

2022-2023



STUDENT HANDBOOK



MARLBOROUGH HIGH SCHOOL

431 Bolton Street
Marlborough, MA 01752

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MESSAGE FROM THE ADMINISTRATION

Dear Marlborough High School Families,

Welcome to MHS!

This online interactive handbook is a helpful resource. It provides the rules and guidelines that set the foundation for our school culture and daily operations. Acknowledging and abiding by the rules and policies in our handbook allows us to create a climate of inclusion and respect for everyone at MHS. Staff, students, and parents working together to create a wonderful school experience is our most important goal.

In addition to academic information and our code of conduct, this handbook provides an overview of the many co-curricular activities offered at MHS. We strongly recommend that students become involved in these additional opportunities to develop positive relationships with staff and peers outside of the classroom and beyond the school day.

We look forward to an exciting and positive school year!

Sincerely,

Dan Riley, Principal
Steve Bishop, Assistant Principal
John Travers, Assistant Principal

MISSION STATEMENT 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 and Staff 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 and Staff will:

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

Civic Expectations

Students and Staff will:

- Participate in school and community life.
- Understand local and global implications of civic actions.

A VISION OF OUR GRADUATES

A Marlborough High graduate is **kind**, **respectful** and prepared for the 21st Century. They **communicate effectively**, think critically, collaborate productively, and **solve problems efficiently**.



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.

SCHEDULES

Marlborough High School Bell Schedule for Non-Panther Days



		Day A	Day B	Day C	Day D	Day E	Day F	Day G
Block 1*	8:00am – 9:04am	B	A	A	A	A	A	A
Block 2	9:08am – 10:05am	C	C	B	B	B	B	B
Block 3	10:09am – 11:06am	D	D	D	C	C	C	C
Block 4 ⁺	11:10am – 12:33pm	E	E	E	E	D	D	D
Block 5	12:37pm – 1:34pm	F	F	F	F	F	E	E
Block 6	1:38pm – 2:35pm	G	G	G	G	G	G	F

*Pledge of Allegiance, Daily Announcements, and Student/Teacher Check-in

⁺Lunch Schedule

First Lunch	11:06am – 11:36am		Class	11:10am – 12:07pm
Class	11:36am – 12:33pm		Second Lunch	12:07pm – 12:37pm
3 rd Floor			1 st and 2 nd Floors	

Marlborough High School

Bell Schedule for Panther Days



		Day A	Day B	Day C	Day D	Day E	Day F	Day G
Block 1*	8:00am – 8:55am	B	A	A	A	A	A	A
Block 2	8:59am – 9:47am	C	C	B	B	B	B	B
Block 3	9:51am – 10:39am	D	D	D	C	C	C	C
Block 4	10:43am – 11:31am	Panther Period						
Block 5+	11:35am – 12:49pm	E	E	E	E	D	D	D
Block 6	12:53pm – 1:42pm	F	F	F	F	F	E	E
Block 7	1:46pm – 2:35pm	G	G	G	G	G	G	F

*Pledge of Allegiance, Daily Announcements, and Student/Teacher Check-in

+Lunch Schedule

First Lunch	11:31am – 12:01pm		Class	11:35am – 12:23pm
Class	12:01pm – 12:49pm		Second Lunch	12:23pm – 12:53pm
3 rd Floor			1 st and 2 nd Floors	

MHS Special Schedules

<p style="text-align: center;"><u>Schedule for a Professional Development Early Release Day 11:30am Dismissal from School</u></p> <ul style="list-style-type: none"> • “Grab and Go” lunch provided on these days • Period assignments determined by day in rotation <p>8:00am – 8:35am: 1st Period 8:39am – 9:10am: 2nd Period 9:14am – 9:45am: 3rd Period 9:49am – 10:20am: 4th Period 10:24am – 10:55am: 5th Period 10:59am – 11:30am: 6th Period</p>	<p style="text-align: center;"><u>Schedule for a 2-hour Weather Delay School Begins at 10:00am</u></p> <ul style="list-style-type: none"> • Period assignments determined by day in rotation • Pre-scheduled Panther Period will not run on this day <p>10:00am – 10:44am: 1st Period 10:48am – 11:25am: 2nd Period 11:29am – 12:32pm: 3rd Period/Lunch 12:36pm – 1:13pm: 4th Period 1:17pm – 1:54pm: 5th Period 1:58pm – 2:35pm: 6th Period</p> <p><u>First Lunch Schedule (3rd Floor)</u> Lunch: 11:25am – 11:55am Class: 11:55am – 12:32pm</p> <p><u>Second Lunch Schedule (1st and 2nd Floors)</u> Class: 11:29am – 12:06pm Lunch: 12:06pm – 12:36pm</p>
<p style="text-align: center;"><u>Schedule for MCAS Testing Day Staggered Openings School Begins at 11:00am for Non-Testing Students</u></p> <ul style="list-style-type: none"> • Period assignments determined by day in rotation <p>8:00am – 11:00am: MCAS testing session 11:06am – 12:33pm: 1st Period/Lunch 12:37pm – 1:34pm: 2nd Period 1:38pm – 2:35pm: 3rd Period</p> <p><u>First Lunch Schedule (3rd Floor)</u> Lunch: 11:06am – 11:36am Class: 11:36am – 12:33pm</p> <p><u>Second Lunch Schedule (1st and 2nd Floors)</u> Class: 11:10am – 12:07pm Lunch: 12:07pm – 12:37pm</p>	<p style="text-align: center;"><u>Schedule for ACCESS & NWEA MAP Testing Day Full day of school for all students</u></p> <ul style="list-style-type: none"> • Period assignments determined by day in rotation <p>8:00am – 9:26am Panther for testing session 9:30am – 10:19am: 1st Period 10:23am – 11:05am: 2nd Period 11:09am – 12:17pm: 3rd Period/Lunch 12:21pm – 1:03pm: 4th Period 1:07pm – 1:49pm: 5th Period 1:53pm – 2:35pm: 6th Period</p> <p><u>First Lunch Schedule (3rd Floor)</u> Lunch: 11:05am – 11:35am Class: 11:35am – 12:17pm</p> <p><u>Second Lunch Schedule (1st and 2nd Floors)</u> Class: 11:09am – 11:51am Lunch: 11:51am – 12:21pm</p>

MPS CALENDAR

Approved by School Committee
March 22, 2022



2022-2023 SCHOOL CALENDAR

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

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

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
20 days/21 days						

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
20 days/41 days						

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
17 days/58 days						

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
17 days/75 days						

Calendar Key
NO SCHOOL
 Professional Development Day-**NO SCHOOL**
 Early Release Day - Prof Dev for staff
 *180th Day-Early Release-if no weather cancellation
 Make-up Days-weather related

July 4 Independence Day
 July 5-Aug 4 Summer School-All Offices Open
 July 18-29 Camp Invention* (3rd-5th grade)
 August 23 School Committee Meeting
 August 29 Staff Opening Day
 August 30 Building Based PD Activities-Staff Only
 August 31 First Day for Grades 1-12
 Aug 31-Sept 1 Kindergarten Screening
 September 2 No School-Office Open
 September 5 Labor Day-No School
 September 6 Early Childhood Center Orientation
 September 7 Kindergarten Orientation
 September 8 First Day for PreK & K
 September 13 School Committee Meeting
 September 21 Early Release Day-Prof Dev for staff
 September 27 School Committee Meeting
 October 10 Columbus Day- No School
 October 11 School Committee Meeting
 October 19 Early Release Day - Prof Dev for staff
 October 25 School Committee Meeting
 November 8 Professional Development Day-Staff Only
 November 8 School Committee Meeting
 November 11 Veteran's Day-No School
 November 22 School Committee Meeting
 November 23-25 Thanksgiving Recess
 December 7 Early Release Day-Prof Dev for Staff
 December 13 School Committee Meeting
 December 23 Early Release Day Students & Staff
 December 26-30 Holiday Recess
 January 2 New Year's Day Observance
 January 3 School Resumes
 January 10 School Committee Meeting
 January 16 Martin Luther King, Jr. Day-No School
 January 17 Professional Development Day-Staff Only
 January 24 School Committee Meeting
 February 8 Early Release Day-Prof Dev for Staff
 February 14 School Committee Meeting
 February 20-24 President's Day/Winter Recess-No School
 February 28 School Committee Meeting
 March 14 School Committee Meeting
 March 22 Early Release Day - Prof Dev for staff
 March 28 School Committee Meeting
 April 11 School Committee Meeting
 April 17-21 Patriots Day/Spring Recess-No School
 April 25 School Committee Meeting
 May 9 School Committee Meeting
 May 10 Early Release Day - Prof Dev for Staff
 May 23 School Committee Meeting
 May 29 Memorial Day-No School
 June 4 MHS Graduation
 June 13 School Committee Meeting
 June 15 180th Day of School* 1/2 day-Students
 June 19 Juneteenth observance
 June 16-23 Weather Related Make-up Days
 June 27 School Committee Meeting

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
19 days/94 days						

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
15 days/109 days						

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
23 days/132 days						

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
15 days/147 days						

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
22 days/169 days						

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15*	16*	17
18	19	20*	21*	22*	23*	24
25	26	27	28	29	30	
11 days/180 days						

SCHOOL COMMITTEE MEETINGS
 17 Washington Street ~ 7:30 PM
 Comcast 98 ~ Verizon 34

COMMUNICATION FOR FAMILIES

In addition to built-in support/intervention and self-advocacy, success in high school can depend on how effectively schools and families communicate with each other.

