

MHS Student Mentor Program

The goal of the MHS Student Mentor Program is to provide student supports to our new students to Marlborough High School. Of the applicants in the spring, a percentage of students are selected to serve as mentors to our students new to the school to maintain a maximum mentor to student ration of 1:5. These mentors go through mandatory training events each month to support our students during advisory periods. The mentor program will promote strong connections for our new students to the MHS community.

Daily Announcements

Announcements pertaining to students are made daily at the start of the school day. Notices to be included in the daily announcements which will be read at the beginning of school must be submitted to the main office. Announcement forms may be acquired from the main office. Daily announcements are also available on the school website.
Library Media Center (LMC)

**LMC Hours**
Monday - Friday (except Wednesdays): 7:15 - 2:30  
Wednesdays: 7:15 - 2:00

The mission of the Marlborough High School Library Media Center is to teach students to be effective users and creators of information and to prepare students to be lifelong learners. The LMC provides print and online resources, along with expert assistance from the school librarian and instructional technology specialist. The LMC is available to students for independent and small-group study, research, and leisure reading.

The LMC computer labs are primarily for instructional use by classroom and library teachers. Additionally, LMC computers may be used, when available, for individual use by students for school work.

Students are encouraged to use their school IDs to borrow books for research or leisure reading. The library also loans some equipment such as Chromebook chargers, flash drives, and headphones.

The overall guiding principle for use of the LMC is respect for fellow students, as well as library materials and equipment. As such, students should be aware of the following expectations:

1. Students must have a pass from a teacher to enter or to leave the LMC during school hours.
2. Students must use the main door when entering or exiting the LMC.
3. NO FOOD shall be opened or consumed within the LMC.
4. Covered drinks are allowed in the LMC but must be kept away from computer keyboards.
5. Students must use personal earbuds or library headphones to listen to audible media.

Our after school Homework Center also works out of the LMC. This is an after-school, teacher supported extra help center for students in all grades. The Center is open on Mondays, Tuesday, and Thursdays from 2:10 – 3:30 p.m.

**Lockers**

A corridor locker is provided for each student for security of personal effects. A student is to use only the locker assigned to him/her. Respect for this school property is assumed. Students are urged not to share lockers and to keep their lockers locked. Students are not allowed to place personal locks on school lockers, as lockers may have to be opened in emergency situations. Such locks will be removed by the custodial staff.

As a condition for usage of a school locker, students do not have an expectation of privacy in their school lockers and are advised that the school administration reserves the right to inspect/search a student’s locker.
CO-CURRICULAR ACTIVITIES

General Information
Marlborough High School strives to promote co-curricular activities that are integral to education, providing opportunities for all students that support and extend academic learning. Marlborough High’s co-curricular groups provide for social and personal needs, as well as for academic needs. MHS provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. MHS is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity. Organizations strive to provide opportunities for teaching students to be responsible and fulfilled human beings, providing them with opportunities that develop character, critical thinking, sociability, and leadership skills. MHS administrators, in their discretion, may deny or limit a student’s access to co-curricular activities as a disciplinary sanction.

To protect the health and safety of our students and to comply with 105 CMR 201.00 from June 2011 (Head Injuries and Concussions), MPS has developed a policy to apply standardized procedures for persons involved in the prevention, training, management, and return to activity decisions regarding students who incur head injuries while involved in extracurricular activities and athletics. Head injuries or suspected concussions must be reported to the school nurse and/or certified athletic trainer. Parents and students are responsible for completion of the Pre-Participation forms including the Report of a Head Injury Form. No student-athlete will be allowed to participate until all forms, including physical examinations, are signed, submitted, and reviewed by MPS Nurses annually. Full text of this policy can be found on the district website, and is referenced as MPS Policy 7.160.

Eligibility
1. Eligibility for student co-curricular activities is the same for all extracurricular activities at Marlborough High School.
2. Students who receive one failing mark for a quarter on their report card, whether in a required or elective subject will be placed on suspension from co-curricular activities for the period of the following marking quarter, during which they may not participate in activities or sports and will attend MHS Homework Center.
3. An alphabetical roster, by year of graduation, of all members of an activity or team will be provided to the Principal by the advisor or coach on the first day of each quarter following the issuance of report cards.
   a. The Principal or a designee of the Principal will determine eligibility based on the most recent report card. The first quarter eligibility will be determined by the final grades each student received the previous school year. Summer school make-up of failing grades will make a student eligible for participation in fall athletics or activities.
   b. Eligibility takes effect on the first day of school and on the days on which report cards are handed out to the students.
   c. The Massachusetts Interscholastic Athletic Association (MIAA) further requires that a student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter
eligibility) a passing grade, and full credit, in the equivalent of four traditional year-long major English courses. NOTE: Marlborough High School requires that all students must carry and pass a minimum of 5, 4 credit courses, during each quarter in order to maintain athletic and co-curricular eligibility.

4. For a class or club officer/team captain to maintain their position, they must meet the eligibility requirements (see above), exhibit good school citizenship, academic integrity, responsible behavior, and fulfill the responsibilities assigned to the role. Should these obligations not be met, the officer may be removed from the position by the Principal in collaboration with the advisor or coach.

5. If a class or club officer/team captain becomes ineligible under the academics standard as stated during the school year, then the person will relinquish that position for the remaining period of the school year. The vacated position will not be filled during the school year, but responsibilities will be assumed by the remaining members.

6. Any student absent from school on the day of a scheduled meeting, game, practice, or activity or absent the day prior to a weekend in which a contest or activity is scheduled, will not be allowed to participate unless approved by school administrator. A student must be in school no later than 7:45 AM to be eligible to participate in an activity on that day unless excused by the Assistant Principal. Students will not be dismissed on the day of a game, practice or activity. Seniors may arrive at the end of first period, only if they have a study hall. They may also leave the last period only if they have study hall.

(MPS Policy 7.180)

**Athletics**

**Athletic Teams and Seasons**
Students at Marlborough High School are encouraged to participate in the varied sports programs offered.

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>Cheerleading</td>
<td>Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cheerleading</td>
<td>Lacrosse</td>
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<tr>
<td>Field Hockey</td>
<td>Gymnastics</td>
<td>Softball</td>
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<tr>
<td>Football</td>
<td>Ice Hockey</td>
<td>Tennis</td>
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<tr>
<td>Golf</td>
<td>Indoor Track</td>
<td>Track</td>
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<tr>
<td>Soccer</td>
<td>Wrestling</td>
<td>Volleyball (B)</td>
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<tr>
<td>Volleyball (G)</td>
<td>Swimming</td>
<td>Unified Track</td>
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<tr>
<td>Unified Basketball</td>
<td>Skiing</td>
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</table>

**Eligibility for Play**
A student shall be eligible for interscholastic competition for no more than four consecutive years after initially entering Grade 9. In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons defined as follows:

- Fall coinciding with the dates of the fall season.
- Winter coinciding with the dates of the winter season.
- Spring coinciding with the dates of the spring season.
A student shall be under nineteen (19) years of age (unless a waiver is granted per MIAA rules and regulations). However, they may compete during the remainder of the school year, provided that their nineteenth birthday occurs on or after September 1 of that year. For grade nine (9) competitions, a player shall be under sixteen (16) years of age. However, they may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year.

**Athletic Code of Conduct**

1. All Marlborough High School athletes are expected to conduct themselves at all times in a manner which will bring credit upon themselves, their family, their school and their community. In conjunction with established school policy contained within this handbook, the following rules will be adhered to by all Marlborough High School athletes:

2. All squad members are responsible for the equipment issued to them and they will be assessed for the replacement cost of any item not returned.

3. All athletes should make themselves familiar with the MIAA Rules 51-64 (Student Eligibility), MIAA rule 45 & 98 (Bonafide Team Rule), and abide by all of its provisions.

4. Squad members traveling to away contests shall be properly attired as designated by their respective coaches and must use the transportation provided by the school department. Any exceptions must be approved by the Director of Athletics.

5. Any student absent from school on the day of a scheduled game or practice session or absent the day prior to a weekend will not be allowed to participate in any scheduled game or practice on that day or weekend. A student must be in school no later than 7:45 AM to be eligible to participate. If a student is absent on the day before a vacation, the student will be eligible to participate during the week of vacation. Students will not be dismissed on the day of a game. Any exceptions will be handled by the school administration.

6. The following offenses against a coach’s regulations will result in action taken at the discretion of the individual coach, athletic director, and/or school administration. This action may range from a warning to immediate suspension from the squad for the duration of the season depending upon the severity of the offense:
   a. Tardiness or absence without prior notification of the coach
   b. Use of profanity
   c. Disrespect toward game officials
   d. Use of tobacco, alcohol, marijuana, or other controlled substance* (see Chemical Health Regulation below)
   e. Theft
   f. Any violation of MIAA Rule 98 (Bonafide Team Rule)

7. Some offenses are also specifically addressed within the regulations of the Massachusetts Interscholastic Athletic Association (MIAA), and as a result, additional consequences beyond what is articulated in #6 above may be imposed in accordance with these rules. Full text of the Chemical Health section of the MIAA is included below.

Any other violations or actions unbecoming of a Marlborough High School student-athlete which are not specifically covered by the Code will be dealt with at the discretion of the individual coach or school administrators in conjunction with Marlborough High School policies.
MIAA Regulation – Chemical Health (MIAA Blue Book, Rule #62)

62.1 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 (including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance (including substances that contain THC). 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 or academics, the penalty will not take effect until that student is able to participate again.

Minimum 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 (regular season and tournament) totaling 25% of all interscholastic contests in that sport. 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. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. 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 (regular season and tournament) totaling 60% of all interscholastic contests in that sport. 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 provided the student was fully engaged in the program throughout that penalty period.

The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.
Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, 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. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence.

Prior to any chemical health violation a student’s request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

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<th>First (1st) Offense</th>
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<th>Second (2nd Offense) w/Dependency Program</th>
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<td># of Events/Season</td>
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<td>1 – 7</td>
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<td>8 – 11</td>
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During practice or competition, a coach shall not use any tobacco product.
STUDENT CLUBS, GOVERNMENT, ACTIVITIES AND ORGANIZATIONS

Student Clubs

American Field Service (AFS)  National Art Honor Society (NAHS)
Art Club  National Honor Society (NHS)
Book Club  Newspaper Club – Panther Tracks
Business Professionals of America (BPA)  Peer Leaders
Chess Club  Ping Pong/Games Club
Chinese Club  Public Relations Club
Dance Club  Real World Design Challenge (RWDC)
Dinner by Design  Robotics Club
Dream Team  Students Against Destructive Decisions (SADD)
Drama Club  Student Wellness (SWAT)
Fashion Club  Ski Club
Fitness Club  Spanish Club
French Club  Student Council
Global Competency  Student Mentor - Impact
Habitat for Humanity  Tri-M Music Honors Society
Interact Club  Trivia/Quiz Show Club
International Club  Voices ReChoir
Jazz Ensemble II  Varsity Club
Junior Statesman of America (JSA)  Yearbook Finance
Latin Club  Yearbook Publication
LGBTQ Alliance

The list of clubs and activities is compiled at the end of the school year and is included in the handbook based on the information provided at the time of publication. For a complete list of clubs and activities, names of advisors, and meeting times and locations please see the Club and Activities page of the MHS Website.

Student Government & School Council

Student Advisory Committee (SAC)
This five member committee meets five times a year with the School Committee to represent student opinion. Elections are in April. During the year served, each class has one representative, except the junior class which has two representatives. In May, the newly elected SAC elects one of its members to be the student representative to the School Committee. In addition, two students are elected by the student body as a whole to serve as representatives to the Regional Advisory Committee (RAC) of the State Department of Education. SAC and RAC representatives are automatically members of the Student Council.

Student Leadership Council
The Student Leadership Council is comprised of the five members of the Student Advisory Committee (SAC), the Regional Advisory Committee (RAC), the four class presidents, the
presidents of National Honor Society and Student Council, the student School Council members and two members of the Peer Intervention Team. They meet with the Principal and student activity coordinator to discuss student and school issues. Central issues should be shared with the School Committee via the SAC.

**Student Council**
The Marlborough High School Student Council promotes school spirit, school awareness, and responsible student decision-making. It provides MHS students with a voice in the school community. Student Council is open to all students.

**School Council**
A school council is a representative, school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students, required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C. Students are selected by administration for participation on School Council.

**Student Elections /Class Officers**
Student elections are held under the direction of the Student Council in late May or early June. Students are encouraged to run for class office. To run, students must obtain nomination papers from the Student Council advisor. After gathering twenty-five signatures supporting their candidacy, students must return the papers to the Student Council advisor prior to the announced deadline. Students must be currently eligible under the Eligibility Policy in order to run for any office. Write-ins will not be considered unless there are no candidates for the position.

In order to run for a position, a student must meet the eligibility requirements, be an active participant in the class and class activities, and also exhibit good school citizenship, academic integrity, and responsible behavior. Once elected, the student must maintain these standards and in addition, show dedication to performing the job requirements of your position. Officers and representatives who are not meeting these requirements may be removed from office. If removed from office, the duties will be assumed by the remaining officers. If an officer quits or changes schools, the duties will be assumed by the remaining officers.

**ATTENDANCE POLICIES AND STUDENT REQUIREMENTS**

**Attendance**
Massachusetts has a Compulsory Attendance Law. It is the responsibility of a parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program. Additionally, the Massachusetts Department of Elementary and Secondary Education has set 95% attendance as the minimum standard for students to appeal a failing grade on an MCAS. A 95% attendance rate is equivalent to 171 school days.
A parent or guardian (Pre-School through Grade 12) is to telephone the school office within 30 minutes from the start of school to report a student’s absence. Parents/Guardians who do not telephone the school will be contacted automatically regarding the child’s whereabouts. For parents/guardians of students in grades 9-12 who do not telephone the school will be contacted within 3 school days (Chapter 222 of Acts of 2012).

When a student is absent, he/she will not be allowed to participate in any athletic or other extra-curricular activity on that day.

