

Curtis Tufts High School Handbook

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MEDFORD SCHOOL COMMITTEE

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NON-DISCRIMINATION POLICY

The Medford Public Schools insures against discrimination in education programs and employment on the basis of race, color, sex, religion, national origin, sexual orientation and disability.

Mission Statement of The Medford Public Schools

The Medford Public Schools is a caring educational partnership of school, family and community designed to ensure that all students are afforded a safe and healthy learning environment in which they develop the knowledge, skills and attitudes to reach their full academic and personal potential. This partnership is dedicated to providing all students with a 21st century education that will enable them to be life-long learners and contributors to a diverse and rapidly changing world.

Vision and Mission of The Curtis/Tufts High School

Vision

The Curtis Tufts High School is an alternative high school program that provides hope for students that have not succeeded in a mainstream high school. The major goals of Curtis Tufts include: helping its students to acquire a 21st century education; promoting social, emotional and developmental growth; improving the self-esteem of its students as life-long learners; and successfully completing the Program having developed the confidence for a safe and independent living, as productive healthy contributors to a diverse and rapidly changing world.

Mission Statement

The mission of the Curtis/Tufts High School is to provide a therapeutic/educational environment that exhibits understanding, empathy and compassion for the individual needs of the students it serves. Additionally, the Program provides a means of improving student attendance and behavior while educationally motivating its students into responsible citizens, possessing personal integrity and the ability to be successful in today's society. The Program's collaboration with parents, state and local agencies, the legal system, business community, medical and related service providers in its quest for a successful and fruitful outcome of high school graduation. This is the Program's ultimate mission to which it will remain undaunted of this focus.

Opportunities for Parent Involvement at the Curtis

1. Come in and meet with the team of people working with your child
 - At the yearly team meeting
 - When your child seems to be struggling at school.
 - When your child is struggling at home.
2. Join us for our parent group. We offer an 8-week cycle in the fall, and an 8-week cycle in the spring. We meet to share our worries, our ideas, and our successes! You can join us for any and all meetings.
3. Join us for our quarterly Parent Advisory Council.
Purpose:
 - Adopting educational goals for the school that are consistent with local and state policies/standards.
 - Identifying the educational needs of CTHS students
 - Reviewing the annual school building budget (March meeting).
 - Formulating a school improvement plan.
4. Join us for the Curtis Tufts Graduation.
5. Call your child's adjustment counselor when something is going on in your child's life that will impact the school day.
6. Call and talk to us if you are concerned about what is happening at the school, either because of school staff, rules, or because you have a tip you want to let the staff know about.
7. Think about the needs of the school, and if you have a connection for a donation, whether it is for technology, cash, information for a class lecture, or plants for landscaping, please let us know!

ACADEMIC POLICIES

GRADING GUIDELINES

The Curtis requires a minimum of 80% attendance in order to receive a passing grade for all courses in any given quarter. This includes absences for any reason, excused or unexcused. A student needs to demonstrate 95% attendance their junior and senior years of high school. In other words, a student should not miss more than 9 days a year during their last two years. Extenuating circumstances are taken into account on an individual basis by the Curtis Tufts and by the Department of Education. Any student missing more than 50% of a given quarter may not be eligible for full credit for the academic year. Partial credit or loss of credit for any given course will be addressed on an individual basis.

REQUIREMENTS FOR GRADUATION AND CLASSIFICATION OF STUDENTS

A total of 112 credits are required for graduation. A student's year of anticipated graduation is determined by student classification (freshman, sophomore, junior, and senior). To be promoted to the next class within the Medford high school system, a student must have secured a minimum number of credits:

Sophomore Status:	Minimum of 26 credits
Junior Status:	Minimum of 54 credits
Senior Status:	Minimum of 80 credits

PROMOTION POLICY FOR HIGH SCHOOL STUDENTS

The following Promotion Policy adds other specific requirements but does not lessen the above requirements.

The Promotion Policy amends and strengthens the existing Promotion Policy by requiring students who fail mathematics and/or English to make the subject up in summer school in order to be promoted. Students may be promoted if they fail one subject, as is the current policy; however, the subject they fail cannot be mathematics or English. Exempted from this policy are students in Grades 11 and 12 who have passed MCAS. Specifics of the policy for the various grade levels are as follows:

Students in Grades 9-10

In addition to existing promotion requirements, students must pass both English and mathematics at each grade level in order to be promoted to the next grade level. Students who fail mathematics or English must make up the subject in summer school and achieve a passing grade of C- or better if they wish to be promoted to the next grade level. There will be an appeals process for students who do not pass the summer school program.

Students in Grades 11-12

Students in Grades 11 and 12 who have passed MCAS are exempt from the Promotion Policy guidelines (related to mathematics and English). These students, however, must meet the high school requirements for credits in mathematics and English for promotion and for graduation. For example, an eleventh grade student who accumulated 80 credits, has passed MCAS in mathematics, but fails his/her mathematics course is promoted and will graduate on the condition that at the end of Grade 12 all the required graduation credits (including mathematics) have been met.

Students in grades 11 and 12 who have not passed MCAS and fail mathematics or English course must make up the course in summer school or, in the case of juniors, in their senior year. These students must also meet all high school requirements for graduation and, in the case of juniors, all high school requirements for promotion. For

example, a student who fails Grade 11 mathematics and has not yet passed MCAS is required to make up the specific failed mathematics course or its equivalent in a summer program or in his/her senior year.