To enhance communication, MHS has the following resources:

- **MHS Website:** Our [website](#) is regularly updated and provides helpful information including [contact information](#), [the school calendar](#), [Program of Studies](#), etc.
- **Social Media:** The MPS social media profiles are terrific ways to access additional information about us. We are featured on Facebook, Instagram, Twitter, and the [MPS Mobile App](#).
- **Aspen Parent/Student Portal:** The [Aspen Portal](#) is the most important and direct way to access current information about your student's personal information (i.e. grades, attendance, schedule, etc.). Aspen is our primary means of accessing your contact information so please be sure to check and/or update your email(s) and telephone number(s) every year. Please use the following [guide](#) to help you set up an Aspen account.
- **Blackboard Mass Notifications:** Blackboard is used to provide school updates to parents via email and the [MPS Mobile App](#). Please be sure that the school has your most updated contact information in [Aspen](#).

Student and Parent Communication

The classroom teacher can usually best answer the majority of questions involving a student. In addition to supporting students to self-advocate with their teachers, we also encourage parents to email teachers directly. Contact information for our teaching staff can be found using the following [link](#). Please also reference the helpful communication overview chart below.

<p>My student should contact their <u>teacher(s)</u> when they...</p> <ul style="list-style-type: none">• ...don't understand a concept.• ...need to come for extra help.• ...think the class is not for them. <p>I should contact my student's <u>teacher(s)</u> when my student...</p> <ul style="list-style-type: none">• ...is struggling in a class.• ...has spoken to the teacher and an issue still persists. <p>My student should contact their <u>assistant principal</u> when they...</p> <ul style="list-style-type: none">• ...have an attendance issue.• ...have a classroom issue.• ...have a school policy question. <p>I should contact my student's <u>assistant principal</u> when...</p> <ul style="list-style-type: none">• ...I have contacted my student's teacher(s) and/or guidance counselor and an issue still persists. <p>I should contact the <u>school nurse</u> when I...</p> <ul style="list-style-type: none">• ...have important medical information pertaining to my student.• ...have a question about my student's health records.	<p>My student contacts their <u>guidance counselor</u> when they...</p> <ul style="list-style-type: none">• ...are experiencing a crisis.• ...need some advice on talking to their friends and/or teachers.• are feeling overwhelmed.• ...have a question about their schedule. <p>I should contact my student's <u>guidance counselor</u> when they are...</p> <ul style="list-style-type: none">• ...struggling socially and/or emotionally.• ...struggling academically in more than one class. <p>I should contact the <u>guidance secretary</u> when my student...</p> <ul style="list-style-type: none">• ...needs a copy of their transcript.• ...needs a scholarship application. <p>My student should contact their <u>house office secretary</u> when they...</p> <ul style="list-style-type: none">• ...arrive late to school.• ...are being dismissed from school.• ...need a locker.• ...have a question and don't know where to go.• ...need a work permit. <p>I should contact the <u>athletic director</u> when...</p> <ul style="list-style-type: none">• ...my student has spoken to the coach and an issue persists.• ...I have questions related to athletics.
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GENERAL INFORMATION

MPS Resident Student Policy (8.030)

In order to attend Marlborough Public Schools, a student must actually reside in the city of Marlborough. The residence of a minor child is presumed to be the legal residence of the parent(s) or guardian(s) who have physical custody of the child. "Residence" is the place where a person dwells permanently, not temporarily, and is the place that is the center of his/her domestic, social, and civic life.

An 18-year-old student may establish his/her independence from his/her parent/guardian by filling out the appropriate paperwork through their Assistant Principal. This paperwork shall indicate that the student is taking over responsibility for themselves. The District will continue to notify the student's parent/guardian regarding all issues until this paperwork is properly completed and on file. Once this paperwork is properly completed and on file, the District will no longer communicate with the student's parent/guardian except as required by law unless written permission is granted by the student. Upon the completion of this paperwork at age 18, the student ceases to be a minor. At that time any person 18 years of age or older may establish a residence separate and apart from his/her parents or guardians for school attendance purposes.

Temporary residence in the City of Marlborough, solely for the purpose of attending a Marlborough Public School, shall not be considered residency. In determining residency, Marlborough Public Schools reserves its right to request a variety of documentation and to conduct an investigation into where a student actually resides. Because residency can, and does, change for students and their families during the course of the academic year, Marlborough Public Schools may continue to verify residency after the commencement of classes. For those students residing with a family member other than their parent and/or legal guardian, completion of a Caregiver Authorization Affidavit in accordance with M.G.L. Chapter 201F shall be required.

A determination that a student is ineligible to attend Marlborough Public Schools due to a failure to reside in the City of Marlborough will result in dismissal from the Marlborough Public Schools. In a case involving a student in his/her senior year and in good standing who moves during their senior year, we will allow him/her to remain at school with the approval of the Principal until graduation. If the student has had disciplinary issues or poses a concern he/she will not be allowed to remain. A student aggrieved by a dismissal due to failing to reside in Marlborough may appeal this determination to the Superintendent, whose decision shall be final. A student may be allowed to remain in school until all such administrative appeals are exhausted.

Questions regarding homeless students should be directed to the Central Registrar for guidance. If a parent/custodian is claiming rights to attend as a non-resident, the Director of Student Services shall be contacted for further assistance. Students who move within the City shall be addressed in accordance with Policy 8.050. Non-resident students may be enrolled only in accordance with MPS, policy (Policy 8.031) and/or state/federal law.

MPS Policy of Non Discrimination (1.100)

The Marlborough Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual

orientation, gender identity, disability, homelessness, religion, age or immigration status. The Marlborough Public Schools is also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, veteran status, age or disability. In addition, the District provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

The Superintendent shall designate at least one administrator to serve as the compliance officer for the District's non-discrimination policies in education-related activities, including but not limited to responding to inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

The Marlborough Public Schools' policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of Marlborough or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, veteran status, age or disability.

Student Withdrawal from School

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 (10th) consecutive absence to the parent/guardian of such student in both the primary language of such parent/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.

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 opt-out form at the end of this handbook if you choose to "Opt Out" of the Release of Student Information. If we do not receive the form back, then we will release student information to military and college recruiters upon request. If your child is over 18, then they must complete the form.

Student Records (8.120)

The Marlborough Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to educational records maintained by a school on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record.

The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of major parent, guardian and student rights regarding their student records:

Inspection of Record - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate. The eligible student or parent shall have the right upon request to meet with professional qualified school personnel to have any of the contents of the student record interpreted.

Confidentiality of Record - With a few exceptions, no individuals or organizations but the parent, student, and authorized school personnel are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

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

Directory Information - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon

request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

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

Transfer of Records – In accordance with 603 CMR 23.07(4)(g), it is the practice of the Marlborough Public Schools to forward the student record of any student who seeks or intends to enroll, or already has enrolled in another public-school district, if the disclosure is for purposes of the student's enrollment or transfer. The parent or eligible student has the right to receive a copy of the school record that is forwarded to the new school.

Non-Custodial Parents - Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public-school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first-class mail that the records and information will be provided to the noncustodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to M.G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

Third Party Access - Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for

the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

Complaints - A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, (781) 338-3300. If you have any questions regarding this notice or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

Visitors to the Schools (9.100)

The following guidelines to classroom and school visits should be followed:

1. Visitors to a school may be CORI'd or must be accompanied by school district staff.
2. Parental or legal guardian 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.
3. 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.
4. 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.
5. Classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June. The superintendent may temporarily suspend or modify this policy subject to Federal, State, or Local emergency declarations.

Procedures for School Building Visitors (9.100A)

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.

School Cancellation (4.200)

It is the general policy of the Marlborough School Committee that schools shall be kept open in accordance with the established school calendar. The Superintendent shall, however, have the authority to close any school or schools whenever conditions in his/her judgment are such as to endanger the health and/or welfare of the pupils.

In case of inclement weather, the Superintendent shall exercise his/her best judgment as to whether or not the schools shall be kept open. The Superintendent will consider a delayed opening as a response to inclement weather or other emergency conditions. A decision to open with a delay will be communicated to the public and to the staff in the same manner as a no-school announcement.