**Types of Absences**

**An Excused Absence** includes:

- 1. Student illness or medical appointment (documented by parent, guardian and/or doctor note)
- 2. Bereavement / Family funeral
- 3. Family Emergencies
- 4. Observance of religious holy days
- 5. Registry of Motor Vehicles’ appointment

**An Exempt Absence** includes:

- 1. School-sponsored field trips
- 2. Class meetings approved by the administration
- 3. Court subpoenas
- 4. School imposed suspensions (out-of-school, in-school, short –term or long-term)
- 5. College visitation and job interviews which have received prior approval from the administration and are supported by verification by the college on college letterhead (see College Visitation below)

**An Unexcused Absence** is an absence that is not covered by the aforementioned definitions of “Excused Absence” or “Exempt Absence.” Examples of an unexcused absence may include, but not limited to:

- 1. Undocumented or Unverified Absence (lack of communication or absence with no reason)
- 2. Repetitive or chronic absence due to illness not documented by a doctor or medical professional
- 3. Cutting class
- 4. Truancy
- 5. Frivolous excuses for being out of school
- 6. Family vacations or other non-emergency family situations

**Planned Extended Absences/ Family Trips/ Family Vacations:**

Parents are strongly discouraged to take extended absences outside the District’s planned vacation times. In addition to compromising the Compulsory Attendance Law, extended absences interrupt the educational process for the student and the class. Make-up coursework cannot replace or reverse time on learning that is lost when a student is not in class. If a planned absence is necessary and unavoidable, a written request for the extended absence must be submitted to the Principal or Assistant Principal at least two weeks prior to the absence. It is the responsibility
of the student and the parent/guardian to ensure that the student makes up the work he/she has missed as a result of the extended absence.

**Dismissals**
Students are expected to be in school each day. There are times, however, that emergencies and unavoidable appointments will require a student to be dismissed from school. Please try to schedule appointments outside of the school day or on other “non-school” days as outlined each year in the published district calendar. If a student is to be dismissed from school, they must bring a note from home specifying the date, the time, and the reason for dismissal. This note must have a phone number so that the parent(s) / guardian(s) may be contacted. The note should be brought directly to the appropriate school office as soon as the student arrives to school. Students will be dismissed directly from the office. A student will not be allowed to leave the building without checking out from the office first.

Each school is also staffed with a school nurse to address health concerns during the school day. Illness related dismissals during the school day will be coordinated by the nursing office. We encourage students to access the nursing office in the event they are not feeling well. We encourage parents to do the same before dismissing their child.

**College Visits**
College visits are encouraged for our high school students. However, every effort should be made to schedule visits when school is not in session. In the event that visits conflict with the school calendar, Juniors and seniors will be allowed three (3) excused college visitations per school year. A College Visitation Request Form with parental/guardian and administrative approval must be completed at least two (2) school days prior to the visitation. Verification of attendance at this appointment must be submitted to the Assistant Principal on the next school day following the absence. Failure to comply with the above regulation will result in an unexcused absence.

**Excessive Absenteeism/ Truancy**
Parents will be notified if their child has five (5) or more unexcused absences in a year or if the child has missed two (2) or more classes due to absence for five (5) days or more. The Principal or designee will make a reasonable effort to meet with the parents/guardians of a child who has five (5) or more unexcused absences for the purposes of developing action steps to improve the child’s attendance (Ch. 222 of Acts of 2012). A child who is chronically and habitually absent, truant, dismissed or tardy with or without valid cause (excused or unexcused) from school will be subject to the following non-exclusive list of consequences:

1. Parent or guardian conference
2. All future absences must be verified by a physician
3. Restriction or prohibition on the participation of extracurricular or intramural activities, field trips or other activities
4. School based consequences (e.g. detention, loss of course credit, grade retention, etc.)
5. Filing of a “Failure to send your child to school” with the court
6. Filing of a “Child Requiring Assistance” (CRA) with the court
7. Department of Children and Families (DCF) filing

8. The student and parent may be reported to the MPS Truancy Officer who may file with the local District Court

**Disenrollment**
An Administrator from the school the student has last attended will need to send notice within a period of 5 school days from the student’s 10th consecutive absence to the student and his or her parent/guardian (M.G.L. c.76, sec.18)

Approved: 6/9/98 REV. 7.25.16 REVISED & APPROVED 2.14.17

**Attendance Policy – Be in class, every day, on time**
Regular attendance in class is essential if students are to receive maximum benefits from instruction. Both in school and in the working world, poor attendance will affect achievement and personal growth in any field of endeavor. Therefore, the following policies have been adopted to maximize student attendance in school and class.

The hours for a regular school day at Marlborough High School are 7:20 a.m. – 1:55 p.m. Every student must report to first period by 7:20 a.m. where attendance is taken. If a student is absent from school, the student’s parent/guardian are expected to call the student’s house office by 7:50 a.m. The student information system will contact the parent/guardian of each student who is marked absent by 10:00 a.m. Upon the student’s return to school, the student should provide a signed note from a parent/guardian verifying the absence to the student’s house office.

We expect that students are in attendance in every class, every day, and on time. However, we also recognize that there are times due to illness and other circumstances that would prevent a student from meeting this goal. As such, the maximum number of unexcused absences allowed per semester without loss of credit will be eight (8) absences. During the spring semester, the maximum number of unexcused absences allowed for Grade 12 students without loss of credit will be seven (7) absences.

**Class Absence Policy**
If a student is absent from class but is marked present in the student information system, the teacher will notify the House Office as soon as possible by email or a phone call. The teacher will then follow up with an electronic class absence referral. The teacher will also speak to the student on the day of return to discuss the nature of the absence. Cutting class is considered an unexcused absence. Cutting class reflects poor decision-making on the part of the student. A class cut, upon verification from the Student Support Monitor, will result in the following progressive list of consequences.
**First or second class cut in the same subject:** The Assistant Principal will assign a detention or a Saturday detention. The student may also lose credit for the assignment he/she missed as a result of cutting the class at the discretion of the Assistant Principal.

**Third class cut in the same subject:** multiple detentions, Saturday detention, in-school suspension or out-of-school suspension and possible loss of credit will result. Parents will be notified by the Assistant Principal. The student may also lose credit for the assignment he/she missed as a result of cutting the class at the discretion of the Assistant Principal.

*Notification of Absences*
When a student has missed 2 or more periods for 5 school days or has missed 5 or more school days in the school year due to unexcused absences, the parents will be notified and provided with the opportunity to meet with the Principal, or Principal’s designee, to develop an action plan to address the student’s school attendance.

*Class Attendance*
A student who is enrolled in a class is expected to be present each time class is in session. No student should be absent more than the maximum limits.

All students must be present for 95% of the class meetings in a semester/year in order to be eligible for the final examination exemption in addition to a 90% average in the class. Only those absences listed as “exempt” will be considered when determining a student’s eligibility for the exam waiver policy.

Any student transferring from another school after the start of the marking period will be held accountable for 90% of the remaining class meetings of the semester.

A student changing classes during the marking period will have their total accumulation of absences in the former class carried over to the new class.

The penalty for exceeding these maximum limits of attendance is the loss of two (2) credits per semester in that class. Grades earned in the course are not affected by this policy except where poor performance or missed work is the direct result of excessive absences. Parent/guardian will be notified of excessive absenteeism midway through the marking period via communication from the student’s house office. In addition, the parent/guardian is always able to access a student’s attendance through the Aspen family portal. When a student exceeds the maximum absence limit, the parent/guardian will be notified at the end of each semester by letter from the Assistant Principal regarding the loss of credit. The teacher will be informed of a student’s loss of credit via receipt of a copy of the Loss of Credit form after the appeal period.

*Loss of Credit Appeal Process*
Parents or guardians may file a letter requesting a waiver of the policy and restoration of the credit. The appeal must be filed in writing with the Assistant Principal within one (1) week of notification of loss of credit. No appeal should be filed unless there are extenuating circumstances. These circumstances are normally limited to the following:

1. Chronic illness
2. Incapacity due to illness or injury
3. Extreme personal reason or emotional stress
Doctor’s note must be submitted to the Assistant Principal for the previous circumstances. The following absences cannot be appealed:

1. Truancy or class cuts—if a student has cut a class or is truant, no appeal of any absences in that class will be allowed for the balance of the year.
2. Absences not supported by authorized notes.
3. Unexcused tardies.
4. Vacations - during school time. (Parents should plan family travel during scheduled school breaks and recognize that the school does not sanction interruption of the regular school year.)
5. The appeal will be considered by the Assistant Principal in consultation with the individuals involved. The Assistant Principal will meet with the parents and student, listen to the circumstances, and decide on the granting or denial of the appeal. The decision may be different in each case.

**Dismissals**
If a student is to be dismissed from school, they must bring a note from home specifying the date, the time, and the reason for dismissal. This note must have a phone number so that the parents may be contacted. The note should be brought directly to the Assistant Principal’s office no later than the end of the first period. Students and parents should make every effort to avoid removing a student from school during the school day. Dismissal from school should only take place for a serious reason. Dismissals that take place prior to 11:00 a.m. will be considered absences (if the student does not return). Classes missed because of dismissal will count as “excused absences,” provided appropriate verification of the absence is provided (i.e., verification of the appointment).

No dismissals will be allowed for driving lessons. Students who return after a dismissal must present verification of attendance at the appointment and sign in upon return in the student’s house office.

Students who are ill and dismissed by the nurse are expected to be picked up by the student’s parent/guardian in the nursing office. The nurse cannot dismiss an ill student to drive themselves home without parental or administrative permission. This must be coordinated through an Assistant Principal. If the nurse determines that a student must be dismissed due to health concerns, then the absence will be considered excused.

**Field Trip Protocol**
Field trips very often are an integral part of a course; however, these trips require absence from other courses. Therefore, in order to avoid incomplete preparation for the missed classes, all students are required to make up all assignments, quizzes and tests within the teachers’ guidelines. Students should get assignments from teachers in classes that they will miss due to the field trip the class period before the field trip. This will enable students to remain current with their classes and ready to participate in class when they return from the field trip.

No trips will be taken unless duly authorized by the Principal and unless appropriately chaperoned. All school rules apply when students are participating in such trips. All chaperones need to have a signed and approved CORI form prior to chaperoning a field trip.
**Religious Observances**

1. According to Marlborough Public School Policy 7.200, any absence due to the observance of a religious holy day will be considered an excused absence. All Marlborough Public School teachers will be sensitive to the diversity of the students in the school district who observe religious holy days when school is in session.

2. Teachers will provide alternate learning activities or the opportunity to make up work when a student is planning to be absent in order to observe a religious holy day.

3. No major tests will be scheduled on religious holy days when students may be absent. However, regular classroom instruction and activities will continue as planned.

**Tardiness to School and Class**

The school expects parental cooperation in our efforts to instill a respect for punctuality. Students who are not in first period class by 7:20 AM must immediately report to the Assistant Principal’s office where they will receive a tardy slip. All tardies are unexcused unless an administrator indicates otherwise on the student information system attendance system. First period tardiness will only be excused by a phone call from a parent/guardian or a signed note from a parent/guardian presented at the time of the student’s arrival. For every three tardies to school accumulated, students will be assigned to either an after school detention, before school detention, or a Saturday detention as determined by the Assistant Principal. Failure to comply with this policy will result in suspension as determined by the Assistant Principal. Students reporting late to other classes after first period will be addressed by the classroom teacher. If the teacher does not excuse the tardy, a teacher detention will be imposed. Students who are chronically tardy to class will be addressed in concert with the Assistant Principal. For every five (5) classroom tardies, a student will be charged with an unexcused absence. Arriving to class more than 30 minutes after the start of the period, the student will be charged with a class absence rather than a tardy.

**Vacations**

Vacations while school is in session are not considered excused absences. If a family vacation requires students to miss school, it is the responsibility of the parent to ensure that the student makes up the work on his or her return to school. Teachers are not responsible for preparing long term work or an assignment prior to the student’s leaving on vacation trips. It is the responsibility of the students to make up any missed work or assignments within two weeks following the return from vacation. Teachers will provide the list of the makeup work and will be available for extra help under the normal guidelines of the classroom and school. Students must be aware that absences due to vacation affect their status under the attendance policy.

**Marking System**

The marking system for Marlborough High School is as follows:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Equivalent</th>
<th>AP</th>
<th>Honors</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>5.3</td>
<td>4.8</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
<td>5.0</td>
<td>4.5</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>4.7</td>
<td>4.2</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>4.3</td>
<td>3.8</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>3.7</td>
<td>3.2</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>3.3</td>
<td>2.8</td>
<td>2.3</td>
</tr>
</tbody>
</table>
C  =  73-76
C- =  70-72
D+ =  67-69
D  =  63-66
D- =  60-62
F  =  50-59

NC (Final grade below 50 for Final Grade Only)

Any score less than 50 for the final grade will not be eligible for summer school.

The grading system at MHS consists of five basic letter grades:

A  Represents outstanding performance in the work of the course, resulting in superior achievement including a depth of understanding in addition to mastery of content and skills.

B  Represents above average performance in the work of the course, resulting in commendable achievement including mastery of content and skills. A grade of B or better is important as a basis for college admission.

C  Represents average performance in the work of the course, resulting in substantial mastery of content and skills, but with somewhat limited depth of understanding.

D  Represents unsatisfactory performance in the work of the course, resulting in inadequate achievement by limited understanding and/or poor mastery of content and skills. It is a passing grade.

F  Represents failing performance in the work of the course. No credit may be earned with this grade. A minimum numerical average of 50 must be earned by a student to qualify for summer school.

NC  Represents a failing grade below 50. A student who receives an NC as a final grade is not eligible for summer school.

The teacher will explain the structure of their grading system at the beginning of the course and will provide a written explanation of this system to all students.

Incomplete Grades
Incomplete report card grades must be finalized within two weeks after the completion of the quarter. Exceptions for extenuating circumstances must be approved by the teacher and Assistant Principal. Incomplete work will result in a failing grade for each assignment if no action is taken within two weeks.

Grade Reporting
Report cards will be issued to students four (4) times a year: November, February, April, and June. The dates of report card issuance are listed on the school calendar and the high school website. Parents are encouraged to keep track of the dates report cards are released and to monitor their child’s progress. Teachers update student grades in the Aspen Gradebook at minimum every two
weeks. Students and parents can access this information by using the Aspen Student or Family portal located on the MHS website. If you need help accessing Aspen, please contact the house office of the student. Incomplete report card grades must be finalized within two weeks of the end of the quarter.