Transportation (4.500)

1. The purpose of this policy is to define for the School Committee, administration, pupils and parents' uniform guidelines for transporting pupils to and from school.
 - a. Areas of responsibility:
 - i. The School Committee shall be responsible for establishing the Transportation policy.
 - ii. Superintendent shall be responsible for carrying out the transportation policy.
 - iii. The School Business Administrator shall be responsible for the day-to-day administration of transportation of pupils, including bus routing, problem resolution and communication with the bus contractor.
 - iv. Principals shall be responsible for overseeing bus loading and unloading, management of disciplinary infractions and instruction in conduct and evacuation procedures.
 - v. Staff on bus duty shall be responsible for monitoring, loading, and unloading of pupils to ensure safety and order.
 - vi. Bus contractor(s) shall be responsible for abiding by the Contract, the Specifications, and the Transportation policy.
 - vii. Bus drivers shall be responsible for the safe transportation of pupils to and from school.
 - viii. Parents shall be responsible for understanding Rules for Bus Conduct contained in the Student Handbooks and making certain that their children follow these rules.
 - b. Problem resolution and communication:
 - i. Problems dealing with transportation should be reported directly to the building principal, who, if unable to resolve the issue, shall refer the matter to the School Business Administrator.
 - ii. If the problem resolution is unsatisfactory, then it may be brought before the Superintendent of Schools, the Superintendent's designee, or the School Committee.
 - c. Routine communication:
 - i. The following information shall be sent to all parents at the beginning of each school year:
 1. Rules for Bus Conduct (see Student Handbook)

2. Explanation of Disciplinary procedure (see Student Handbook)
 3. Notification that the Transportation policy is available at each Principal's office and School Administration Building.
- d. Special communication:
 - i. Parents shall be notified as soon as possible if there is any change in a pupil's transportation.
 - ii. If sidewalks along major arteries are judged to be hazardous by the Superintendent of Schools or the Superintendent's designee, emergency busing of walkers may be instituted.
- e. Eligibility:
 - i. All K-5 students who register for transportation will receive transportation.
 - ii. All students, grades 6-12, within designated areas and who register for transportation will receive transportation.
- f. Identification of riders:
 - i. No bus shall carry other than authorized student passengers or faculty members, and no non-school personnel other than drivers and members of the Contractor's staff and family may ride on vehicles without express permission of the Superintendent of Schools or his designee while vehicles are in performance of their contract.
 - ii. Lists of riders shall be used to identify authorized student passengers. These lists shall be posted in the buses and shall be updated throughout the school year. Change in transportation shall be handled as follows:
 1. Permission for change shall be granted only by the Principal or the Administration.
 2. No change shall be allowed if it would result in a greater number of riders than the maximum as defined in School Committee policy, except in the case of individual emergency.
 - iii. The above regulations are part of the Rules for Bus Conduct. Violation shall be treated as any other violation of school rules.
- g. Bus routes:
 - i. It shall be the policy to program routes and buses to carry only up to the seated capacity of buses.
 - ii. Bus routes shall be re-examined each year and shall be revised as required to provide safe and efficient transportation.
 - iii. Bus routes will be subject to annual review by the Administration.
- h. Bus stops:
 - i. Bus stops will be established by the School Department at locations which will be determined on the basis of safety before convenience. Students will neither be required to walk to a bus stop along major arteries which do not have sidewalks nor to cross a major artery without a crossing guard. Whenever possible, the School Department will establish neighborhood bus stops.
- i. Order and safety on buses:

- i. Pupils shall be instructed by Principals or Designee on proper conduct on buses each year including:
 - 1. Conduct at the bus stops.
 - 2. Conduct on the bus.
 - 3. Conduct getting on and off the bus.
- ii. This instruction is based on the Rules for Bus Conduct communicated to parents in writing each year.
- iii. Bus evacuation procedures will be conducted each year.
- iv. Special introductory procedures to bus transportation shall be given to kindergarten pupils each year.
- v. While the bus is in motion, the driver shall see that the pupils remain seated.
- vi. Kindergarten students shall not be released without a parent, guardian or written consent.
- vii. Elementary students in grades K-5 riding late buses shall not be released to anyone other than a parent or guardian without written consent.
- j. Accidents:
 - i. All accidents, however minor, involving school buses or other vehicles engaged in work under contract, shall be reported to the Office of the Principal and Superintendent of Schools by telephone immediately following said accident and in writing within twenty-four (24) hours of the accident. Such written report will state all the pertinent information concerning the accident, including a list of all injured and shall be accompanied by a copy of the accident report rendered to the Police Department and a copy of the accident report rendered to the insurance company.
 - ii. Parents of all riders of said vehicle will be notified by the Principal's office.
 - iii. In the event of any injury during transportation to and from schools, parents will be notified immediately by the Administration.
- k. Discipline:
 - i. The bus driver should be considered as the bus disciplinarian and, in the event of discipline problems on a bus, shall report the violation to the Principal immediately following the bus trip that day. The bus driver shall communicate the violation in writing, using the Bus Behavior Report form.
 - ii. The bus driver will use the Rules for Bus Conduct for the purpose of setting standards of discipline.
 - iii. A violation of the Rules for Bus Conduct will be recorded on the Bus Behavior Report form. The form will be signed by the bus driver, Principal, and parents, and returned to the Principal.

CO-CURRICULAR ACTIVITIES

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. 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 (i.e. school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity. These programs and activities 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.

MPS Athletics ([Policy 7.150](#) and [website](#))

To protect the health and safety of our students and comply with [105 CMR 201.00](#) (Head Injuries and Concussions), MPS has developed policies [7.160](#) and [7.160a](#) 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.

Student Fee Policy & Reimbursement for Damaged or Lost Goods (8.190)

The Marlborough Public Schools has a clear definition for the free and appropriate education for its students; and that no fee shall be established that interferes with the students' access to the curriculum or the educational process.

Further, the Marlborough Public Schools does not promote fees for extra-curricular events and operations; such as transportation fees, kindergarten fees, athletic and student activity fees, or fees to cover the cost for curricular field trips. This excludes fees for external testing.

However; at times a reimbursement must be sought for items that are damaged or lost. The district may seek reimbursement from parents for the following: damage to school property such as textbooks or student electronic devices such as an iPad or Chromebook, or items the district has provided that have been lost. All revenues received from these reimbursements shall be placed into the corresponding revolving account per MA General Law.

Student Athletic/Activity Eligibility (8.200)

1. In an effort to acknowledge the importance of academics', Marlborough High School accepts the minimum standards of the MIAA Policy that student athletes must be passing in the equivalent of four units, but further requires the following:
 - a. Any student who receives a single failing course grade on progress reports or term report card will be placed on academic probation. Participation in

academic probation will supersede any and all extracurricular activities happening after school. The student will remain eligible if they fulfill the terms of this directed academic probation support and remain in good standing with the MIAA's eligibility policy. Any student that is placed on academic probation and does not complete this requirement each week will be deemed immediately ineligible. Students with excused absences from school, which prevent participation in homework help twice during a given week may be allowed to remain eligible with permission from building administration.

- b. An officer or member of any activity may be removed from him or her position for failure to attend meetings, failure to represent his or her class properly and fairly, failure to carry out his or her duties, or for any other actions which are detrimental to the welfare of the school. A member may be removed by the advisor, coach and/or a majority vote by the corresponding activity/team, and any removal shall be approved by a member of the administrative team.
- c. If a class or club officer 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.
- d. Any student absent from school on the day of a scheduled meeting, game, practice, or activity or absent the day prior to a weekend or vacation in which a contest or activity is scheduled, will not be allowed to participate unless approved by a member of the administrative team. A student must be in school and attending class for a minimum of one-half day to be eligible to participate in an activity.

Academic Probation

Any student who receives a single failing grade or more at the conclusion of a major marking period while participating in extracurricular athletics or activities will be placed on academic probation. Students that are in good standing with the MIAA's eligibility requirements must meet the terms of their academic probation in order to remain eligible. The complete terms of academic probation will be finalized by the student's assistant principal. Academic probation must include a minimum of two after school help sessions per week either through the MHS homework club or a designated teacher. A student's placement on academic probation will conclude or resume with each major marking period (progress reports and report cards). A student's obligations to meet the terms of their academic probation will supersede the schedule for any after school sport and/or activity. Students may not be penalized with their ability to continue their participation in afterschool sports and/or activities due to placement on academic probation. Students with excused absences from school, which prevent participation in afterschool help twice during a given week may be allowed to remain eligible with permission from the assistant principal.

Athletics (8.710)

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

- a. All squad members are responsible for the equipment and uniforms issued to them and they will be assessed for the replacement cost of any item not returned.
 - b. All athletes should make themselves familiar with the current Massachusetts Interscholastic Athletic Association (MIAA) Handbook Rule (in particular [Rules 51- 64](#) Student Eligibility).
 - c. 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 Athletic Director.
 - d. Any student absent from school on the day of a scheduled game or practice session or absent the day prior to a weekend or vacation will not be allowed to participate in any scheduled game or practice.
 - e. A student must arrive at school no later than 20 minutes after the school start time to be eligible to participate.
 - f. The following offenses against a coach's regulations will result in action taken at the discretion of the individual coach:
 - i. Tardiness or absent to practice without prior notification of the coach.
 - ii. Use of profanity.
 - iii. Disrespect toward game officials.
2. Certain offenses represent not only violation of the athletic code but also violations of school rules. If these offenses are reported or discovered, disciplinary measures will be taken immediately as outlined in the current MIAA Handbook. A. Student athletes should note that the chemical health rule applies 24 hours a day, 7 days a week during the season of play.
3. Violations or actions unbecoming to a Marlborough Public School student-athlete which are not specifically covered by the MIAA Handbook will be dealt with at the discretion of the individual coach in conjunction with Marlborough Public School administrators.