**Honor Roll Requirements**
An honor roll is published four times a year following report cards. Honor Roll is determined by quarter grades only. Students must meet the following requirements to qualify for the honor roll:

**High Honors**
An un-weighted grade point average of 3.7 or higher and a grade of A- or better in all report card grades. To be eligible for the High Honor Roll, a student must carry a minimum of 22 credits each term.

**Honors**
An un-weighted grade point average of 3.0 or higher but less than 3.7, and a grade of B- or better in all report card grades. To be eligible for the Honor Roll, a student must carry a minimum of 22 credits each term. A simple grade point average is based on the following point value table of letter grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>AP</th>
<th>C+</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Class Rank**
Class rank is calculated at the end of each academic year. The following weighted scale is used to determine rank and is also used to determine eligibility for the National Honor Society (only AP, Honors and College Prep classes are used in these calculations). Grades earned in other courses are not computed into class rank. Class rank is computed for grades 10-12. A student must be enrolled in Marlborough High School and taking their full course load at the high school for a minimum of grades 10 through 12 in order to be considered for class ranking. Students must realize that a grade earned in a course with a higher level of difficulty will yield a greater weighted rank.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>AP</th>
<th>Honors</th>
<th>College Prep</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.3</td>
<td>4.8</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>5.0</td>
<td>4.5</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>4.7</td>
<td>4.2</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>4.3</td>
<td>3.8</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>3.7</td>
<td>3.2</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>3.3</td>
<td>2.8</td>
<td>2.3</td>
</tr>
</tbody>
</table>
Computation of Class Rank
1. Multiply Rank Credits (CR) by the Weighted Rank (WR) to get Weight (WT).
2. Rank credit equals the number of credits assigned to a course (full year equals 4 credits, semester equals 2 credits).
3. Total the Rank Credits (CR) and Weight (WT) columns.
4. Divide the Total Weight (WT) by the Total Rank (CR) column. Only weighted courses, AP, Honors, College Prep are included in class rank.
5. Carry to four decimal places to get the Rank Average.

Final Rank Average for the years in school may be found by totaling all of the Rank Weights and dividing by the total number of Rank Credits.

High School Promotion/Graduation Requirements
1. Yearly Course Load and Promotion Requirements

In order to graduate, a student must accumulate a minimum of ninety-four (94) credits during grades 9-12, must carry & pass the minimum number of credits per year as noted below and must meet Program of Studies requirements as outlined, regarding CORE subjects and electives.

Students must carry a minimum amount of credits per year as outlined below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>24</td>
</tr>
<tr>
<td>10th</td>
<td>24</td>
</tr>
<tr>
<td>11th</td>
<td>24</td>
</tr>
<tr>
<td>12th</td>
<td>22</td>
</tr>
</tbody>
</table>

Students must earn (carry & pass) the following minimum number of credits each year to advance:

<table>
<thead>
<tr>
<th>Promotion</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Grade promotion to 10th Grade</td>
<td>20</td>
</tr>
<tr>
<td>10th Grade promotion to 11th Grade</td>
<td>44</td>
</tr>
<tr>
<td>11th Grade promotion to 12th Grade</td>
<td>68</td>
</tr>
</tbody>
</table>

* Includes passing English, and Math starting with the class of 2018.

2. Credit and Course Distribution Requirements

A. In order to graduate, a student must accumulate a minimum of 94 credits during grades 9-12. Within these totals, a certain number of units must be taken and a passing grade must be attained.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science &amp; Technology/</td>
<td></td>
</tr>
</tbody>
</table>
Engineering: 3 years
History & Social Sciences: 3 years
World & Classical Languages: 2 years (sequence in one selected language)
Arts: 1 year
Wellness/Physical Education: 4 half years (1 semester per year =8 credits)
Information Technology I (ECS/IT): 1 half year *

* Students who pass an Information Technology I competency exam may waive this class. Additionally, STEM students may waive this requirement as they will have the Information Technology I curriculum integrated into their classes.

(MPS Policy 7.950)

Course Credits
To the right of each course name the following abbreviations are used:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>F8</td>
<td>Class meets two periods per cycle for a full year</td>
<td>8 credits</td>
</tr>
<tr>
<td>F4</td>
<td>Class meets one period per cycle for a full year</td>
<td>4 credits</td>
</tr>
<tr>
<td>S2</td>
<td>Class meets one period per cycle for a semester</td>
<td>2 credits</td>
</tr>
<tr>
<td>F1</td>
<td>STEM Project-Based Learning for a full year</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

All students must pass the state MCAS tests in English Language Arts, Mathematics and Science and Technology/Engineering (Biology, Chemistry, Introduction to Physics or Technology/Engineering) in order to graduate.

All courses with the exception of Academic Skills Classes will yield a grade that will be recorded on the student transcript. Credit value for grades 9 through 12 only will be indicated on the student transcript.

Students who transfer from a private or other public school to Marlborough High School are expected to meet all graduation requirements before receiving a diploma. Appropriate credit compensation will be granted in recognition of students transferring from other countries, alternative schools, or schools that only offer six or seven course load schedules.

Any Marlborough student attending a Chapter 766 approved private school will receive their diploma from the private school or from Marlborough High School. To be granted a diploma from Marlborough High School, this plan must be written annually on an Individual Education Plan (IEP), and the Principal must be satisfied that all the graduation requirements or their equivalent have been met. If the student returns to Marlborough High School prior to their graduation, the student’s transcript will be evaluated in the same manner as a transfer student.

If the Chapter 766 approved private school (or approved alternative public education program) is not a diploma awarding institution, the student may be awarded a Marlborough High diploma once the Principal is satisfied that graduation requirements or their equivalent have been met.
while in attendance at the private or public institution. In the case of a Special Needs student, this must be written annually in the IEP. The Principal shall be included in all educational decisions affecting the student’s graduation requirement status.

**Class Add/Drop Procedure**

Any adjustments must take place during the first two weeks of school, via parental communication with the guidance counselor and approval of the Assistant Principal.

Any course changes requested by students or parents after the first two weeks are strongly discouraged. Any student who withdraws from a course after first quarter will receive a grade of withdraw passing/WP or withdraw failing/WF. If a senior drops or withdraws from a class after transcripts have been sent to colleges, Marlborough High School will notify all colleges of the change in the student’s schedule.

In the rare instance that a class change is requested after the first two weeks of school, the following procedure must be followed. NOTE: The application will end at any step of the procedure signaling disapproval. Any disapproved application should be returned to guidance and the cooperating teacher for filing.

1. The teacher and the student fill out the application form together. The teacher is responsible for filling in the information under the heading “Teacher Data.”
2. The application is forwarded to the teacher leader/coordinator for review and approval/disapproval.
3. The application is forwarded to the guidance counselor for review and approval/disapproval.
4. The application is brought home for parent/guardian signature.
5. The application is forwarded to the Assistant Principal for review and approval/disapproval.
6. The completed form is returned to guidance for processing and filing. It will be the guidance department’s responsibility to carry out the Drop/Add procedure and to enter the information into the computer.

Please note that Marlborough High School does not accept course changes based on personal incompatibility between a student and teacher.

**Marlborough High School Edgenuity Credit Recovery Program**

The Edgenuity Program is used in various ways as a means for students to regain any credit lost due to, medical issues, discipline imposed exceeding fourteen (14) consecutive days, absences and/or tardiness to class that have been accrued past the allotted amount. The courses provided will be aligned with that of the course curriculum and if needed, will be customized to fit the student’s placement at time of departure. There will be **no** customizing of any course for which a student has lost credit due to absences and/or tardiness to class.

Due to limited registration slots, priority will be given to:
1. Students with discipline imposed exceeding 14 days.
2. Students with any medical concerns exceeding 14 days.
3. Seniors needing the course/credit to graduate.
4. All other students requiring courses to meet graduation requirements.

Any student recommended to the Edgenuity Program will receive a notice of recommendation and be required to meet with their guidance counselor, Assistant Principal, and the Edgenuity Coordinator to discuss the program and establish expectations. The student and parent have the option to either accept the terms and proceed with the program, or decline the program. If a student declines, they will not be considered for the program within that current school year; however, may be considered for the following school year. If a senior declines the program, he/she will not be considered for the program in the future.

Summer School
Work in summer schools accredited by the State Department of Education and in accredited Colleges/Universities is accepted under the following conditions:

1. The study is undertaken for make-up purposes or credit recovery.
2. Students may take only those courses that they have previously failed.
3. A minimum grade of 50/final grade of F must be earned in a failing course in order to qualify for summer school make-up.
4. A final grade of NC indicates a grade lower than 50 and makes the student ineligible for summer school.

Approval for summer school courses must be received from the counselor or the Assistant Principal prior to registration and NO CREDIT will be given for work undertaken to improve a grade already considered passing. The course and grade earned will be recorded on the transcript. Summer school grades are not included in class rank. Summer school grades are included in athletic and co-curricular academic eligibility.

Special Education
Special education services are provided to students found eligible after an Initial Evaluation Team Meeting. To be found eligible for services, a student must have one of the following disabilities: autism, developmental delay, specific learning disability or an intellectual, sensory, neurological, emotional, communication, physical, or health impairment. It is also necessary for eligibility, that the disability prevents the student from making effective educational progress, and for the student to require specially designed instruction or related services in order to access general education.

The district offers an array of services designed to meet student needs. Special education services and placement determination are the responsibility of a multi-disciplinary team comprised of professionals who have assessed the student in any areas of suspected need, a regular education teacher, administration and, most importantly, the student’s parent or guardian.

Upon completion of an initial evaluation, the Team develops an individualized educational program (IEP) that highlights the student’s strengths, areas of concern, strategies for
accommodating for the student's disability, modifications to the curriculum, services that the student will receive and important goals and objectives developed to ensure student progress. Parent involvement during the evaluation and IEP development is an integral part of the process. Copies of the Parent’s Rights Brochure are available in the Special Education Department or from the school building’s Evaluation Team Facilitator.

Section 504 of the Rehabilitation Act of 1973
Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . . .”

The United States Department of Education, Office for Civil Rights (OCR) enforces Section 504 in programs and activities that receive federal financial assistance from the U.S. Department of Education. Recipients of this federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R. Part 104.

The Section 504 regulations require a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student’s individual educational needs as adequately as the needs of nondisabled students are met.

GUIDANCE SERVICES

General Information
The Guidance Department at Marlborough High School is available to every student to assist in the areas of educational choices, career planning and preparation, post-secondary school selection, social and personal growth, and crisis counseling and intervention. Each student is assigned to a counselor for the years spent at Marlborough High School. It is a shared responsibility of both student and counselor to know each other well and to develop a relationship helpful to the student. Students should take advantage of this service to its fullest and not wait until the last minute to get to know their counselor. Counselors will at times refer students to the appropriate School Adjustment Counselor when special intervention and support is needed.

Guidance Counselor Assignments
Guidance Counselor contact information will be available on the Aspen portal. Assignments will be posted to the Family and Student portal for parents and students to access after schedules are published during the Summer preceding the opening of school. To promote the development of strong relationships over the student’s academic career, a student is assigned
to a counselor in 9th grade and is expected to remain with this counselor for the duration of his/her high school career.

**Guidance Appointments**
Each student who wishes to see their counselor must make an appointment with their guidance counselor. If a parent wishes to meet with a counselor, it is advisable to call several days in advance to avoid scheduling conflicts as counselors often are not available for drop in appointments due to previous commitments.

**College and Career Center**
The College and Career Center is located in the Library Media Center. It is open during school hours and afternoons and evenings by appointment. Parents and students are also encouraged to visit the MHS College & Career website at [www.guidance.mhs.marlborough.schoolfusion.us](http://www.guidance.mhs.marlborough.schoolfusion.us) for up-to-date information.

**STUDENT RESPONSIBILITIES**

**Books and Equipment**
Each student is responsible for all books and equipment issued to him or her. If an item issued to a student is misplaced, stolen, or damaged, the student will be required to pay for the item based upon the replacement value of the book or piece of equipment.

**School Dues and Obligations**
All school obligations and class dues must be honored before a student leaves the high school. Any student who owes money to Marlborough High School can be suspended from any activity for which a fee is charged, or other activities (including field trips) deemed appropriate by the Principal.

**Student Fee Policy & Nonpayment of Fees**
The Marlborough Public Schools will collect fees for tuition programs, school lunches, technology related fees and library collection fees as agreed upon annually by the school committee. When nonpayment of a fee occurs, the school department will follow the procedure “collection of overdue fees”.

**Exemptions**
The following exemptions will be permitted for free or reduced payment of any of the above fees:

- Students from households that qualify for free or reduced lunch status

The revenue collected from the student fees will be placed into a revolving account.

(MPS Policy 7.191)
Student Food Service Charging Policy

I. PURPOSE/POLICY:
The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible.
- To establish policies that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

II. SCOPE OF RESPONSIBILITY:
The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service Department is also responsible for notifying the student’s parent/guardian of low or outstanding balances.

The School District: Responsible for supporting the Food Service Department in collection activities.

The Parent/Guardian: Immediate payment.

III. ADMINISTRATION

Free and Reduced Lunch Students
1. Free Lunch Status Students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal every day. A la carte items are not part of the USDA program.
2. Reduced Lunch Status Students will be allowed to have a negative account balance up to a maximum dollar equivalent of six (6) reduced priced meals which will be known as the “account cap.” Reduced lunch status allows a child to receive reduced priced meals at a reduced amount determined by the Department of Elementary and Secondary Education, Nutrition, Health & Safety Programs.

All Other Students:

Elementary students:
Will be allowed to charge up to a maximum dollar equivalent of three (3) meals, which will be known as the “account cap.”

1. These meals will include anything on the menu.
2. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
3. When the child reaches the “account cap” they will only be offered a designated menu alternate. Sample: Cheese sandwich + veggie sticks + fruit + milk.
4. This designated menu alternate will be charged to the child’s lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.
5. Once the child reaches the maximum meal charge, no a la carte items will be sold to the child and all transactions may become a cash basis transaction.