[MIAA Regulation – Chemical Health \(Rule #62\)](#)

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, VAPE 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 the student is attending or issue a certificate of completion. If a student does not complete the program, the 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 the 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](#).

Athletic Concussion Policy (8.720)

Marlborough Public Schools (MPS), in order to protect the health and safety of students and to comply with 105 CMR 201.000 enacted in June 2011, has developed the following policy to

provide 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 athletic activities, including but not limited to interscholastic sports.

Head Injury, Concussion / TBI (traumatic brain injury) is defined as: A complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. TBI may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. TBI includes, but is not limited to, a concussion.

The Athletic Director will be responsible for the implementation of these policies and procedures. Annual training is required for those specified below in the prevention and recognition of a sports related-head injury, and associated health risks including second impact syndrome. MPS will maintain records of completion of annual training. These Massachusetts Department of Public Health (DPH) approved training materials will also be available to all faculty and staff as part of the annual safety training.

1. Coaches
2. Certified athletic trainers
3. Trainers
4. Volunteers
5. School and team physician
6. School nurses
7. Athletic Directors
8. Directors responsible for a school marching band, whether employed by a school or school district or serving in such capacity as a volunteer
9. Parents of a student who participates in an extracurricular athletic activity
10. Students who participate in an extracurricular athletic activity

Head injuries or suspected concussions must be reported to the school nurse and/or certified athletic trainer. If TBI is suspected, the athlete must be removed from the activity and referred for medical evaluation. Return to play guidelines and reentry plans to school / academic activities are in accordance with 105 CMR 201.011.

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 in athletic activities until all forms, including physical examinations, are signed, submitted and reviewed by MPS nurses annually.

Information concerning an athlete's history of head injury and concussion, recuperation, reentry plan, and authorization to return to play and academic activities will be shared on a need to know basis consistent with requirements of 105 CMR 201.000 and applicable federal and state law including, but not limited to, the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99.

A copy of this policy will be included in the MPS student handbooks as well as part of the annual employee mandated trainings.

Review and revision of such policies and procedures shall occur as needed but at least every Two years.

Sports-Related Concussion/MTBI Protocol (8.720a)

If an athlete is suspected of having sustained a concussion or MTBI (Mild Traumatic Brain Injury) they will be removed from competition immediately and will not be released back into their respective sport until they have been cleared by a Physician, Athletic Trainer or another qualified allied healthcare professional. Please follow the link for current legislation.

<http://www.mass.gov/dph/injury>

The entire healthcare professional team involved in the evaluative and rehabilitative process must consult with one another and make a sound clinical judgment regarding the athlete's return to play status.

*Academic accommodations will be provided when deemed necessary pending documentation from a physician.

Evaluation:

1. Acute evaluation SCATII (on sideline)
2. Recommendations to family and athlete regarding return to school (24-48 hours of rest from academics and other cognitive function) i.e. Video gaming, text messaging, computer use, TV
3. Recommend a Physician/MTBI specialist if needed 4. Follow-up testing when asymptomatic

Sport-Related Concussion Rehabilitation Protocol:

Student athletes will progress sequentially through each rehabilitation phase and may not progress to the next phase until asymptomatic for 24 hours.

Phase 1 No-Activity - Complete physical and cognitive rest, with the objective of recovery. No athlete may begin Phase 2 until there are NO signs or symptoms as they relate to the concussion.

Phase 2 Light Aerobic Exercise (non-impact). Walking or use of a stationary bike. Monitor for systems and signs. No resistance or weight training.

Phase 3 Sports Specific Exercise - Simple movement activities that involve no contact or risk of contact such as skating drills or running drills.

Phase 4 Non-Contact Training Drills – More complex training drills such as passing drills in football or ice hockey to assess coordination of movement which tests brain function. May add light resistance training and then progress to heavy weights. The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and player.

Phase 5 Full-Contact Practice – Following medical clearance, student athlete may participate in normal training activities to restore confidence and assess functional skills

Phase 6 Return to Game Play – Normal Play is allowed with close monitoring for any symptoms.

MPS Academic Accommodations for TBIs:

- PRIMARY NEED IS FOR REST
- Usual course of recovery

- Expect days/weeks of recovery.
- Guard against return to physical activity (aerobic exercise or contact) while the student is still symptomatic.
- Symptoms can flare up/persist longer with increased physical or cognitive effort.
- Need to strike a balance between rest/recovery & participation/effort with accommodation during recovery.
- Most students have only several days of difficulty keeping up in school.
 - If they rest as needed
 - If they do not re-injure themselves
- Some students may need accommodations for weeks or months
 - More severe injuries
 - Students with multiple concussions
- Symptoms may make it difficult to be in class or do homework.
 - Headache
 - Dizziness or lightheadedness
 - Ringing in the ears
 - Noise and/or light sensitivity
 - Fatigue, sleep disruption
- Reduced mental energy for classes and homework
 - Poor concentration and memory efficiency
- May persist even when physical symptoms have cleared
 - Irritability/moodiness
- Increases stress in family/peer relationships
- Need for awareness, involvement, and consistent message from
 - Parents
 - Teachers
 - Guidance Counselor
 - School Nurse
 - District Physician
 - Athletic Director
 - Coaches
 - Athletic Trainer
 - Notification of student's school team is essential

Reasonable Accommodations:

* The school may request medical documentation for academic accommodations

1. Excused absence from classes
 - a. Initial days off if needed
 - b. Leave early if symptoms flare during day
 - c. Late arrival if sleep/fatigue problems in morning
2. Rest periods during school day
 - a. Pain reliever and rest in a quiet area until better
3. Extension of assignment deadlines
4. Postponement or staggering of tests/quizzes
 - a. Testing may cause symptoms to flare up
 - b. Testing not fair measure if highly symptomatic

- c. AVOID high stakes testing (SAT, ACT, AP, MCAS exams)
 - d. No more than one test/quiz per day
 - e. Develop a plan to spread midterms or finals
- 5. Excuse from certain tests
 - a. Individual tests
 - b. Mid-term or final exams skipped and grade based on work prior to injury
- 6. Extended time on timed tests as needed
- 7. Accommodate increased sensitivity to light/noise
 - a. Permission to wear cap/sunglasses
 - b. Allow students to avoid bright/noisy places, fluorescents, large assemblies, band, chorus, etc.
- 8. Excuse from physical education activities ° Use time for rest in nurse's office or area designated by nurse
- 9. Use of audio recorder or a test reader
 - a. For students who have symptoms exacerbated by the visual scanning activity of reading.
- 10. Opportunity to verbalize exam answers rather than writing.
- 11. Smaller, quieter exam room to reduce stimulation and distraction.
- 12. Preferential classroom seating to lessen distraction.
- 13. Temporary assistance to help with organizing and prioritizing homework assignments.
- 14. Encourage student self-advocacy with the educational team.
- 15. Assign a peer to take notes and/or provide structured notes.
- 16. Break assignments down into smaller pieces (scaffold assignments).
- 17. Provide alternate forms of assessment for the student to demonstrate mastery.

STUDENT CLUBS, GOVERNMENT, ACTIVITIES AND ORGANIZATIONS

A complete list of student clubs, activities and organizations is located [here](#) on the Student Activities page of the MHS Website.

Student Advisory Committee (SAC)

This five member committee meets five times a year with the School Committee to represent student opinion. Elections for these positions are held 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 includes the five members of the Student Advisory Committee (SAC), the junior and senior class presidents, the presidents of National Honor Society and Student Council, student School Council members, and student leaders from other areas of MHS. They meet with the Principal throughout the school year to discuss school improvement.

Student Council

The MHS Student Council promotes school spirit, social awareness, and responsible student decision-making. It provides MHS students with a voice in the school community. The 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 the School Council.

Student Representatives, Class Officers and Elections

All students are encouraged to serve as a class representative during any year at MHS. Class representative positions are completely voluntary with no election required to serve. In order to run for an officer position during junior and/or senior year(s), students must obtain nomination papers from the Student Council Advisor. Nomination papers will only be provided to students that (a) previously served as a class representative and/or officer or (b) received approval from the Student Council Advisor to run for office by demonstrating school and/or class leadership through other recognized school organizations. Student nominees must meet the requirements of the [Eligibility Policy](#) and demonstrate responsible behavior. Once elected, class officers must maintain these standards and show dedication to performing the job requirements of their position. Officers who are not meeting these requirements may be removed from office. If this occurs, then the duties will be assumed by the remaining class officers. If an officer quits or changes schools, then the duties will be assumed by the remaining class officers.

ATTENDANCE POLICIES AND STUDENT REQUIREMENTS (8.100)

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. There is an expectation by the District for attendance in both in person and remote learning situations.

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

1. An Excused Absence includes:
 - a Student illness or medical appointment (documented by parent, guardian and/or doctor note)
 - b Bereavement / Family funeral
 - c Family Emergencies
 - d Observance of religious holy days e. Registry of Motor Vehicles' appointment
2. An Exempt Absence includes:
 - a School-sponsored field trips Class meetings approved by the administration
 - b Court subpoenas
 - c School imposed suspensions (out-of-school, in-school, short –term or long-term)
 - d 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)
 - e Technical / Electronic Issues reported within 48 hours to school or district administrators may be considered.
3. 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:
 - a Undocumented or Unverified Absence (lack of communication or absence with no reason)
 - b Repetitive or chronic absence due to illness not documented by a doctor or medical professional. Chronic absences due to COVID-19 are not considered unexcused.
 - c Cutting class
 - d Truancy
 - e Frivolous excuses for being out of school
 - f Family vacations or other non-emergency family situations

Planned Extended Absences/Family Trips/Family Vacations

Parents/Guardians are strongly discouraged to take extended absences outside the District's planned vacation times. Generally, planned family vacations and trips, either domestic or foreign, are considered unexcused absences unless they fall into the above categories of excused or exempt absences. 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.

As described below under the Excessive Absenteeism / Truancy section, the District reserves its right to impose consequences for extended unexcused absences, including but not limited to, bringing excessive absenteeism to the Juvenile Court's attention by filing a Child Requiring Assistance (CRA) petition or to the attention of the Department of Children and Families' (DCF) attention by filing a 51A under appropriate circumstances.

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. Parents should attempt 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 at 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/Guardians 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/guardian 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)

MCAS Appeal

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.

Class Attendance and Tardiness

If a student is absent from class but is marked present in the student information system, then the teacher will notify the House Office that same school day through the attendance system. The teacher will also speak with the student on the day of return about the nature of the absence and record a record of this conversation in the online student journal tool.

Skippping class is an unexcused absence. Students may not be eligible to make-up work or missed assignments if they deliberately skip class.

Repeated tardiness to class also reflects poor decision-making on the part of the student. Every three (3) unexcused tardies to class will be the equivalent of one unexcused absence.

The Assistant Principal may eliminate course credit for any student who accumulates unexcused absences for more than 10% of a course's established meeting times. Assistant Principals may also require students to fulfill additional time on learning through community service hours to regain lost course credit.

- Student's may lose credit if they accumulate more than fifteen (15) unexcused absences in a full year course.
- Student's may lose credit if they accumulate more than seven (7) unexcused absences in a half year course.

Student Makeup Work

Students must submit all makeup work prior to the closing of grades for each marking period. Grades close approximately every five weeks for Progress Reports or Report Cards.

GRADING, GRADUATION REQUIREMENTS AND COURSE INFORMATION

Grading System GPA Equivalency

Grade		Equivalent	AP	Honors (H)	College Prep (CP)
A+	=	97-100	5.3	4.8	4.3
A	=	93-96	5.0	4.5	4.0
A-	=	90-92	4.7	4.2	3.7
B+	=	87- 89	4.3	3.8	3.3
B	=	83- 86	4.0	3.5	3.0
B-	=	80- 82	3.7	3.2	2.7
C+	=	77-79	3.3	2.8	2.3
C	=	73-76	3.0	2.5	2.0
C-	=	70-72	2.7	2.2	1.7
D+	=	67-69	2.3	1.8	1.3
D	=	63-66	2.0	1.5	1.0
D-	=	60-62	1.7	1.2	0.7
F	=	50-59	0.0	0.0	0.0
NC	=	0-49	0.0	0.0	0.0

The grading system at MHS consists of:

- A Represents outstanding performance in 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 course, resulting in commendable achievement including mastery of content and skills. A grade of B or better is an important basis for college admission.
- C Represents average performance in the course, resulting in substantial mastery of content and skills, but with somewhat limited depth of understanding.
- D Represents unsatisfactory performance in 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 course. No credit may be earned with this grade. A minimum numerical average of 50-59 must be earned to qualify for summer school.
- NC Represents a failing grade below 50. A student who receives an F- as a final grade is not eligible for summer school

Incomplete Grades

Incomplete grades must be finalized within two weeks after the completion of the quarter. Exceptions for extenuating circumstances must be approved by the Assistant Principal. Incomplete work will result in a failing grade if work is not submitted within specified timelines.

Grade Reporting

Report cards will be issued to students four (4) times per year. The dates for report cards are listed on the school calendar and the high school website. Parents/guardians are encouraged to keep track of these dates and to monitor their student's progress. Teachers also update student grades in the Aspen Gradebook at minimum every two weeks. Students and parents can access this information by using the [Aspen Student/Family Portal](#).

MHS Honor Roll Requirements

The MHS honor roll is published four (4) times a year following report cards. Honor Roll is determined by report card grades only. Students must meet the following requirements to qualify for the honor roll:

High Honors

A minimum grade of A- in all courses.

Honors

A minimum grade of B- in all courses.

Class Rank

Class rank is calculated at the end of each academic year using the table under Grading System GPA Equivalency. Not all courses count towards GPA (i.e. elective courses). A student must be enrolled in Marlborough High School for a minimum of grades 10 through 12 in order to receive a class rank. Grades earned in a course with a higher level of difficulty will yield a greater weighted rank (i.e. AP vs College Prep).

High School Graduation Requirements (7.950)

In addition to the state's MCAS requirements, a student must accumulate a minimum of ninety-six (96) credits during grades 9-12 to graduate from Marlborough High School.

Students must carry a minimum of 24 credits per year.

Credit and Course Distribution Requirements

A student must accumulate a minimum of ninety-six (96) credits during grades 9-12. Within these totals, a certain number of units must be taken and a passing grade attained in the following course areas:

English	4 years
Mathematics	4 years
Science & Technology/Engineering	3 years
History & Social Sciences	3 years
World & Classical Languages	2 years (in the same language)
Fine Arts	2 semesters (or one (1) full year)
Wellness/Physical Education	4 semesters

The High School Principal has the discretion to approve alternative academic pathways.

Course Credits

Class that meets two periods for a full year	8 credits
Class that meets one period for a full year	4 credits
Class that meets one period for a semester	2 credits
9th/10th Grade Project-Based Learning	1 credit per semester

Course Information

Please review our [Program of Studies](#) for more information on our academic offerings.

Transfer Students

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 private/public schools, countries and alternative schools.

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, then 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 Student with Disabilities, this must be written annually into the IEP. The Principal shall be included in all educational decisions affecting the student's graduation requirement status.

Add/Drop Procedure for Courses

Any adjustments must take place during the first two weeks of a course starting. This procedure requires both parent/guardian 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 the completion of a full term will receive a grade of Withdraw Passing (WP) or Withdraw Failing (WF). If a senior withdraws from a class after transcripts have been sent to colleges, then Marlborough High School will notify colleges of the change in the student's schedule.

If a course change is approved after the first two weeks of the course starting, then the following procedure must be followed. Add/Drop Forms are provided through guidance counselors.

1. The teacher and student complete the form. The teacher is responsible for filling in the information under the heading **Teacher Data**.
2. The form is forwarded to the guidance counselor for review.
3. The form is brought home for parent/guardian signature.

4. The form is forwarded to the Assistant Principal for review. A successful change is subject to the approval of the Assistant Principal.
5. The completed form is returned to guidance for processing and filing.
6. The guidance counselor will make appropriate scheduling adjustments based on approval from the Assistant Principal.

Please note that MHS does not accept course change requests based on personal differences between a student and teacher.

MHS Online Credit Recovery Program

MHS can provide identified students with access to online learning. This tool can help students access course material and credit from a distance. To access this intervention, students must be approved for online learning through their Assistant Principal and Student Support Team (SST).

MHS Summer School

Course work in summer school accepted by the Department of Elementary and Secondary Education (DESE) and accredited Colleges/Universities under the following conditions:

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

The Assistant Principal will provide approval for summer school courses. After summer school make-up is completed, the course and grade earned will be recorded on the student transcript. Grades earned as a result of summer school are not included in class rank. Summer school grades are included in decisions pertaining to athletic and co-curricular academic eligibility.

MPS Homework Policy 7.700

MPS is committed to a rigorous educational program for all students, with high standards for teaching and learning. Thoughtfully designed lessons may not always be able to be accomplished fully in the classroom environment, and teachers may assign classwork to be finished out of class. MPS believes that classwork beyond the school day will support classroom lessons and may be necessary to complete the curriculum.

Assignments may be required to be finished outside of class but will not be a standalone grade. Rigorous learning in the classroom does not mean that classwork must be assigned every night. Extensions of class work is not to be used to teach new content or as a form of punishment.

There are many other learning activities in the life of a student. Participation in school based co-curricular activities, pursuing cultural interests, participating in clubs, sports, part-time employment, and family life are also valued by our community.

STUDENT SUPPORT SERVICES

Special Education

Special education services are provided to students found eligible through 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 multidisciplinary team made up of professionals who have assessed the student in any areas of suspected need, a regular education teacher, administrator and 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 the student's disability, modifications to the curriculum, services that the student will receive and important goals/objectives developed to ensure the student's 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 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's 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 and 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.