**Middle School Students:**
Will be allowed to charge up to a maximum dollar equivalent of two (2) meals, which will be known as the “account cap.”

1. These meals will include anything on the menu.
2. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
3. When the child reaches the “account cap” they will only be offered a designated menu alternate. Sample: Cheese sandwich + veggie sticks + fruit + milk
4. This designated menu alternate will be charged to the child’s lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.
5. Once the child reaches the maximum meal charge, no a la carte items will be sold to the child and all transactions may become a cash basis transaction.

**High School Students:**
Will be allowed to charge up to a maximum dollar equivalent of one (1) meals, which will be known as the “account cap.”

1. These meals will include anything on the menu.
2. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
3. When the child reaches the “account cap” they will only be offered a designated menu alternate. Sample: Cheese sandwich + veggie sticks + fruit + milk
4. This designated menu alternate will be charged to the child’s lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.
5. Once the child reaches the maximum meal charge, no a la carte items will be sold to the child and all transactions may become a cash basis transaction.

**Balances Owed:**
Collection of Balances owed will follow the School Committees’ policies Student Fees, Fines, and Charges and Demand for Payment. This will apply to any account balances above the “account cap” at any time or after May 1, and any payments made by check that are returned to the district by the bank with notice of “insufficient funds.” All accounts must be settled at the end of a school year. Letters will be sent home approximately four to five days before the last day of school to elementary students whose accounts are low.

**Checks Returned for Non-Sufficient Funds (NSF):**
When a check is returned to the Treasurer’s Office for “NSF,” a letter will be sent to inform the parent(s) from the Food Service Director. Payment for the NSF check must be in the form of cash, cashier’s check, or money order. Payment must be received within ten (10) days of the date of the letter. Any penalty fee will be made payable to the City of Marlborough and sent to the Food Service office. The penalty fee and the amount of the check will be deducted from the child/children’s lunch account immediately upon notice from the bank and the above-mentioned rules will take effect. Second requests will follow M.G.L. Chapter 93 § 40A.

Balances Owed with No Response by Parent/Guardian:
As of May 1st, the food service program must begin to close the books for the school year. As a result the point of sale system will be blocked from accepting deficit account balances including the account cap limits. Parents/Guardians will be sent a written request for “Payment in Full.” (The deposit requests will be mailed home.) If the payment is not received, the Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law or regulation:

1. Prohibit participation of the student in the program.
2. Prohibit participation of student or other students in the student’s household from participating in any future fee based program, extra-curricular activity, or non-curricular school activity; or until or unless outstanding balances are resolved.
3. Prohibit student participation in senior activities or graduation exercises.
4. Referral to small claims court and/or District Attorney's Office, and follow Policy 7.191 on collection of student fees.
5. All charges not paid before the end of the school year will still be owed to the food service revolving account, and blocks will be placed on the account until the balance is paid.
6. Seniors must pay all charges before receiving their cap and gown.

Balances owed to Families:
All seniors will receive a notice in May of remaining money in their lunch account. They will receive a letter to elect to move money into a sibling lunch account or to elect to receive a refund. All refund requests will be sent to the food service office and then forwarded to the Business Office for payment.

Blocks on Accounts:
A parent may call the Food Service Director to place a block on their child’s account to prohibit the purchase of a la carte items or set dollar cap. The School Business Manager may instruct the Food Service Director to place a block on a student’s account due to non-payment of district fees or other collection issues.

Refunds:
Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Graduating Students: Students who are graduating at the end of the year will be given a refund. Funds can also be transferred to a sibling’s account with a written request.
Unclaimed Funds:
All refunds must be requested within one year. Unclaimed funds will then become the property
of the Marlborough Public School Food Service Program.

NOTE: All funds collected by the Food Service Management Company are the property of the
Marlborough Public Schools under the authority of the School Committee. All funds are deposited
into a bank account controlled by the Marlborough City Treasurer. It is from this fund that the
Food Service Management Company is paid for goods and services required to operate the
program.

(MPS Policy 3.900)

Clothing
We believe that Marlborough High School students should take pride in their personal
appearance. Student dress should not create a disruption or distraction that could directly
interfere with the educational process. The intent of this policy is to ensure that all students are
treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation,
etnicity, religion, cultural observance, household income, or body type/size.

With this in mind, the following guidelines are recommended for appropriate dress:

1. Students should refrain from wearing skirts, shorts, or dresses that are excessively short.
2. Designs on clothing, which are vulgar, obscene, and profane or display illegal substances,
alcohol, nicotine, THC, or tobacco products, are not allowed.
3. In an effort to create a safe environment, the wearing of hats, bandanas, hoods, or any
material that covers a student’s head, face, or eyes is prohibited. Hats should be placed
in locker upon arrival to school. They may not be carried, placed on belts or strapped on
backpacks. Headbands are not to be worn around the neck. *Exceptions for religious or
medical circumstances should be addressed with Assistant Principals on an individual
basis.
4. Clothing reflecting any gang affiliation is not permitted.
5. Pants/trousers should be worn at waist level.

Students who are not in compliance with the clothing guidelines will be asked to put on
appropriate clothes or a parent/guardian will be called to bring clothes to school. The student
will remain in the Assistant Principal’s office until the student is dressed appropriately.

Computer Usage
The administration reserves the right to read and inspect the contents of storage media used by
students in class when it is necessary to maintain the integrity of the school environment.

All students are to adhere to the laws regarding piracy of computer software programs. Students
will be held responsible for the replacement of any hardware which is damaged through misuse
of equipment. Specific Internet rules are supplied to students each year. The Internet Usage
policy (at the end of the Student Handbook/Planner) must be signed by the student and the
parent/guardian.
CONDUCT

Disciplinary Policy Regarding Civil Rights Issues
The Marlborough Public School District prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identification, age, or disability. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our School District. The District also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identification, age, or disability. The District will also not tolerate retaliation against persons who take action consistent with this Policy.

If a student feels they have been subjected to harassment and wants the school district to intervene, the student must report the harassment to a staff member. The staff member will report the incident to an Assistant Principal who will investigate the claim.

Reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime may be filed, and will be investigated, as outlined in the district’s Policy and Bullying Prevention and Intervention Plan (BPIP).

Disciplinary sanctions and corrective actions may include, but are not limited to, one or more of the following:
1. A written warning
2. Parent conferences
3. Classroom or school transfer
4. Limiting or denying student access to a part or area of school
5. Adult supervision on school premises
6. Exclusion from participation in school-sponsored functions, after-school programs, and/or co-curricular activities
7. Short-term or long-term suspension
8. Exclusion, expulsion, or discharge from school
9. An apology to the victim
10. Awareness training (to help students understand the impact of their behavior)
11. Participation in empathy development, cultural diversity, anti-harassment, anti-bullying or inter-group relations programs
12. Mandatory counseling
13. Any other reason authorized by and consistent with the disciplinary code
14. Notification of law enforcement authorities

False Charges
Any student who knowingly makes false charges or brings a malicious complaint will be subject to disciplinary and/or corrective action including, but not limited to, detention, Saturday detention, in or out-of-school suspension, long term suspension or exclusion.
Student Responsibilities
Each student is responsible for:

1. Ensuring that (s)he does not harass or discriminate against another person on school grounds or in a school-related event or activity because of that person’s race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identification, age, or disability.

2. Ensuring that (s)he does not bully another person on school grounds or in a school-related event or activity or at a location, activity, function or program that is not school-related if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

3. Ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating.

Protection Against Retaliation
The school will take appropriate steps to protect from retaliation students who report, file a complaint of, or cooperate in an investigation of a violation of the aforementioned policy. Retaliation is prohibited against a person who reports harassment, discrimination, or bullying, provides information during any such investigation, or witnesses or has reliable information about such conduct.

Defacing School Property, “Tagging” and Graffiti
Chapter 266, Section 126B of the Massachusetts General Laws prohibits the “tagging” or otherwise defacing, damaging, or destroying of public property. Violators of this law are subject to both imprisonment and a fine of not less than $1500 or three times the value of the damage, whichever is greater. Violators will also be subject to a one year suspension of a driver’s license (or a one year delay of license eligibility.).

Glossary of Terms
Bullying is defined as the following:
The repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

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

**Discrimination is defined as the following:**
Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of an individual’s actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identification, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of their membership in a protected class.

**Harassment is defined as the following:**
Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related activity relating to an individual’s actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identification, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the district’s programs or activities, by creating a hostile, humiliating, intimidating, or offensive educational environment. For purposes of this Policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment. A single incident, depending on its severity, may create a hostile environment.

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

**Retaliation:**
Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this policy, or for taking action consistent with this policy.
Hate Crime:
Hate crimes are the most extreme form of discrimination: a crime motivated, in whole or in part, by hatred, bias, or prejudice against an individual because of race, color, national origin, ethnicity, religion, sex, or sexual orientation, gender identification, age, or disability. The victim’s individual identity – real or perceived- doesn’t matter to the offender; any person who appears to be a member of the group will serve his or her purpose. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another’s property Hazing Law.

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

The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

Ch. 269, S. 18. Duty to Report Hazing
Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

Ch. 269, S. 19. Hazing Statutes To Be Provided; Statement of Compliance and Discipline Policy Required
Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that
each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

Internet Usage Policy

Purpose
Marlborough Public Schools recognizes that access to technology in school provides students' greater opportunities to research, engage, collaborate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop skills using technology in an appropriate, safe, legal and ethical manner.

The district’s technology resources will be made available to all students. All users will be required to acknowledge receipt of the Acceptable Usage Policy (AUP) AUP annually. Violation of the terms of this Internet AUP may result in loss of access, or in the event of a violation of law, in possible prosecution.

Student Access
MPS provides technology (computer hardware, network, internet and peripheral devices such as printers) for students to promote learning, to enhance the educational experience, to collaborate, and to prepare students for higher education and workplaces that are technology rich.

The administration reserves the right to read and inspect the contents of storage media used by students in class when it is necessary to maintain the integrity of the school environment. Therefore, there is no expectation of privacy with respect to any actions performed or data stored on MPS technology.
All students are to adhere to the laws regarding piracy of computer software programs. Students will be held responsible for the replacement of any hardware which is damaged through misuse of equipment.

*Content Filter*
Under the Children’s Internet Protection Act (2000) the district is required to filter internet content and makes an effort to do so. However, despite the district's efforts, students may encounter some inappropriate content. Inappropriate content or content that could be reasonably perceived as questionable should be immediately reported to a teacher or administrator and then to the IT department.

*Devices Not Owned by MPS*
Devices not owned by MPS may include laptops, tablets, cell phones, recording devices or any other devices that are Web enabled. Students’ use of their own devices must support the instructional activities of the classroom and must be turned off and put away when requested by a teacher.

With prior administrative approval, teachers may permit students to utilize their own mobile devices for educational purposes. Such use shall occur only under the direct supervision of the classroom teacher and shall end at the conclusion of the class period.

The Marlborough Public Schools or faculty and staff of MPS are not responsible for privately owned devices brought in or used within the school. For example:

1. District technicians will not service, repair or maintain any devices not owned by MPS.
2. MPS will not be held liable for personal content housed on such a device.
3. MPS will not provide software or applications for technology that is not the property of MPS.
4. MPS is not responsible for any physical damage, loss or theft of the device.

The student and parent/guardian must sign and return the AUP prior to using the device and accessing the district network.

Mobile devices such as laptops, tablets and e-readers often are equipped with wireless accessibility on a phone network, which the district is unable to filter or monitor. Students who bring such devices must access the internet via the district’s filtered Wi-Fi connection. Personal wireless access modems or similar devices used to bypass the district’s internet filter are prohibited. Violators may have their devices confiscated.

*Respectful Practice (hardware and content)*

Students will:
1. Use district technology to facilitate learning, district curriculum and instructional goals.
2. Maintain the privacy of passwords and the privacy of password-protected files.
3. Properly use and care for hardware (including keyboards, mice and other peripherals) and software.
4. Respect copyright laws regarding intellectual property.

Students will not:
1. Create or transmit messages or other electronic files that are bullying, threatening, rude, discriminatory, obscene or harassing.
2. Intentionally transmit viruses, macros or malicious code.
3. Use any device designed to covertly capture data.
4. Buy, sell, advertise or conduct business, unless approved as a school project.
5. Access or display pornography, obscenities or other material deemed inappropriate including any site blocked by the district’s content filter.
6. Attempt to bypass the district’s content filter by means of proxies or any other method.
7. Reveal personal information or that of anyone else online.
8. Intentionally misrepresent their identity when communicating using technology.

Bullying through the use of technology or an electronic device owned, leased or used by a school district (cyber-bullying) is prohibited by state law Chapter 71 Section 370.

Bullying through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school also is prohibited by MPS policy.

It is the responsibility of every student, parent and employee of the school district to recognize and report acts of bullying, cyber-bullying and retaliation. Any student who believes that he or she has been the victim of bullying, cyber-bullying or retaliation should report it immediately to his or her teacher or administrator.

(MPS Policy 7.970)

Social Media Policy

Introduction/Purpose
Social media is defined as any form of online publication or presence that allows interactive communication, including but not limited to, cell phones, social networks, blogs, internet Web sites, internet forums, and wikis. Specific networking sites include Facebook, MySpace, Twitter, LinkedIn, YouTube, Flickr, Tumblr, and the like.

Students may engage in the use of social media during school hours at the direction of the classroom teacher for instructional purposes. Respectful practice must be observed at all times. See also Policy 7.980.

Student Conduct

Classroom Conduct
Every student must realize that the primary function of Marlborough High School is education. This can only take place in a well-structured, well-disciplined classroom setting. Students share equal responsibility with teachers and administrators for maintaining a good classroom atmosphere. Class disruptions on the part of an individual or any group of individuals will not be tolerated. Academic skills/study halls are considered to be classes and conduct rules will apply
there as well. Students are expected to bring adequate study materials to academic skills/study hall.

Students may be assigned a teacher detention for behavior deemed unacceptable, or contrary to the reasonable expectations for conduct. Violations in the classroom such as tardy to class, reporting unprepared to class, disruption of class, and other infractions as indicated by the classroom teacher will be handled by the teacher.