STUDENT COUNSELING AND CAREER SERVICES

MHS Guidance Counselors

The [Guidance Department](#) at Marlborough High School is available to every student to assist with academic choices, career preparation, post-secondary planning, social growth, goal setting and crisis intervention. Each MHS student is assigned a guidance counselor. It is a shared responsibility of both student and counselor to develop a relationship helpful to the student. Students should take full advantage of this resource. Guidance counselors might also refer students to a school adjustment counselor when special intervention and support is needed.

Guidance counselor contact information is available in the [Aspen Portal](#) and [staff directory](#). Assignments will be updated to the Family and Student portal after schedules are published during the summer preceding the opening of school. To promote a personalized relationship, MHS tries to keep each student with their assigned guidance counselor for the duration of their high school career.

A student who wishes to see their guidance counselor should make an appointment through either their counselor or the Guidance Department Administrative Assistant. If a parent wishes to meet with a guidance counselor, then it is advisable to call several days in advance to avoid scheduling conflicts.

MHS School Adjustment Counselors

School Adjustment Counselors at Marlborough High School are available to every student to assist with social/emotional support, crisis management, and navigating student/family resources in the greater community. Each MHS student is assigned to a school adjustment counselor. It is a shared responsibility of both student and counselor to develop a relationship helpful to the student. Students should take full advantage of this resource.

MHS Career Center

The Career Center is open during school hours. The MHS Career Specialist can help students secure valuable work-based learning and internship experiences while in high school. Please visit the [Career Center website](#) for more information.

STUDENT RESPONSIBILITIES

Books, Devices and Equipment

Students are responsible for all books, devices and equipment issued to them. If an item is misplaced, stolen or damaged, then the student will be required to pay for the item based upon the replacement value.

Student Fee Policy & Reimbursement for Damaged or Lost Goods (8.190)

The Marlborough Public Schools has a clear definition for the free and appropriate education for its students; and that no fee shall be established that interferes with the students' access to the curriculum or the educational process.

Further, the Marlborough Public Schools does not promote fees for extra-curricular events and operations; such as transportation fees, kindergarten fees, athletic and student activity fees, or fees to cover the cost for curricular field trips. This excludes fees for external testing.

However; at times a reimbursement must be sought for items that are damaged or lost. The district may seek reimbursement from parents for the following: damage to school property such as textbooks or student electronic devices such as an iPad or Chromebook, or items the district has provided that have been lost. All revenues received from these reimbursements shall be placed into the corresponding revolving account per MA General Law.

Food Service Charging (3.900)

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 the 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

Free and Reduced Lunch status Students will not be allowed to have a negative account balance. Free and Reduced lunch status allows a child to receive a free meal every day. A la carte items are not part of the USDA program.

High School Students

Will be allowed to charge up to a maximum dollar equivalent of one (1) meal, 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 alternative. 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 the 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 item(s) 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.

[Student Dress Code \(8.600\)](#)

The Marlborough Public Schools recognizes that the responsibility of dressing and grooming resides primarily with the student and parents or guardians. All students shall have a right to express themselves through dress and hair style of their own choosing, which includes:

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

provided students meet their responsibility to dress and groom in a manner that conforms to the reasonable standards of health, safety, and cleanliness. The school district and individual schools ensure that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Clothing must be worn by all students in a way such that the private areas of the chest, pelvis/groin, and buttocks are covered with opaque (non-see-through) material.

Clothing will be deemed inappropriate if it creates disorder in the educational environment, or if an administrator believes there will be a reasonable likelihood of substantial disorder to the educational environment.

Students are prohibited from wearing clothing and accessories that:

- a. Have slogans, comments or designs that are obscene, lewd or vulgar;
- b. Are directed towards or intended to harm, harass, threaten, intimidate or demean individual groups or individuals of sex, gender, gender identity, sexual orientation, race, color, ancestry, national origin, ethnicity, religion, age, disability, body type/size, or marital status;
- c. Advertise alcoholic beverages, tobacco products or drugs.

Student, faculty, or parent groups may recommend appropriate dress for school or special occasions. Students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

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 cosigner 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.

STUDENT CONDUCT RESOURCES, GUIDELINES, POLICIES AND LAWS

Bullying Prevention (1.300)

To support efforts to respond promptly and effectively to bullying and retaliation, the Marlborough Public Schools has policies and procedures in place for receiving and responding to reports of bullying or retaliation against students. These policies and procedures ensure that members of the school community – students, parents, and staff – know what will happen when incidents of bullying occur.

The Marlborough Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, or retaliation, in our school buildings, on school grounds, on school buses and at school bus stops or in school-related activities. Schools will investigate promptly all reports and complaints of bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. The Marlborough Public Schools will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Definitions

Bullying may take a variety of forms and is unacceptable in a school environment. Consistent with M.G.L. c. 71, § 37O, the terms used in this policy are defined as follows:

1. "Bullying" means the repeated use by one or more students or by a member of 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 target that: (i) causes physical or emotional harm to the target or damage the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying shall include cyberbullying.
2. "Cyber-bullying" means, 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, photoelectric or photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communication. Cyber-bullying shall also include, but not limited to (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 creator 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 persons, if the distribution or posting creates any of the conditions enumerated in clause (i) to (v), inclusive, of the definition of bullying.

- a. Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
 - b. As used in this Section, “electronic communication” also means any communication through an electronic device including, but not limited to a telephone, cellular phone, computer or pager.
3. “Aggressor” means an individual who engages in bullying, or retaliation as defined herein.
4. “Target” means a student against whom bullying, or retaliation has been perpetrated.
5. “Retaliation” means any form of intimidation, reprisal or harassment directed against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying.

Bullying and retaliation are prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Marlborough Public Schools.

Bullying and retaliation are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Marlborough Public Schools if the acts in question:

- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; and/or
- materially and substantially disrupts the education process or the orderly operation of a school.

As stated in M.G.L. c. 71, § 37O, nothing in this policy or in the Marlborough Public Schools Bullying Prevention and Intervention Plan requires the district or school to staff any non-school related activities, functions, or programs.

The following procedures are based on the requirements of M.G.L. c. 71, § 37O. In addition to the requirements of M.G.L. c. 71, § 37O, where the alleged conduct is on the basis of race, color, national origin, genetic information, ancestry, sex, sexual orientation, gender identity or expression, disability, religion, veteran status, age or homelessness, the district should also consider whether the conduct constitutes discrimination and/or harassment based on those protected classes, consistent with its Discrimination/ Harassment Policy. To the extent the procedures of this policy conflict with those set forth in the Discrimination/Harassment Policy. The Discrimination/Harassment Policy shall control.

Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member must be recorded in

writing. All employees are required to report immediately to the Principal or their designee any instance of bullying or retaliation that the staff member becomes aware of or witnesses. Reports made by students, parents/ or guardians, or other non-employees may be made anonymously. The schools will make reporting resources available to the school community including, but not limited to, the Marlborough Bullying Prevention and Intervention Incident Reporting Form, available on the Marlborough Public Schools' website.

Reporting by Students, Parents or Guardians, and Others

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

Safety

Before fully investigating the allegations of bullying or retaliation, the Principal or their designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. There may be circumstances in which the Principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

Responses to promote safety may include, but are not necessarily limited to, creating a personal safety plan; predetermining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and/or altering the aggressor's schedule and access to the target. The Principal or their designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal or their designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. The confidentiality of students and witnesses reporting alleged acts of bullying will be maintained to the extent possible given the school's obligation to investigate the matter.

Notice to Parents/Guardians

Upon determining that bullying or retaliation has occurred, the Principal or their designee will promptly notify the parents or guardians of the target and the aggressor of the allegation(s), and of the procedures for responding to it.

Notice to Law Enforcement

At any point after receiving a report of bullying or retaliation, including after an investigation, if the Principal or their designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Principal or designee will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally

established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or designee shall contact the local law enforcement agency if they have a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the Principal or designee will, consistent with this policy, the Marlborough Public Schools Bullying Prevention and Intervention Plan and any other applicable school or district policies and procedures, consult with local law enforcement/school resource officers and other individuals the Principal or their designee deems appropriate.

Determinations

If the allegations of bullying are substantiated, the Principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Taking Disciplinary Action

If the Principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with this policy, the Marlborough Public Schools Bullying Prevention and Intervention Plan and the school's code of conduct/student handbook.

If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action consistent with the school's code of conduct/student handbook. Possible consequences to serious incidents of bullying include suspension and expulsion from school.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline, aligning with the school's code of conduct/student handbook.

MPS Bullying Prevention and Intervention Plan

<https://www.mps-edu.org/domain/574>

Discrimination and Harassment (1.400)

It is the policy of the Marlborough Public Schools to provide a learning and working environment free from discrimination and harassment on the basis of race, color, religion, national origin, ancestry, genetic information, sex, sexual orientation, gender identity or expression, disability, veteran status, age, or homelessness.