The teacher may retain students after school, contact parents, or assign some other appropriate deterrent. An Assistant Principal will be consulted when a student continues to violate the teacher’s rules, or fails to complete a deterrent assignment. If a student is asked to leave class for disciplinary reasons, the teacher will send the student to the Assistant Principal’s office. *In all such cases the teacher will inform the parent(s) and/or guardian(s).*

When all measures of disciplinary action have been exhausted by the teacher, the problem will be discussed with the student’s Assistant Principal for further disciplinary action. The Assistant Principal might assign a deterrent, detain students after school, require parental conferences, or other disciplinary measures including in-school or out-of-school suspension of the student based upon the seriousness or repetition of the offenses and the individual needs of the student.

**Corridor Conduct**

Students are not to linger in the corridors before, between or during classes. If it is necessary that a student be in the corridor during classes, he or she must have a corridor pass signed by the teacher to whom he or she is assigned. Students must produce the signed hallway pass when requested to do so by a teacher or administrator. Violations will be referred to the Assistant Principal for appropriate disciplinary action.

**Cafeteria Conduct**

It is our intent that the cafeteria environment be one that is social and allows for a relaxed atmosphere. In order for this to happen we need the support of each and every student. Students are expected to follow the guidelines listed below:

1. Neatness of the cafeteria is everyone’s responsibility. Students are responsible for picking up their own trash at the end of lunch. If everyone takes care of their own trash, there will be no problems. If you are asked to help clean up, please do so.
2. Food may not leave the cafeteria.
3. Students must remain in the cafeteria during lunch. Weather permitting, seniors may eat lunch on the patio behind the cafeteria.
4. Students who would like to leave the cafeteria during lunch may do so with written permission of the staff member they will be visiting.
5. Students exhibiting disruptive behavior or throwing food or other objects in the cafeteria, will be sent the Assistant Principal for appropriate discipline.
6. Line cutting is not permissible.
7. All students must present their ID or Personal Identification Number (PIN) to purchase lunch. Students should have their ID visible and ready when they enter the lunch line.
Bus Conduct

When riding the buses, pupils are expected to be well behaved, courteous and concerned for their own safety as well as the safety of others. School buses are an extension of the school and pupils are under the jurisdiction of the school while riding. The bus driver is the school official in charge and is responsible for safe passage. The drivers need a minimum of distraction and your full cooperation to effectively do their jobs. All school rules apply with bus transportation, and students who commit misconduct on buses will be subject to disciplinary action. Pupils reported for misconduct will be disciplined as follows:

1st infraction: Parental contact and Assistant Principal’s detention
2nd infraction: Temporary loss of bus privileges
3rd infraction: permanent loss of bus privileges as determined by the Assistant Principal

* The school administration reserves the right to impose additional disciplinary consequences including, but not limited to, suspension from school for egregious infractions. Any disciplinary actions taken by the school will be governed by the policies set forth in the Marlborough High School Student Handbook/Planner, listed under disciplinary actions and extended suspensions and Expulsions. (Legal Reference MGL Ch. 71 sec 37H, 37H.5 and 37H.75)

Conduct on the bus should be the same as classroom conduct. The driver is entitled to the same respect as the teacher. The following are the specific rules and regulations for students riding a bus to Marlborough High School:

1. Remain well back from the roadway while awaiting the arrival of the bus. Refrain from throwing things, pushing, or shoving at the bus stops.
2. Pupils shall enter the bus in an orderly manner, go directly to their seats and remain seated until their destination is reached.
3. There will be no littering or defacing of the buses. Vandalism is a crime, and vandals could be prosecuted.
4. Under no circumstances will smoking be allowed on the bus. This is a Commonwealth of Massachusetts law.
5. Drinking or eating is not allowed on the school bus.
6. No shouting, roughhousing or throwing things in, at, or out of the bus is allowed.
7. Pupils shall be picked up and unloaded at regularly scheduled bus stops.
8. Pupils will keep their hands, arms, and heads inside the bus.
9. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles. The emergency door may not be blocked.
10. The emergency door must be used for emergencies only. Do not touch safety equipment on the bus.
11. It is essential that each pupil cooperate with the bus driver for the safety of all passengers.

Dance Conduct

Several times during the course of the year, various organizations sponsor dances in the school. School rules covering alcohol, smoking and illegal substances are strictly enforced. Students are not permitted to sit in parked cars or loiter on school grounds during school dances or other social functions. Dances are offered as an activity for MHS students. Special approval (in advance) by
an Assistant Principal is required for a guest to attend a dance. Students are not allowed to re-enter a dance once they leave. Normal hours for dances are 7:00-10:00 p.m. Students will not be admitted to the dance after 7:45 p.m. Special rules for the proms and semi-formals are established by the advisors involved.

In order to help assure the general welfare and safety of the students of Marlborough Public Schools, the Marlborough Public School Department adopts the following procedure:

Students who attend school or any school sponsored events on campus or off campus (including but not limited to dances, proms, banquets, athletic contests, and drama or musical performance) are held to the standards set forth in the code of conduct established in this handbook. Students will also be subject to the following conditions:

1. Any student wishing to attend school sponsored dances or proms must return a school generated permission slip, signed by a parent/guardian before purchasing a ticket.
2. Prior to admittance to any school sponsored event or prom, as well throughout the duration of the activity, a portable breath test device that can detect the presence of alcohol, (on the breath or in containers) may be used.
3. Breath analysis test might be administered by a police officer.
4. If alcohol is detected, the student will be placed in protective custody of the local Police Department.
5. If a student refuses to take the breath analysis test, that student will not be allowed into the event. Parents/guardians will be called to transport the student home. Disciplinary actions will be governed by the policies in the Marlborough High School Student Planner/Handbook.
6. In the event that a particular activity takes place outside of Marlborough Police Department jurisdiction, Marlborough Police will contact the hosting town and communicate our protocol with the respective chief.
7. A trained police officer may also employ a hand-held alcohol detection device (used for containers) at such events.

Any disciplinary actions taken by the school will be governed by the policies set forth in the Marlborough High School Student Handbook/Planner, listed under disciplinary actions and extended suspensions and Expulsions. (Legal Reference MGL Ch. 71 sec 37H, 37H.5 and 37H.75)

Elevator Usage / Conduct
The use of the elevator is restricted to those students who have permission from the school nurse or an administrator. Students who violate this policy are subject to disciplinary measure including suspension.

Student Parking Procedure and Requirements
The administration extends the privilege of driving to and from school and parking on school grounds to licensed students in good standing regarding academics, attendance, and conduct. Seniors will be given priority, followed by juniors and sophomores as spaces exist with the following stipulations:

1. Students’ cars must be registered with the school on the form online at www.mps-edu.org/high.
2. Students will be given a permit to be displayed in the appropriate place on the car as determined by the administration.

3. All student parking will be in the rear student parking lot and will be in appropriately marked spaces.

4. Students must leave their vehicles immediately upon arrival at school and may not return to them until dismissal time without the authorization of the Principal or Assistant Principal.

5. The school assumes no responsibility for theft or damage to any vehicle. Consequences for unregistered or illegally parked vehicles include, but are not limited to, detentions, revocation of parking privilege, suspension, ticketing, or towing.

6. Any student’s vehicle on school grounds may be searched whenever there is a reasonable suspicion to believe that the student has violated or is violating the law or rules of the school relating to controlled substance, weapons, or school safety.

A student’s driving and parking privileges may be revoked at any time for the following reasons:

1. Continual tardiness to school, truancy, or failure to remain out of the vehicle during school hours

2. Failure to observe the 15 MPH speed limit or other regulations regarding the flow of traffic on school property

3. Leaving school grounds during school hours in a vehicle without the expressed permission of the Principal or an Assistant Principal

4. Driving an unregistered motor vehicle (automobile, motorcycle, motorbike, etc.) on to school property

5. Parking in an unauthorized area

6. Reckless driving

7. Failure to stop for school buses

8. Circumstances not covered by this policy, as well as the type, length, and severity of any penalty invoked under this policy, are at the discretion of the administration

Student Identification Badges

All students are required to have an identification badge on their person at all times during the school day. The following rules apply:

1. Students must show their ID to any identified staff member upon request. Failure to do so might result in disciplinary action.

2. Improper use of another student’s ID for any purpose (purchasing a school lunch, use for the library, etc.) might result in disciplinary action. Student IDs will be required to check a book out of the library.

3. Student IDs are required to purchase school lunches.

Use of Cell Phones, Earbuds/Headphones, Electronics

All electronic devices must be turned off and out of sight upon entering the building at the start of the school day (7:15 am bell). Electronic or laser light devices are prohibited. Students may use their electronic devices during breakfast and/or lunch in the cafeteria, as well as in the Library Media Center during a study hall. The use of electronic devices is meant to enhance the instructional experience. As such, electronic devices are not to be used in the hallways, stairwells, foyers, bathrooms, or other such common space. Handheld or other auditory speaker is not to be used during school hours. In addition, ear buds or headphones or other such auditory device
are not to be visible on a student’s person. Devices used in violation of this policy may be confiscated. Confiscated devices will be kept by the Assistant Principal and will be returned at the end of the day. A second offense will result in confiscation of the device and possible disciplinary action. The second offense, and offenses thereafter, will result in the parent or guardian reporting to the school to retrieve the electronic device.

Should a device be seen during class time while not being used for instructional purposes approved by the teacher, the device might be subject to confiscation by the teacher or the administrator. Devices taken away will be kept by the Assistant Principal and will be returned at the end of the day. A second offense will result in confiscation of the device and possible disciplinary action. The second offense, and offenses thereafter, will result in the parent or guardian reporting to the school to retrieve the electronic device.

Refusal to give an electronic device to a teacher will result in confiscation by an Assistant Principal, and a Saturday Detention or other such consequence as outlined for insubordination in the code of conduct. If this occurs, only the parent or guardian can retrieve the device from the administrator. The school is not responsible for items confiscated from students.

Work Permits
Work permits may be obtained in the main office or in any house office. Any student between the ages of 14 and 16 must have a co-signer for the permit. Those between 16 and 18 years of age may not work after 10 p.m. In all cases the student must have a birth certificate and the name of the employer when applying for the permit.

CODE OF CONDUCT AND DISCIPLINE

Introduction
All students are expected to meet reasonable expectations for their behavior while enrolled at Marlborough High School. Each individual is responsible for their conduct in school, on school property, at all school-related activities or events (on or off of school property), or on school-provided transportation. Any failure to comply with the school’s expectations for behavior listed in the next section will subject a student to possible disciplinary consequences, which can include:

1. Teacher Detention
2. Office Detention
3. Loss of Privileges
4. Saturday Detention
5. In-School Suspension
6. Short-Term Suspension
7. Long-Term Suspension
8. Expulsion (only as applicable under M.G.L. c. 71, §§ 37H and 37H ½)

In all cases, a student will be given an opportunity to receive notice of, and respond to, allegations or charges (except in cases of emergency) prior to the imposition of discipline (see Due Process). Students should be cognizant of the fact that the Principal retains the right and responsibility to all students and staff to issue penalties for acts not stated herein, to examine any mitigating
factors that, in the Principal’s judgment, should be considered, and to utilize penalties stated herein as guidelines (which may be adjusted to reflect the seriousness of the conduct in question). Furthermore, though progressive discipline is generally used, the Principal reserves the right to apply all provisions of this handbook consistent with what the Principal determines to be in the best interest of the learning environment and educational processes at Marlborough High School.

Disciplinary Consequences

Teacher Detention
While teacher detentions are typically associated with work or conduct in the classroom that is unsatisfactory, it should be clear to all students that any member of the faculty or staff has the authority to correct misconduct at any-time, anywhere in the building or on school grounds; therefore, it is not uncommon for a member of the faculty or staff to require a student who is not in any of their classes to report to them for detention.

Teacher detention will to be served for a period of time after school that is designated by the teacher. Students are expected to serve the detention and any failure to report will result in a minimum assignment of two (2) office detentions. It should also be noted that teacher detention takes precedence over all other in-school and out-of-school commitments, work, and participation in co-curricular clubs and activities, or interscholastic athletics.

Office Detention
Upon the receipt of a written discipline referral from a member of the faculty or staff, the appropriate administrator will meet with the student to discuss the circumstances of the alleged behavior. If the administrator concludes that the alleged behavior violated school rules, or that the behavior was contrary to the reasonable expectations for conduct that Marlborough High School has of its students, the administrator may assign office detention(s) to the student in question.

Once office detention has been assigned by an administrator, the expectation of the student is that they will attend the assigned office detention(s) on the agreed upon date(s). Office detention may be held every day immediately after school (except on Fridays) from 2:00 p.m. until 3:00 p.m., and students are expected to come prepared with school-work to complete in silence. Any failure to report to, or any disruption of the assigned office detention(s) will result in a Saturday Detention. It should also be noted that office detention takes precedence over all other in-school and out-of-school commitments, including work, and participation in co-curricular clubs and activities, or interscholastic athletics.

Loss of Privileges
Parking on school grounds, utilizing school-provided transportation, and participation in, or attendance at, co-curricular activities, interscholastic athletic events, dances, or other school events (including proms, all nighter, graduation activities) are privileges (not qualified rights) granted to each student. Therefore, a student whose attendance, academic standing, or conduct violates the expectations for behavior that are outlined in this handbook risks losing the aforementioned privileges, as well as any privileges granted that are not listed (i.e. senior week events, potential loss of graduation activities). It should also be noted that any costs associated
with the acquisition of privileges that may have been granted, and that are subsequently revoked, are not refundable.

Students who are found to be under the influence at any school event may lose the privilege to attend other school events including, but not limited to, dances, prom, all-nighter, and graduation activities.

Saturday Detention
In the spirit of progressive discipline, Saturday Detention is an option that may be utilized by the administration to discipline students who have violated specific rules. Not designed to be used in all situations that warrant behavioral intervention, Saturday Detention is most frequently used to address infractions of a less serious nature that have begun to become repetitive (see Summary of Conduct Code and Consequences for Infractions—Levels 1, 2, and 3).

Saturday Detention takes place from 8-11 am in the LMC, and students assigned to a Saturday Detention are expected to come prepared with school-work to complete in silence. Lockers will not be available during this time. Students assigned to Saturday Detention will also be expected to reflect on their behavior by developing a plan of action that helps ensure that they will make good decisions about their behavior in the future.

Before assigning a student to Saturday Detention, the administrator will discuss the circumstances of the alleged behavior with the student, and any necessary witnesses who may be able to provide additional information. If a violation occurred and a decision to assign the student to Saturday Detention is made, then the parent(s)/guardian(s) of the student will be contacted by phone as soon as reasonably possible, and a written letter reiterating the reason(s) for the Saturday Detention will be mailed home shortly thereafter.

Search and Seizure
A school administrator is entitled to conduct a search of a student’s person, locker, and immediate possessions including but not limited to, backpack, personal property (wallet, pocketbook, etc.), and vehicle on school grounds whenever the school administrator has a reasonable suspicion that the student has violated or is violating the law or the rules of the school related to the use of controlled substances, weapons, or student safety. The school may also work with the Marlborough Police Department to use K-9 searches to ensure the school environment and surrounding grounds are free from the use, possession, or distribution of controlled substances. As a reminder and as a condition of use of any an all school property, there should be no expectation of privacy in any locker, desk, parking space, or any other property of the Marlborough Public Schools. Aligned with School Committee Policy 6.150.

Disciplinary Due Process
A student has the right to be heard prior to any imposition of a suspension or expulsion. Prior to the imposition of a suspension or expulsion, a student will be given an opportunity to receive notice of, and respond to, the allegations or charges against them (except in cases where an Emergency Removal is warranted).

Suspension/Expulsion
Due Process - Infrctions Other Than Dangerous Weapons, Controlled Substances, Assaults on Staff or Felony Complaints - M.G.L. c. 71, §§ 37H and 37H ½

Definitions

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days in a school year.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Long-Term Suspension: The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

Principal: The primary administrator of the school or the Principal’s designee for disciplinary purposes.

Superintendent: The chief executive officer employed by a school committee or board of trustees to administer the school system or his or her designee for purposes of conducting a student disciplinary appeal hearing.

Due Process - M.G.L. c. 71, Section 37H ¾
In every case of student misconduct for which suspension may be imposed, the Principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Emergency Removals
The Principal may remove a student from school temporarily when the student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal’s judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the Principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student.
The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall: (1) make immediate and reasonable efforts to orally notify the student and the student’s parent of the emergency removal, (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student’s suspension; (6) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student’s explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student’s parent to interpreter services at the hearing if needed to participate.

Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent, the Principal must provide the student an opportunity for a hearing that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing.

Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension at set forth below, whichever is applicable.

A Principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student’s safety and transportation.

In-School Suspension

In-School Suspension: means removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) school days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes under 603 CMR 53.00.

Due Process for In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the Principal, or designee, determines that the student committed the disciplinary offense, the Principal will provide oral notice to the student and written notice to the parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

Principal’s Decision – In-School Suspension: On or before the day of suspension, the Principal, or designee, shall send written notice to the student and parent about the In-School Suspension, including the reason and the length of the In-School Suspension, and invite the parent to a
meeting with the Principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Principal and the parent. Students have the right to appeal an In-School Suspension that will result in their In-School Suspension for more than ten (10) school days in a school year.

Short-Term Suspension

Short-term Suspension: means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A Principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Due Process for Short-Term Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice – Short-Term Suspension: Except as provided in cases of In-School Suspension, or where a student is charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § 37H, or in section 37 H ½ of G.L. c. 71, a Principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

Notice of Principal's Hearing - The Principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student’s suspension; the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate; if the student may be placed on long-term suspension following the hearing with the Principal; the rights set forth in 603 CMR 53.08 (3)(b); and the right to appeal the Principal's decision to the superintendent.

The Principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the Principal must be able to document reasonable efforts to include the parent. The Principal is presumed to have made reasonable efforts if the Principal has sent written notice and has documented at least two (2)
attempts to contact the parent in the manner specified by the parent for emergency notification.

**Principal’s Hearing - Short-Term Suspension:** At the Principal’s hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the Principal’s consideration in determining consequences for the student.

**Principal’s Decision – Short-Term Suspension:** The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice.

**Long-Term Suspension**

**Long-term Suspension:**
The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The Principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § 37H, or in section 37 H ½ of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

**Due Process for Long-Term Suspension:** In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

**Notice Long-Term Suspension Hearing:** Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student’s home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student’s suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student’s record and the documents upon which the Principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student’s choice, at the student’s/parent’s expense; (3) the right to produce witnesses on his or her behalf and to
present the student’s explanation of the alleged incident, but the student may not be compelled to do so; (4) the right to cross-examine witnesses presented by the school district; and (5) the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

**Principal’s Hearing - Long-Term Suspension:** The student will have the rights identified in the written notice and the Principal shall provide the parent, if present, an opportunity to discuss the student’s conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

**Principal’s Decision – Long-Term Suspension:** M.G.L. c. 71, 37H3/4

Based on the evidence, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent. If the Principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the Principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student’s opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the Principal’s decision to the superintendent or designee, but only if the Principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the superintendent decides to reverse the Principal’s determination on appeal.

**Superintendent Appeals – Long-Term Suspension:**

A student who is placed on Long-Term Suspension following a hearing with the Principal shall have the right to appeal the Principal’s decision to the superintendent. The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar. If the appeal is not timely filed, the
superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

**Superintendent Appeal Hearing:** The Superintendent shall hold the hearing within three (3) school days of the student’s request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension as identified above.

**Superintendent’s Decision:** The Superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the Superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate.

If the Superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision.

The decision of the Superintendent shall be the final decision of the school district, with regard to the suspension.

**Opportunity to Make Academic Progress:**

Less Than 10 Consecutive Days - Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion of ten (10) consecutive days or less shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school.

More than 10 Consecutive Days - Any student who is expelled or suspended for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive
education services and make academic progress toward meeting state and local requirements, in accordance with the school’s Education Service Plan.

**M.G.L. c. 71, §§ 37H and 37H ½  Offenses (Dangerous Weapons, Drugs, Assaults on Staff and Criminal Felony Matters)**

**Short-Term Suspension** - For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance (including substances that contain THC); c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal’s imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of the formal disciplinary hearing.

**Long-Term Exclusion/Expulsion** - Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, the Principal may long-term suspend a student for more than ninety (90) school days or permanently expel a student for means of the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance (including substances that contain THC); (3) assault on a member of the educational staff; or (4) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½. The Principal’s Hearing and appeals process identified below apply to suspensions under M.G.L. c. §§ 37H and 37H 1/2 in cases of suspension for more than ten (10) consecutive days.

**Dangerous Weapons, Drugs and Assaults on Staff - M.G.L. c. 71, §37H**

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in M.G.L. c. 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
2. Any student who assaults a Principal, Assistant Principal, teacher, teacher’s aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

**Principal’s Hearing, Long-Term Exclusion – M.G.L. c. 71, §37H**: Any student who is charged with a violation of either paragraphs 1 or 2 shall be notified in writing of an opportunity for a hearing prior to the imposition of a long-term suspension or expulsion; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.
After said hearing, the Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs 1 or 2.

**Appeal to the Superintendent – Long-Term Exclusion – M.G.L. c. 71, §37H**: Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

**Opportunity to Make Academic Progress**: Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

Suspensions or expulsions are decisions which are part of student’s due process rights. Building Principals or designees are required to report to the police department the presence of any weapon on school premises. M.G.L. c. 71, § 37L

**Felony Complaints - M.G.L. c. 71, § 37H ½**

**Issuance of a Felony Criminal Complaint**: Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal or headmaster if said Principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

**Notice of Principal’s Hearing – Long-Term Exclusion – 37H ½**: The student shall receive written notification of the charges and the reasons for such suspension prior to the imposition of a suspension or expulsion exceeding ten (10) consecutive days. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

**Appeal to the Superintendent- Long-Term Exclusion – 37H ¼**: The student shall have the right to appeal the suspension to the Superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student’s parent or guardian within three (3) calendar days of the student’s request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel (at private expense). The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the
hearing. Such decision shall be the final decision of the Marlborough Public Schools with regard to the suspension.

**Adjudication of Delinquency, Admission of Guilt or Conviction:** Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal may expel said student if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

**Notice of Principal’s Hearing – Long-Term Exclusion – 37H ½ :** The student shall receive written notification of the charges and reasons for such expulsion prior to the imposition of a suspension or expulsion exceeding ten (10) consecutive days. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect pending the Superintendent’s hearing and decision on the student’s appeal.

**Superintendent’s Appeal – Long-Term Exclusion – 37H ½ :** The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of his request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion. The hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel (at private expense). The Superintendent shall have the authority to overturn or alter the decision of the Principal or Assistant Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

**Opportunity to Make Academic Progress:** Any student suspended or expelled under this section shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

**Memorandum of Understanding (MOU)**
The Marlborough School Department and Marlborough Police Department agree to coordinate their efforts to prevent the use of drugs, weapons or violence by the students of the MPS. In all instances of drugs, weapons and violence at Marlborough High School, the Marlborough Police Department will be notified.

**Discipline and Students with Disabilities**
The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive schools days or when there is a pattern of short-term suspensions exceeding ten (10) school days in the school year.
1. A suspension of longer than 10 consecutive school days or a series of short-term suspensions that exceed 10 school days in the school year and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.

2. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student’s IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student’s disability or was the direct result of a failure to implement the student’s IEP or Section 504 Plan.

3. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.

4. If the Team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.

5. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if:
   a. The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
   b. The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;
   c. The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
   d. The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student’s IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring.

At the conclusion of the forty-five (45) school day period, the student shall be returned to his/her previous placement unless the parent (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student’s continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury. In such a case, the school may remove the student to an interim alternative setting for 45 days only: 1) with parental consent or 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the a court or BSEA Hearing Officer, the school must prove that maintaining the student’s placement is substantially likely to result in injury to the student or others.
6. The parent shall have the right to appeal the manifestation Team’s determination, the imposition of a disciplinary change in placement, and the student’s placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

Summary of Conduct Code and Consequences for Infractions

First Period Expectations
1. Arrive on time.
2. Respect the right of other students to recite the Pledge of Allegiance and to observe the “Moment of Silence.”
3. Listen to the morning announcements.

Classroom Expectations
1. Arrive to class on time.
2. Participate in class.
3. Complete assigned tasks.
4. Bring the appropriate materials to class.
5. Remain attentive for the entire period.
6. Pass in assigned work on time.
7. Make up missed work in a reasonable timeframe.
8. Follow any rules and/or guidelines specific to a particular class/laboratory.

School-Wide Expectations
1. Arrive at school on time.
2. Comply with all homeroom and classroom expectations.
3. Carry an official school pass when in the hallways, and refrain from wandering the halls.
4. Refrain from engaging in overt public displays of affection.
5. Dress appropriately.
6. Refrain from the use of profanity.
7. Treat others respectfully.
8. Clean up after oneself.
9. Follow all school rules and/or guidelines for the use and maintenance of the facility, cafeteria, and its related grounds.
10. Comply with all school rules and/or adopted guidelines when participating in interscholastic athletics, co-curricular clubs and activities, school-related functions and events, and school-provided transportations.

Infractions and Consequences

Level 1 Infractions & Consequences
A student who fails to abide by the homeroom, classroom, or school-wide expectations listed above will generally be warned on a first offense. A second offense might result in the assignment
of a teacher or office detention. **Recurring offenses will result in an office detention or a Saturday detention.**

**Level 2 Infractions & Consequences**
A student who commits an infraction from the list below will be referred to the office, and the student might be **subject to in-school suspension or a short-term out of school suspension.**

*Depending on the infraction, and at the discretion of the administration, Saturday Detention, restriction from co-curricular activities or in-school suspension will be incorporated into the resulting discipline:

1. Verbal abuse, insolence, or insubordination toward school staff.
2. Truancy (see Attendance).
3. Forging, falsifying, or otherwise altering any school-related document or record; or violating the school’s honor code.
4. Directing vulgar and/or abusive language or gestures at a member of the school community.
5. Gambling, or playing a game of chance for stakes.
6. Intimidating, or threatening another student (see Harassment).
7. Cutting class and/or leaving the school building without permission from an administrator.
8. Refusing to identify oneself upon request.
9. Misbehaving at a co-curricular activity or event, on a field trip, or at an interscholastic athletic contest.
10. Lying to a member of the faculty of staff, or defying the authority of a member of the faculty or staff through willful non-compliance or insubordination.
11. Speeding, reckless driving, or parking in areas other than the student parking lot. (This will also result in the loss of the student’s privilege of driving the car on school grounds.)
12. Enabling unapproved access to the school building to non-school personnel, or to students who do not attend Marlborough High School.
13. Deliberate throwing of any object from the second or third floor balconies.
14. Direct insubordination concerning penalties assigned by the Assistant Principal.
15. Refusing to report to the Assistant Principal when told to do so by a teacher.
16. Any unauthorized use/abuse of an electronic device, computer system, equipment, or the acceptable use policy.
17. Improper use of student ID
18. Repeated and/or extreme violations of Level 1 infractions.

* The school administration reserves the right to impose additional disciplinary consequences including, but not limited to, suspension from school for egregious Level 2 infractions. Any disciplinary actions taken by the school will be governed by the policies set forth in the Marlborough High School Student Handbook/Planner, listed under disciplinary actions and extended suspensions and Expulsions. (Legal Reference MGL Ch. 71, §§ 37H, 37H1/2 and 37H3/4)

**Level 3 Infractions & Consequences**
A student who commits an infraction from the list below will be subject to suspension. The administrator might also, in his or her discretion, impose the sanctions set forth for Level 1 or Level 2 Infractions. Depending on the nature and severity of the conduct in question, a referral to the police department might also be made. Depending on the infraction, and at the discretion of the administration, Saturday detention or in-school suspension might be incorporated into the resulting discipline.*
1. Fighting (see Fighting).
2. Stealing, or being found to be in possession of stolen personal or school property.
3. Participating in the practice of hazing (see Hazing).
4. Destruction, damaging, or defacing of school property, or any other deliberate act of vandalism. (Restitution of property and any associated clean-up costs will be required and police will be notified, if warranted.) Parents should know that under the Laws of Massachusetts parents are liable in a civil action for any willful act committed by a minor child which results in damage to the property of another person or municipality up to $1,000.
5. Repeated and/or extreme violations of Level 2 infractions.