Discrimination and/or harassment of staff, students, and third-parties occurring on school grounds or in connection with school programs is unlawful and will not be tolerated by the

District. All employees and students are expected to avoid harassing behavior, and all employees are responsible for preventing, reporting and eliminating harassment within their areas. Employees and students are encouraged to report any incidents of harassment or discrimination before they become severe, pervasive or rise to the level of a violation of the law. Further, any retaliation against an individual who has complained about discrimination, harassment, or retaliation against individuals for cooperating with an investigation under this policy is similarly unlawful and will not be tolerated. Any employee or student who is found to engage in any form of retaliation prohibited by this policy is subject to disciplinary action.

The Marlborough Public Schools strictly enforces a prohibition against harassment and discrimination, sexual or otherwise, of any of its students or employees by anyone, including any fellow student, teacher, supervisor, coworker, vendor, or other third party, as such conduct is contrary to the mission of the Marlborough Public Schools and its commitment to equal opportunity in education and employment. Because the Marlborough Public Schools takes allegations of discrimination and harassment seriously, we will respond promptly to complaints of inappropriate conduct, and where it is determined that such conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Claims of retaliation will be investigated pursuant to this policy and procedures.

Definition of Discrimination and Harassment

Discrimination and harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, religion, national origin, ancestry, genetic information, sex, gender identity or expression, sexual orientation, disability, age, veteran status, or homelessness. Prohibited behavior includes, without limitation, slurs or other derogatory comments, objects, pictures, cartoons, or demeaning gestures connected to one's membership in a protected group. The Marlborough Public Schools will not tolerate harassing or discriminatory conduct that affects employment or educational conditions, that interferes unreasonably with an individual's school or work performance, or that creates an intimidating, hostile, or offensive work or school environment.

Reference to "harassment" shall also include "sexual harassment." Sexual Harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or, (b) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Prohibited behavior includes, without limitation, and depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness: unwelcome sexual advances; sexual epithets, jokes, teasing, written or oral references to sexual conduct, and/or gossip regarding one's sex life; a comment on an individual's body, sexual activity, deficiencies, and/or prowess; displaying sexually suggestive objects, pictures, and/or cartoons; unwelcome staring or leering, whistling, physical contact including but not limited to unnecessary touching, patting, hugging or brushing against the body, sexual gestures, and/or suggestive or insulting comments; inquiries into one's sexual experiences; email messages, images, or jokes of a sexual nature, or obscene or suggestive

telephone calls; and/or discussion of one's sexual activities. Sexual harassment may involve people of the same or different gender.

Discrimination and/or harassment of employees or students occurring in the schools or workplace is prohibited by law and will not be tolerated by the Marlborough Public Schools. For purposes of this policy, "workplace" or "school" includes school-sponsored social events, trips, sports events, work related travel or similar events connected with school or employment. Further, any retaliation against an individual who has complained about discrimination, harassment, or retaliation, or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment, or retaliation complaint, is similarly unlawful and will not be tolerated.

Complaint Procedures

All complaints shall be processed in a fair, expeditious and confidential manner. Staff, student, or third-party complaints of discrimination or harassment based upon race, color, religion, national origin, ancestry, genetic information, sex, gender identity or expression, sexual orientation, disability, age, veteran status, or homelessness should be brought to his/her Principal/Director or the District's Discrimination/Harassment Complaint Coordinator: the Director of Human Resources. Complaints may be made verbally or in writing to the coordinator or the coordinator's designee, who has authority to investigate all grievances. If the complaint concerns allegations against the coordinator, then the complaint should be brought to the Superintendent. Complaints should be made promptly, within a short time after the occurrence giving rise to the complaint, to assure a prompt investigation and fair resolution.

A student who believes that he/she is the victim of harassment may also report the matter to a teacher, counselor, or administrator who in turn will notify the Principal in the school. As an alternative, a student may report directly to the Principal or the District's Discrimination/Harassment Complaint Coordinator.

All employees of the Marlborough Public Schools must respond to suspected harassment and/or complaints by students of harassment by notifying the Principal or his/her designee. Employees are expected to take every report of discrimination or harassment seriously and to understand the reporting procedures.

If a complaint is substantiated, the coordinator will act promptly to eliminate the conduct and will refer the matter to the proper supervisor or administrator for appropriate responsive measures, including but not limited to disciplinary action. For students, discipline will be imposed consistent with the student code of conduct and state laws and regulations.

[Policies relative to conduct of teachers or students; student handbooks \(M.G.L. Chapter 71, Section 37H\)](#)

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or 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](#).

Felony complaint or conviction of student; suspension; expulsion; right to appeal
(M.G.L. Chapter 71, Section 37H ½)

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his 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 a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his 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 a 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](#).

Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H ½ (M.G.L. Chapter 71, Section 37H ¾)

(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.

Discipline and Students with Disabilities

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school 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 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.

Emergency Removals (603 CMR 53.07)

(1) Nothing in 603 CMR 53.00 shall prevent a principal from removing a student from school temporarily when a 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. The temporary removal shall not exceed two school days following the day of the emergency removal, during which time the principal shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in [603 CMR 53.06\(2\)](#);
- (b) Provide written notice to the student and parent as provided in [603 CMR 53.06\(2\)](#);
- (c) Provide the student an opportunity for a hearing with the principal that complies with [603 CMR 53.08\(2\) or \(3\)](#), as applicable, and the parent an opportunity to attend the hearing, 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.
- (d) 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 [603 CMR 53.08\(2\)\(c\) and \(d\) or \(3\)\(c\) and \(d\)](#), as applicable.

(2) 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 (603 CMR 53.10)

(1) The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

(2) The principal may impose an in-school suspension for a disciplinary offense under 603 CMR 53.10, provided that the principal follows the process set forth in 603 CMR 53.10(3) through (5) and the student has the opportunity to make academic progress as set forth in [603 CMR 53.13\(1\)](#).

(3) The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten days, cumulatively or consecutively, in a school year.

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

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

[Notice of Suspension and Hearing \(603 CMR 53.06\)](#)

(1) Except as provided in [603 CMR 53.07](#) and [603 CMR 53.10](#), 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.

(2) 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:

(a) the disciplinary offense;

(b) the basis for the charge;

(c) the potential consequences, including the potential length of the student's suspension;

(d) 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;

(e) the date, time, and location of the hearing;

(f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

(g) if the student may be placed on long-term suspension following the hearing with the principal:

1. the rights set forth in [603 CMR 53.08 \(3\)\(b\)](#); and
2. the right to appeal the principal's decision to the superintendent.

(3) 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 attempts to contact the parent in the manner specified by the parent for emergency notification.

(4) Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

Education Services and Academic Progress (603 CMR 53.13)

(1) Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion 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. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

(2) Any student who is expelled or suspended from school for more than ten consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, through the school-wide education service plan.

(3) The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under M.G.L. c 69, §§ 1D and 1F.

(4) Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.

(a) The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

(b) For each student expelled or suspended from school for more than ten consecutive days, whether in school or out of school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

Hazing Law (M.G.L. Chapter 269)

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or 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.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. 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.

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.).

Internet Acceptable Usage (7.970)

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.

- 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.
- 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.
- 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:
 - District technicians will not service, repair or maintain any devices not owned by MPS.
 - MPS will not be held liable for personal content housed on such a device.
 - MPS will not provide software or applications for technology that is not the property of MPS.
 - 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:

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

Students will not:

- Create or transmit messages or other electronic files that are bullying, threatening, rude, discriminatory, obscene or harassing.
- Intentionally transmit viruses, macros or malicious code.
- Use any device designed to covertly capture data.
- Buy, sell, advertise or conduct business, unless approved as a school project.
- Access or display pornography, obscenities or other material deemed inappropriate including any site blocked by the district's content filter.
- Attempt to bypass the district's content filter by means of proxies or any other method.
- Reveal personal information or that of anyone else online.
- Intentionally misrepresent their identity when communicating using technology.

Cyber-Bullying

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile. Cyber-bullying includes (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 is a violation under the law. Cyber-bullying also includes 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 is a violation of the law.

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.

Social Media

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.

Search and Seizure Court Ruling

A school administrator or designated official 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 and 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.

Guidelines for Student Behavior

With respect to the following guidelines, 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. (Legal Reference MGL Ch. 71 sec 37H, 37H ½ and 37 ¾)

In the classroom:

Every student must realize that the primary function of Marlborough High School is to provide an 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 halls.

In the hallways and foyer:

- Students are not to linger in the hallways or foyer before, between or during class time.
- If it is necessary for a student to be in the corridor during class, then the student must have a hallway pass from a teacher.
- Students must cooperate with school officials when given instructions related to behavior in the hallways or foyer.
- During passing time, students should report to class and request a pass from a teacher before visiting the bathrooms.
- Students should not be released from class early and should not be standing in classroom doorways towards the end of class time.

- Students that are late to class unexcused will not be allowed to request a pass and leave for the bathroom without approval from the assistant principal.

In the cafeteria:

- All students must present their Personal Identification Number (PIN) to purchase breakfast or lunch.
- Students may not cut the line to get food.
- Food may not leave the cafeteria.
- Students must remain in the cafeteria during lunch until dismissed by administration. Weather permitting, seniors may eat lunch on the patio behind the cafeteria as a senior privilege.
- Students who would like to leave the cafeteria during lunch may do so with permission from the staff member they will be visiting.
- Students are responsible for picking up their own trash at the end of breakfast or lunch.