* The school administration reserves the right to impose additional disciplinary consequences including but not limited to, long-term suspension from school for egregious infractions. Any disciplinary actions taken by the school will be governed by the policies set forth in the Marlborough High School Student Handbook/Planner, listed under disciplinary actions and extended suspensions and Expulsions. (Legal Reference MGL Ch. 71, §§ 37H, 37H1/2 and 37H3/4)

Level 4 Infractions & Consequences
In the case of serious or flagrant disregard of school rules, the Principal or the Principal’s designee has the authority to suspend or expel the student from school in accordance with applicable laws and due process requirements. The Principal or a designee may also, in his or her discretion, impose lesser disciplinary consequences. The student might also be subject to an immediate referral to the police department.

1. Disrupting school by creating or perpetrating a false fire alarm or bomb scare.
2. Using, possessing, distributing, or selling controlled or banned substances, or items purported to be controlled or banned substances, including but not limited to: tobacco products, nicotine products, vaping products, products containing THC, drugs, alcohol, dangerous weapons, and pyrotechnics.
3. Arson, or starting a fire.
4. Violating another student’s civil rights—including hate crimes.
5. Assaulting, and/or attempting or threatening bodily harm to a member of the faculty or staff.
6. Any attack or assault on another student that would appear to a neutral observer to be unprovoked.
7. Repeated and/or extreme violations of Level 3 infractions.

The Principal/Assistant Principal might suspend for any other serious or continued offenses that are deemed necessary to maintain order in the school.

Fighting
It should be clear to all students that violence in any form will not be tolerated in school or on school grounds. Marlborough High School has the following resources to help alleviate conflict or mediate differences: school adjustment counselors, guidance counselors, teachers, and administrators. Students in violation of this offense or of repeatedly instigating fights might be subject to the following disciplinary consequences:
1. First offense: at the Principal’s discretion possible short-term suspension in or out of school.
2. Second offense: at the Principal’s discretion possible short-term suspension in or out of school or long-term suspension.
3. Third offense: at the Principal’s discretion, long term suspension.

As always, the Administration reserves the right to penalize acts of violence with more extreme penalties that are commensurate with the act(s) of violence committed by the student(s). Additionally, the police department will be notified as per our memorandum of understanding regarding drugs, weapons, and violence, and all paraphernalia will be confiscated and turned over to the police department.

**Drug & Alcohol Violations**
Marlborough High School is committed to providing and maintaining a learning environment that is drug and alcohol free. In accordance with local, state, and federal laws, a student may not use, be under the influence of, possess, distribute, or sell, a controlled or banned substance on school property, or at a school-related function/event off of school property.

If a student or member of the faculty or staff suspects that a student is in possession of a controlled or banned substance, or suspects that a student is using or under the influence of a controlled or banned substance, or suspects that a student is distributing or selling a controlled or banned substance, then that student should be reported to the administration, at which point they will be questioned by the administration as to the cause for the suspicion. If the student’s explanation satisfies the administration, then the matter will be closed, and the student will be free to continue their day without fear of penalty; however, a parent/guardian will be notified as to the nature of the administration’s inquiry. If, on the other hand, the student’s explanation does not satisfy the administration, and there is cause or reason to believe that the student is not being forthcoming, then the student will be subject to a search of their person, as well as a search of all items under the student’s immediate control, including their bag(s), locker, and vehicle.

All searches of a student’s person will be conducted by an administrator (or designated school official). If a controlled or banned substance is found, then that substance will be confiscated, and turned over to the Marlborough Police Department. Searches and seizures at school sponsored events will follow the same procedure as searches and seizures in school. Lockers, desks, cafeteria tables, etc. are the property of the school district and no student has an expectation of privacy in that furniture and equipment, such that this furniture and equipment may be searched at any time for any reason.

At any time, should a student exhibit uncooperative or unresponsive behavior that would indicate to a neutral observer that the student is either not being forthcoming about plausible evidence, or that the student is likely under the influence of a controlled or banned substance, the matter will be immediately turned over to the Marlborough Police Department. The school administration will contact the student’s parent(s)/guardian(s) at this time, and if they cannot be reached so that the student can be taken home, or if they are unwilling to take the student home, then the student will be placed into the protective custody of the Marlborough Police Department. At a future date when the student is not exhibiting uncooperative or unresponsive behavior, the student, in the presence of their parents, will have to explain their exhibited
behavior to the school administration. At this meeting, if the administration concludes that the student was in violation of the School’s rules regarding controlled or banned substances, they will be subject to disciplinary action.

Once a student is considered as being in violation of the school’s rules regarding controlled or banned substances then the student’s parents/guardians, the Superintendent, and the Marlborough Police Department will all be notified. Pending any additional hearings, the student might be suspended from school immediately as outlined below:

First offense: At the Principal’s discretion possible out of school suspension or, as permitted under M.G.L. c. 71, § 37H, expulsion. Second offense: At the Principal’s discretion possible out of school suspension or, as permitted under M.G.L. c. 71, § 37H, expulsion. Principal

A student who is willing to participate in, and complete, a substance abuse counseling and rehabilitative education program may have their disciplinary sanction reduced; however, the nature and scope of the program must be clearly communicated to the administration, and approved by the administration, prior to the sanction being reduced.

It should be known that Chapter 71, Section 37H of the Massachusetts General Laws, specifically states the following: “Any student who is found on school premises, or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, or a controlled substance as defined in Chapter 94C, including but not limited to, marijuana, cocaine, and heroine, may be subject to expulsion from the school or school district by the Principal.”

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion in accordance with M.G.L. c. 76, § 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in accordance with the receiving school’s Education Service Plan.

In keeping with the school’s belief that it has a responsibility to educate students about the dangers associated with the abuse of drugs, alcohol, and other controlled substances, the faculty and staff at Marlborough High School are committed to assisting students and their families who might be dealing with a drug or alcohol issue by helping them locate appropriate programs. This would include access to school-based, licensed alcohol and drug counseling (LADC) when available.

Students who are found to be under the influence at a school event may be excluded from the next school events, including, but not limited to, prom, all-nighter, and graduation.

Weapons
In addition to the disciplinary provisions set forth in M.G.L. c. 71, §37H, M.G.L. c. 140 provides that no person, other than a law enforcement officer and regardless of any license obtained by such person, shall enter or remain in, on or upon the property of a school while carrying or in possession of:
1. a firearm, as defined in this chapter; an air, BB or pellet gun or pistol; chemical mace or an oleoresin capsicum product; a bow or crossbow; a billy club, nightstick or police baton; a starter's pistol; a replica firearm, handgun or shotgun, regardless of the actual use or purpose for which it was designed;

2. any knife or cutting instrument, other than a knife or cutting instrument actually being used in the course of food preparation or service, or a knife or cutting instrument used in the normal conduct of a recognized trade by a person employed or being trained in such trade; or, any weapon enumerated in paragraph (b), of Section 10, of M. G. L. c. 269, without the written authorization of the board, officer or person in charge of such school.

No person, other than a law enforcement officer in the actual performance of their official duties, shall enter or remain in, on or upon the property of a school while carrying or in possession of any instrument, device, tool or other thing, regardless of its designed purpose, if such instrument, device, tool or other thing is being carried or possessed for the purpose of assaulting or causing bodily harm to another person.

No person other than a member of a law enforcement, fire service or emergency medical services organization in the actual performance of their official duties, shall enter or remain in, on or upon the property of a school contrary to a posted notice regarding the procedure for admittance to such property or the conditions of such admittance.

Threats
Life-threatening statements (spoken, written, or implied) will be referred to the Police for prosecution as the administration and police department deem appropriate. The school system reserves the rights of the Principal, Superintendent of Schools and School Committee to impose disciplinary actions, up to and including exclusion from Marlborough High School, for threats that disrupt the educational process. References: MGL c. 272, § 40, Disturbance of Schools or Assemblies; MGL c.269, §14, Bomb threats; and MGL c.275, §§ 2, 3, 4, Threatening to Commit a Crime. To the extent that a threat made against a staff member places the staff member in imminent fear of harm, a student will be subject to possible long-term suspension or expulsion in accordance with M.G.L. c. 71, § 37H.

Smoking, Smokeless Tobacco and Nicotine Violations
As of July 5, 2004, the Massachusetts General Laws prohibit the use of any tobacco products within school buildings and facilities, or on school grounds or buses by any individual. Therefore, in the spirit of the law, students are not allowed to possess tobacco products and nicotine products, and any student found to be in possession of a tobacco product will have such product confiscated, and will be subject to discipline as outlined in Level 4 Infractions.

Additionally, any student who is found to be smoking on school grounds, using a smokeless tobacco or nicotine product on school grounds, or to be selling or distributing tobacco or nicotine products on school grounds, might be subject to the following disciplinary consequences:

1. **First offense:** $25.00 fine paid to the City under the Marlborough Board of Health Regulation XII.

2. **Second offense:** Saturday Detention and $100.00 school fine payable to the City of Marlborough.
Homework
A homework policy for the Marlborough High School is, at best, a guideline to follow as students progress through various academic disciplines. The following is an attempt to clarify the philosophy and objectives for assigning work outside of the classroom. Homework is study and learning which takes place external to the classroom, but not necessarily limited to the home. Teachers will construct homework assignments carefully so that the following student goals can be attained:

1. To locate and use resources outside of the classroom (for example, libraries, computers, interviews, and direct observation) and to incorporate knowledge from such sources into the learning process.
2. To understand and follow customary instructions for academic work in order to recall, comprehend, analyze, summarize, and report the main ideas from reading, lectures, and other experiences.
3. To prepare for various types of examinations and to devise strategies for pacing, thinking, writing, and editing according to the type of examination.
4. To set study goals and priorities consistent with course objectives and one’s own progress. To establish surroundings and habits conducive to learning independently or with others, and to follow a schedule that accounts for both short and long term projects.

Since there is no relationship between the length of time necessary for completion of a homework assignment and the quality of learning that takes place as a result of the assignment, hours of required homework per week should be left to the discretion of the teacher. There are, however, some generalizations that parents, teachers, and students can follow.

**AP**
Students in AP level courses should plan on three hours of homework each week for each course.

**Honors**
Students should plan on two to three hours per week for each course.

**College Prep**
Students should plan on an average of two hours per week for each course.

Homework assignments are intended to expand classroom activities, not to replace them. Therefore, it should not be a regular practice to do homework during class time, nor should homework be used as a disciplinary measure. Specific weight or value placed on homework assignments will be determined by the classroom teacher.

When students are ill and have been absent for consecutive days, parents may contact their child’s guidance counselor to request missed work. Guidance counselors will arrange to have work organized for pick-up in the main office. Please allow 24 hours for counselors to complete this request.

**Assessments/Examinations**
School assessments/examinations will be administered at the end of first and second semesters. Mid-year and final exams are important parts of the school assessment program. They mark the end of a segment of study and test the knowledge and concepts students have acquired and
These exam grades also affect the student’s final average and grade point average. Each exam counts as 10% of the final average; whereas, each quarter grade counts as 20% of the final average. The administration will provide an examination schedule. If it is necessary for a student to miss either a midterm or final exam, a parent/guardian MUST notify the appropriate Assistant Principal BEFORE the exam.

Students with a 95% attendance rate and a numerical average of 90 or greater are exempt from taking a final exam. Please Note: The only absences that are considered excused for the final exam exemption are administrative approved field trips. All other exceptions listed on page 30 apply towards the loss of credit policy only.

Make-up of final exams will only be allowed when exams are missed for legitimate reasons. The Assistant Principal will make this determination and notify the teacher.

**Make-Up Work**
Work missed due to excused absences (referring to significant, multiple day absences) must be made up within three (3) consecutive school days. Any extensions will be negotiated between the teacher and student. Students may expect teachers to request after school sessions if work is not made up promptly. Students are strongly recommended to check the homework website for assignments if they are out for any period of time.

**Honor Code**
In accordance with our core values, one of our outcomes at MHS is to produce responsible citizens who uphold a high moral character. As such, we expect that students will always be responsible in doing their own academic work (e.g., reading, writing, test taking, research, etc.). When this is compromised through acts of cheating, attempted cheating, or plagiarism, a student’s academic integrity is undermined and their true understanding of a concept or skill is compromised.

Students are expected to demonstrate integrity in the presentation of their own work in any form (e.g., written, oral, etc.). Work used from other sources should be presented and properly acknowledge according to appropriate citation formats.

Cheating is considered the process by which a student acts dishonestly to gain an academic advantage him/herself, or dishonestly contribute to a situation where another student can gain an academic advantage. Examples of cheating include, but are not limited to, sharing information before or during testing situations, copying another individual’s work, sharing information via electronic devices and/or media, and using unauthorized study aids, memoranda, translation programs, etc.

Plagiarism is the reproduction or appropriation of someone else’s work without proper attribution or passing off someone else’s work as one’s own. Examples of plagiarism include, but are not limited to books, magazines, journals, newspapers, research papers, notes, print, digital media and content, and content from the internet.
Honor code violations, such as cheating, plagiarism, or attempted cheating, will be addressed by the teacher. The student may receive reduced credit or no credit for the assignment(s) and may not qualify to make-up the assignment subject to teacher’s discretion. Honor code violations will be reported to the Assistant Principal and Counselor of the student and, depending upon the severity, may result in further action including detention or suspension from school, and/or probation or dismissal from an honor society, club, or activity.

**WELLNESS, SAFETY, AND SECURITY**

**Breakfast Program**
Breakfast will be served in the student cafeteria beginning at 7:00 AM. Students must be in homeroom by 7:20 AM.

**Emergency Protocols**
Marlborough Public Schools has a formalized Emergency Protocol Plan. These procedures include but are not limited to security measures, lockdown, active shooter responses (i.e. ALICE – Alert, Lockdown, Inform, Counter, Evacuate), and fire drill procedures. Any parent or student concerns regarding this plan should be addressed via the Principal’s office.