Leaving the classroom or the school building without permission

Students are expected to always remain in the classroom or in the school building during school hours. Students that leave class or the school building without permission will be considered insubordinate and disciplined accordingly. Leaving the classroom or the school building without permission also creates a safety situation with respect to the proper supervision of students involved in this behavior and the safety of all students on property as doors are unlocked and opened without authorization during school hours.

On the school bus:

When riding the buses, students 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 students are responsible for all school rules/policies while riding. The bus driver is a designated school official while supervising students. Students reported for misconduct will be disciplined as follows:

- 1st infraction - Parental contact and warning and/or detention
- 2nd infraction - Temporary loss of bus privileges
- 3rd infraction - Extended and/or permanent loss of bus privileges

At a school-sponsored event:

School-sponsored events including dances/prom, rallies, performances, ceremonies, rehearsals/practices and athletic contests are considered an extension of the school day. Students are expected to demonstrate good behavior and sound judgment at these events. Students reported for misconduct during these events will be disciplined according to the guidelines and policies outlined in this handbook.

On the school elevator:

The school elevator is restricted to students who have written permission from the school nurse and/or administration.

In the student parking lot:

The administration offers the privilege of driving to/from school and parking on school grounds during the school day to licensed students in good standing regarding academics, attendance, and conduct. As parking on school grounds is a privilege, administration may revoke this privilege and prohibit any student from parking on school grounds for any reason deemed appropriate.

- Seniors will be given priority, followed by juniors and then underclassmen
- Students' cars must be registered with the school using this [form](#). You must be logged into your student-issued k12.mps-edu.org account to complete the form.
- Students will be given a permit to be displayed in the appropriate place on the car as determined by the administration.
- All student parking will be in the rear student parking lot and will be in appropriately marked spaces.
- Students must leave their vehicles immediately upon arrival at school and may not return to them until dismissal time.
- Students that need to access their vehicle during school hours may do so with administrative approval.
- The school assumes no responsibility for theft or damage to any vehicle.
- Any student vehicle on school grounds may be searched whenever there is a reasonable suspicion to believe that the student has violated the law or rules of the school relating to a controlled substance, weapon or school safety.

Plagiarism

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. This includes but is not limited to material from books, magazines, papers, notes, print, Internet content, and other student assignments. Cases of plagiarism are a serious breach of the academic expectations of Marlborough High School.

For the first offense, plagiarized work will receive a 0, with the possibility of earning a maximum grade of 60 by redoing the assignment or an alternative so that it represents the student's own thinking, and any paraphrased or quoted sources are properly documented. For any subsequent offenses, a grade of 0 will be assigned with no possibility of redoing the work.

Use of Cell Phones, Earbuds/Headphones, and Other Electronic Devices

Students may use their electronic devices during lunch in the cafeteria. Teachers may also allow the use of electronic devices to compliment classroom instruction. Possession of and the use of electronic devices during the school day is a privilege. Administration may revoke this privilege and prohibit any student from bringing electronic devices onto school property for any reason deemed appropriate. Confiscated devices will be secured by the Assistant Principal and returned at the end of the day. Following an initial offense, a student's parent/guardian may be required to retrieve a device from the Assistant Principal.

Memorandum of Understanding (MOU) Between MPS and MPD

Marlborough Public Schools (MPS) and the Marlborough Police Department (MPD) agree to coordinate their efforts to maintain a safe environment at MHS. In all instances of drugs,

weapons, violence and any other criminal infraction at Marlborough High School, the Marlborough Police Department will be notified.

CODE OF CONDUCT AND DISCIPLINE

Each student is responsible for their conduct in school, on school property, at all school-related activities/events (on or off of school property), and while using school-provided transportation. Failure to comply with the school's expectations for behavior will subject a student to possible disciplinary consequences, which can include:

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

In all cases involving discipline, 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). 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 our preferred approach, 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

Teacher detentions can be associated with work or conduct in the classroom that is unsatisfactory. However, any member of the faculty or staff has the authority to correct student misconduct at any-time, anywhere in the building or on school grounds. Any member of the faculty or staff may require a student who is not in any of their classes to report to them for detention.

Teacher detentions will 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 one (1) office detention. A teacher detention takes precedence over all other in-school and out-of-school commitments including work, participation in co-curricular clubs/activities, and athletics.

Office Detention

Any administrator may assign an office detention to any student if they conclude that a student's behavior violates school rules or is contrary to the reasonable expectations for conduct at Marlborough High School.

Office detentions may be held any day immediately after school (except on Fridays). Students are expected to come prepared with school-work to complete. Any failure to report to an office detention may result in an in-school or out-of-school suspension. Office detention takes precedence over all other in-school and out-of-school commitments including work, participation in co-curricular clubs/activities, and athletics.

Social Probation

Late arrival/early dismissal (Seniors only), parking on school grounds, participation in or attendance at co-curricular activities, athletic events, proms/dances, or other school events (e.g., Senior all-nighter, rallies, musicals, etc.) and possession of a cellphone on school property are all 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 risk losing these privileges. Any costs associated with the acquisition of privileges that may have been granted, and that are subsequently revoked, are not refundable.

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.

Short-Term Suspension

The removal of a student from the school premises and regular classroom activities for no more than ten (10) consecutive school days, or no 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.

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.

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.

Infractions and Consequences

Level 1 Infractions & Consequences

A student who fails to abide by the homeroom, classroom, or school-wide expectations 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 and/or social probation.

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 social probation, in-school suspension and/or a short-term out-of-school suspension.

1. Verbal abuse, insolence, or insubordination toward school staff.
2. Truancy
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.
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 or 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. 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 long-term suspension from school for egregious Level 3 Infractions. (Legal Reference MGL Ch. 71, §§ 37H, 37H ½ and 37H ¾)

Level 3 Infractions & Consequences

A student who commits an infraction from the list below will be subject to suspension. The administrator might also, in their 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.

1. Fighting
2. Stealing, or being found to be in possession of stolen personal or school property.
3. Participating in the practice of 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 Level 3 Infractions. (Legal Reference MGL Ch. 71, §§ 37H, 37H ½ and 37H ¾)

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 may suspend a student for any other serious or continued offenses that are deemed necessary to maintain order in the school.

Fighting

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 possible long term suspension.

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 Marlborough Police Department will be notified.

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 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:

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

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

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 and Senior All-Nighter.

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 - Suspension and \$100.00 school fine payable to the City of Marlborough.

Electronic smoking (Vape) devices containing THC (liquid cannabis)

Any student who is found to be in possession of an electronic smoking (Vape) device containing THC (liquid cannabis) will be subject to immediate suspension and discipline as outlined in M.G.L. c. 71, §37H, in addition to a \$100.00 school fine payable to the City of Marlborough.

WELLNESS, SAFETY, AND SECURITY

Breakfast Program

Breakfast will be served in the student cafeteria beginning at 7:00 AM. Per state and federal guidelines, students may access breakfast until the start of our lunch program (10:30am). Students are expected to access breakfast by 7:20am, unless arriving late to school.

Emergency Protocols

Marlborough Public Schools has a formalized Emergency Protocol Plan. These procedures include but are not limited to shelter in place (for medical emergencies), A.L.I.C.E. active shooter responses (Alert, Lockdown, Inform, Counter, Evacuate) and fire drill evacuation procedures.

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 using the directions posted in the room being vacated. Students and teachers are to remain outside (in areas designated by administration) until the “all clear” signal is given to re-enter the school by the Principal or an authorized designee.

If the fire alarm rings during a passing period or break, then proceed to the nearest exit stairway and/or out the nearest exit 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 (8.014)

1. 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.
2. The School Committee promotes good health habits.
3. 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 of 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 curriculum will be able to do so with permission from the 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.
3. 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.)

Illness and Injury

The health suite on the second floor contains the Nurse's Office, lavatories, and examination rooms. If a student becomes ill during the day, then they 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 student immediately after the accident. The teacher and nurse will file written reports of the accident.

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 the a la carte and 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.

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.

Child Abuse & Neglect (M.G.L. c.71, §37L)

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, §37L.

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 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 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 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 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.

Physical Examination of Students (8.002)

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

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

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. A written report of a Physical Exam, stating the fitness of the student to participate signed by the physician will be sent to the Building Administrator, in rare exceptions, athletes may see a school physician if necessary.

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

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

Administering Medicines to Students (8.003)

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). If a student has been approved for self administration, a student who needs medication during the

school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those who have been delegated by the school nurse or others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The school district shall, through the school nurse, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life threatening allergies may possess and administer epinephrine.

Immunization of Students (8.170)

Students entering school for the first time, whether at kindergarten or through transfer from another school district, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the sincere religious beliefs of the student or parent/guardian. This policy shall not be read to conflict with the McKinney-Vento Act (42 U.S.C. §§11431- 11435) or the Every Student Succeeds Act.



Marlborough Public Schools Grades 9-12 Digital Citizenship Contract

Learning to make safe, smart, and responsible decisions online

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

MPS 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/Guardian Student Handbook 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 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 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+) _____