**Fire Drill**
The signal for a fire drill is a fire alarm horn or notification by the office over the public address system. Walk quickly and quietly as directed by the teacher in charge following the directions posted in the room being vacated. Students and teachers are to remain outside (in areas designated by administration) until the signal is given to re-enter the school by the Principal or an authorized representative.

If the fire alarm rings during a passing period or break, proceed to the nearest exit stairway and/or out the nearest outside door. This same procedure should be followed if a student is in the restroom during a fire alarm.

**Students with Life Threatening conditions, or Other Medical Concerns Policy**
The Marlborough School Committee recognizes its obligation to provide a learning experience that is safe for all of its students. It acknowledges members of the student body may have life threatening medical conditions, or other medical concerns and supports their academic performance. It is our intent to provide an opportunity and an effective procedure of communication between the home and school regarding any student with any of the above concerns.

The School Committee promotes good health habits.

The School Committee recognizes the personal health and safety of all students.

Purpose:
The following general guidelines assume that managing a potentially life threatening condition or other medical concern of students while in school is a shared responsibility among the students, parents, administrators, teachers, custodians, food services and health care professionals. Individual accommodations should be addressed through an Individual Health Plan and/or Section 504 Plan, where appropriate. These guidelines are intended to:

1. Minimize the risk of allergic reaction and or medical concern of the students while in school.
2. Ensure that all information be provided by the parents and shared with the appropriate school staff.
3. Foster cooperation and communication between parents and school staff in determining effective strategies to minimize an allergic reaction or medical concern while in school.

**Parent/Guardian(s) Responsibilities:**
1. Notify the School Nurse of the child’s life threatening condition, or other medical concern.
2. Provide medical documentation to the school of the life threatening condition, or other medical concern.
3. Work with the school nurse and other relevant school personnel to develop an Emergency Health Care Plan, an Individual Health Care Plan, or 504 Plan as appropriate.
4. Provide Medication Administration Form and/or Specialized Health Care Form signed by the student’s licensed prescriber (i.e. physician, dentist, nurse practitioner, etc.) and the parent(s) or guardian and to the school nurse.
5. Provide a current picture of the child to the school nurse.
6. Notify the pre or post school activity teacher or coach of the life threatening condition or other medical concern and the appropriate treatment.
7. Provide the school nurse any prescribed medication, equipment, and supplies necessary for the care of the student prior to the first day the student attends school.
8. Introduce their child with a life threatening condition or medical concern to the bus/cab driver.

**Students Responsibilities**
1. Should not trade food with others.
2. Should not eat anything with unknown ingredients or known to contain the allergen.
3. Should be proactive in the care and management of their allergies or medical condition based on their developmental level.
4. Should identify an adult immediately if they come in contact with something they believe may contain the substance to which they are allergic or are in need or treatment for their medical condition.

**Regulations:**
1. Latex balloons and all other latex materials are prohibited in the Marlborough Public Schools.
2. Food in the Classrooms:
   a. Food will not be brought into the classroom to commemorate a holiday or a birthday.
   b. Teachers who use foods in their classrooms as part of the curricula will be able to do so with permission from the building Principal and a signed “food in the classroom” consent form from parents.
c. Food will not be used as a reward unless stated in an IEP. Provision related to food contained in students’ IEPs and/or Section 504 Plans will be adhered to.

d. Substitute staff—Provide proper notification and protocol for students with chronic life threatening allergies, or medical concerns.

e. Cafeteria—Students are encouraged NOT to share food.

Transportation
Students are not allowed to consume food or beverages on any school bus or van provided to transport them to or from school or on a field trip. (Exception: students with a documented medical condition that requires food as part of the treatment.)

(MPS Policy 8.014)

Fundraising Activities
Organizations are encouraged to sell non-food products.

Foods not in compliance with the John Stalker Institute A-List will not be permitted to be sold one-half hour before, during and one-half hour after the school day.

Building administrators will provide information for coaches, club and activity advisors regarding healthy choices for fund-raising.

(MPS Policy 8.012)

Illness and Injury
The health suite contains the nurse’s office, lavatories, and examination rooms. If a student becomes ill during the day, he or she should report to the nurse. Any injuries to a student during school hours must be reported to the Assistant Principal and the school nurse by the teacher in charge of that pupil as soon as possible after the accident. The teacher and nurse will file written reports of the accident.

Lockdown
In the case of an emergency, a lockdown may be required. Specific lockdown procedures will be reviewed with students in each of their classes during the first week of school. Teachers will periodically review these safety precautions with students throughout the school year.

Nutrition Guidelines
It is the policy of the Marlborough Public Schools that all foods and beverages made available on the campuses during the school day are consistent with School Lunch Program nutrition guidelines.

1. No fried foods will be offered in the Marlborough Cafeterias.
2. All snack products will contain no trans fats.
3. A wide variety of beverages will be offered for both the a la carte or vending machines at Marlborough High. These will include water and low fat milk selections.
4. Soda for students will not be offered in any cafeteria.
5. Vending machines located in the schools containing foods that do not meet the current state recommendations will not be made available to students during school hours.
**Personal Messages**
Students will be notified only in the case of emergencies. Unless an extreme emergency arises, we will not disrupt classes to provide a message to students.

**School Insurance**
An inexpensive accident insurance which protects the pupil can be bought through the school. It can cover medical costs required beyond the immediate care of the injury. A description of this plan will be available in September of each school year.
(MPS Policy 8.300)

**McKinney-Vento Homeless Education Assistance Act**
The federal McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following guidelines:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless until the end of the school year in which the student obtained permanent housing. Transportation may not be provided once permanent housing is found;
3. Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;

If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records;

A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;

A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

Further information can be found on the Massachusetts DESE website: http://www.doe.mass.edu/mv/

**Child Abuse**
All staff are aware of the signs of child abuse and neglect, and the Principal, on a yearly basis, informs all professional staff of their obligations to report cases of child abuse and neglect as specified in M.G.L. Chapter 119, §51A-51F and M.G.L. Chapter 71, §371.
Parent Notification Regarding Sexual Education and Human Sexuality Issues
Massachusetts General Law Chapter 71, Section 32 A notes that parents be provided an “opt-out” provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues. Parents wishing to review curricula and/or exempt their child/children from instruction of the aforementioned topics must contact the building Principal in writing.

The Family Education Rights and Privacy Act (FERPA) and Student Education Records
In addition to the Massachusetts state protections of the privacy of student education records at M.G.L. c 71, 34H and 603 C.M.R. 23.00 (addressed above), the Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

As parents or eligible students you have the right to inspect and review the student’s education records maintained by the school within 45 days of the day the school receives a request for access. Parents or eligible students should submit a written request to the building principal.

Identifying the specific record(s) they wish to inspect. Principals will make notification of time and place for access. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee may be charged for processing.

Parents or eligible students also have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still does not amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

A student record consists of the transcript and the temporary record, including all information, recording or computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student’s name or in a way that such a student may be individually identified, and that is kept by the Marlborough Public Schools. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04. The temporary record consists of all the information in the student record which is not contained in the transcript. Such information is important to the educational process and may include standardized test results, class rank, extracurricular activities, and evaluations of the student by school staff.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to
disclose those records, without consent, to the following parties or under the following conditions:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to the student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to state law.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Reasonable attempt to notify the parent or student of the records request will be provided.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA may be filed with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

The Marlborough Public Schools has reserves the right, under 603 C.M.R. 23.07(4)(g), to forward the educational record to authorized school personnel of a school to which a student seeks or intends to transfer without the consent of the parent or eligible student.

**Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C., § 1232h, requires the Marlborough Public Schools to notify you and obtain consent or allow you to opt out your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information survey”):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Marlborough Public Schools will provide parents, within a reasonable period of time prior to the administration of the survey and activities, notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys. If you wish to review any survey instrument or instructional material used in connection with any
protected information or marketing survey, please submit a request to the building Principal. The Principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to the student.

Parents who believe that their rights have been violated may file a complaint with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Massachusetts Statutes: Student Behavior and Discipline
M.G.L. c. 71, §37H
In accordance with Massachusetts General Laws Chapter 71, Section 37H:

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

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.

After said hearing, a Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).

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

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

M.G.L. c.71, §37H1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal or headmaster if said Principal or headmaster determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school.

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

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or headmaster of a school in which the student is enrolled may expel said student if such Principal or headmaster determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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


(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any Principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

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

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

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

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

M.G.L. c.76, §21

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, Principals may seek the cooperation of
or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student’s parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

**M.G.L. c.71, §37L**

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

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

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

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

**Marlborough High School reserves the right to revise and update this handbook at any time.**
Marlborough Public Schools is committed to transforming education by preparing today's students with the skills and abilities necessary to compete in a modern global society, including the goal of practicing good digital citizenship when working with an online presence and providing students with a district-owned Chromebook device to use as a complement to their classroom instruction.

As a Marlborough High School Student, I understand that when online, I will:

- Use school technologies for school-related activities at appropriate times.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Not post any information that I would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).*
- Keep passwords secure and private.
- Treat school resources carefully, and alert staff if there is any problem with their operation
- Encourage positive, constructive discussion when using technology to communicate with others.
- Use technology as a research tool and I will cite and credit resources I find online in support of this research to avoid plagiarism taking credit for someone else’s work.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Be cautious to protect the safety and privacy of others and myself.

As a Marlborough High School Student provided a Chromebook:

- I understand that my Chromebook is the property of the Marlborough Public Schools and may be inspected at any time.
- I understand that the care, including safety and charging of my Chromebook is my responsibility.
- I understand that my Chromebook is intended for educational purposes and will use it as part of class with permission of my teacher.
- I will arrive at school daily with my Chromebook charged and ready for use in my classes.
- I agree that I will not install apps or games to my Chromebook without permission.
- Should I choose to loan my Chromebook to someone, I am still responsible for the Chromebook.
- I will immediately notify my administrator’s office in case of the theft or vandalism of my Chromebook.
- I will keep food and beverages away from my Chromebook.
- I understand that I am financially responsible for any breakage, loss, or repair of my Chromebook.
- I understand that if I leave the Marlborough Public Schools my Chromebook must be returned before departure.
- Parent(s) or Guardian(s) agree to allow this student to use online educational sites and services that have been evaluated and approved by the Marlborough Public Schools for educational purposes in accordance with the site guidelines and MPS Acceptable Usage Policy and that students will adhere to these terms.**

**The Marlborough Public Schools Internet Acceptable Usage Policy is available on the MPS website by clicking on the School Committee Policies link on the School Committee drop-down menu.
Students and Parents, please review, sign, and return this page.

I accept the device and all the responsibilities outlined in the Digital Citizenship Guidelines, and the Chromebook Agreement. I understand that by signing this agreement, I am acknowledging the acceptance of all School Committee network and device policy requirements and responsibilities.

________________________________________________________________________________________________________
Student Signature                                                        Date

________________________________________________________________________________________________________
Student Name Printed                                                        Student ID#

I have reviewed and explained to my child the conditions of this agreement.

________________________________________________________________________________________________________
Parent/Guardian Signature (Required if child is under age 18)                                                        Date
Computer Network User Agreement

1. I have read School Committee Policies 7.970 & 7.980 and understand that Internet Usage and personal computers are designed for educational purposes only. I understand that any violation of the School Committee Policies 7.970 & 7.980 will result in disciplinary action, the revoking of my/my child’s user privilege, and or any appropriate legal action. I agree that I/my child will not participate in the transfer of inappropriate or illegal materials through the Marlborough Public Schools Internet Connection. I realize that the transfer of such material may result in legal action. I also understand that it is impossible for the Marlborough Public Schools to restrict access to all controversial materials. I will not hold a teacher or the Marlborough Public Schools responsible for, nor legally liable for materials distributed to or acquired from the network by me/my child.

2. I also agree to report any misuse of the information system to the teacher, Principal or some other appropriate authority.

3. I agree to accept all financial and legal liabilities which may result from my/my child’s use of the Marlborough Public Schools computer network, personal computers or Internet Connection. I accept full responsibility for supervision if and when my child's use is not in a school setting.

4. Misuse can come in many forms, but can be viewed as any information sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described in the policy and regulation.

5. I have reviewed (and explained) this policy (to my child).

User Name: _____________________________________________

User Signature: __________________________________________

Parent/Guardian Name: ______________________________________
(If Child is Under Age 18) (print)

Parent/Guardian Signature: ______________________________________
(Required)

Date: _____________________________
Parent Acknowledgement and Agreement

This handbook is distributed at the beginning of every academic year to every student at Marlborough High School. It is the presumption of the administration and the school system that a parent and student will read and understand the handbook. Even if a parent or student does not return the sign/off acknowledgement form at the end of this handbook, such presumption is made.

I have received a copy of the Marlborough High School’s student planner/handbook and I have read and reviewed it with my child: Student Name: ____________________________

Parent/Guardian Signature: ____________________________ Date: ____________________________

I have read and understand the enclosed MPS Internet Acceptable Usage Policy:

Student Signature: ____________________________ Parent/Guardian Signature: ____________________________

I have read and understand the enclosed MPS Social Media Policy:

Student Signature: ____________________________ Parent/Guardian Signature: ____________________________

I permit the use of the following phone number(s) by the district’s automated calling system for both emergency and regular notifications of district and/or school information and events.

Parent/Guardian Signature: ____________________________

Phone: ____________________________ Phone: ____________________________

Phone: ____________________________ Phone: ____________________________

I do not give my child permission to be photographed/video recorded for the school/district newspapers, newsletters, promotional materials, bulletin boards, web pages, social media pages, and news/media outlets:

Parent/Guardian Signature: ____________________________

I do not give permission for my child’s work or picture (with first name) to be displayed on the web page.

Parent/Guardian Signature: ____________________________

I understand that the MPS has a Memorandum of Understanding with the Marlborough Police and is required by the Department of Education to report serious disciplinary infractions to the state.

Student Signature: ____________________________ Parent/Guardian Signature: ____________________________

Do not release my child’s name, address, or telephone number without my prior consent to:
(check one or both):

___United States Military Recruiter

___Colleges or Other Higher Education Institution Recruiters

Parent/Guardian Signature ____________________________ Student’s Signature (18+) ____________________________

STUDENT AND PARENT/GUARDIAN: PLEASE SIGN AND RETURN THIS PAGE TO YOUR HOMEROOM TEACHER