**THE REQUIREMENTS FOR ELIGIBILITY
OF A
MEDFORD HIGH SCHOOL DIPLOMA**

The following course subjects are required for graduation:

- | | |
|---|---------------|
| • Four Years of English | Take and Pass |
| • Three Years of Math
to include Algebra I, Geometry and Algebra II | Take and Pass |
| • Three Years of Science
to include Biology and Chemistry | Take and Pass |
| • Three Years of Social Studies
to include World History I, World History II, and U.S. History | Take and Pass |
| • Two Years of Health/Wellness | Take and Pass |
| • Two Years of Physical Education | Take and Pass |
| • One course in Fine Arts | Take and Pass |
| • Proficient scores on the MCAS ELA and Math test | |
| • Passing score on the Science MCAS test | |

STUDENT GRADING

A. Letter Grades and Their Numerical Descriptions

For courses carrying two or more credits, student grades should be indicated in accordance with the descriptive evaluation of grades as noted below:

A+	98-100 percent	C	73-76 percent
A	94-97 percent	C-	70-72 percent
A-	90-93 percent	D+	67-69 percent
B+	87-89 percent	D	63-66 percent
B	83-86 percent	D-	60-62 percent
B-	80-82 percent	E	50-59 percent Quarter only
C+	77-79 percent	F	0-49 percent Quarter or Year

Only students who earn a final grade of “E” are eligible to attend summer school. Students who earn a final grade of “F” are not eligible to attend summer school.

- INC** - Incomplete - is not to be used for the fourth quarter and/or final marking period.
MED - Medically Excused - to be used by Physical Education Department members only with authorization of the school nurse.
WDN - Withdrawn - subject dropped or student withdrawn from school.
WF - Withdrawn Failing.

NCR - No credit because of excessive absences issued only by school administration.
S - Satisfactory or **U** - Unsatisfactory, applies to grades in one-credit courses.

B. Standards for Selection of Honor Roll Students

Students must receive letter grades in courses totaling at least twenty (20) credits to be eligible for the Honor Roll for a quarterly marking period.

To receive "Highest Honors" at the end of a quarterly marking period, a pupil must earn a 3.6 to 4.0 GPA for the quarter on a 4.0 unweighted scale.

To receive "Honors," one must earn a 3.4 to 3.59 GPA for the quarter on an unweighted scale.

To receive "Merit Roll" recognition at the end of a quarterly marking period, a pupil must earn a 3.1 to 3.39 GPA for the quarter on a 4.0 unweighted scale.

C. Grading Policies

Within the first two weeks of the school year, teachers will submit both their course descriptions and grading policies for the year to their respective curriculum directors for their approval and then distribute the policies to their students.

In addition, within the first week of each marking period, teachers will prepare grading policies for that quarter and distribute them to students after receiving approval of the curriculum director.

These policies will include, but not be limited to, an explanation about the extent to which the quarterly, semester, or final exam grade will be reflected in the quarterly grade.

D. Cumulative Grades

Teachers are to assign cumulative grades after the second and third marking periods and a final grade after the fourth marking period. Each of the four quarterly grades will be of essentially the same weight. (For instance, a student earning a "B+" the first quarter and a "B-" the second quarter will earn a "B" as a semester cumulative grade. In this illustration, it would not be reasonable for the teacher to apply more weight to the second quarter grade and to assign a semester cumulative grade of B-. It would be counterintuitive for one quarter to be worth less than 25% and another quarter to be worth more than 25%.)

E. Combined Grades

- a. Elective Courses - The academic record of a student who transfers (at the end of a quarter) from one elective course (not required for graduation) to another will reflect both teachers' grades.
- b. Graduation Requirements - The academic record of a student who transfers from one section of a course required for graduation to another section of the same course will reflect one Final Grade, the combination of both teachers' grades. If the transfer is made immediately after the first quarter, the receiving teacher will use the sending teacher's grade in determining the Final Grade. If the transfer is made during or after the second quarter, the curriculum director will determine the Final Grade in consultation with both teachers. However, where the student transfers from one course to another or from one ability level of a course to another, both grades will appear on the academic record; in all of these cases, the curriculum director will determine the Final Grade and, more importantly, whether the Final Grade is passing and represents credit for graduation.

- c. Proportionate Grading - When a student transfers from one class to another, the grade for the quarter needs to reflect the proportionate time the student spends with the sending teacher and the receiving teacher.

PROGRESS REPORTS

Progress Reports are issued approximately five weeks after the beginning of the quarter to all students earning a "C-" or lower. By issuing Progress Reports, the teacher puts the student and parent on notice that the student, even with a "C-" grade at the time, could be headed toward academic decline and a failing grade. If the decline occurs later in a quarter and a Progress Report has not been issued, the teacher will complete a handwritten Student Evaluation Form, copies of which must be handed to the student by the teacher, who will require the student to sign the form, acknowledging his or her receipt of it. The teacher will then provide copies of the form to the Director, who will be responsible for mailing the form home to parents, and to the Adjustment Counselor, who will make repeated efforts to contact the parent. The teacher will also keep a copy for his/her own records.

All teachers are encouraged to assign positive or constructively critical comments (not grades) on Progress Reports to all students, not just those with a "C-" or lower. Especially helpful to parents is notification of a decline in achievement from one quarter to the next, even where the grade is above "C-". However, comments alone do not satisfy the requirement dealing with notification of failure.

NOTIFICATION OF FAILURE

Failure to provide written notification to a student regarding his/her failure (or impending failure) for the quarter at least two weeks (ten school days) prior to the close of the quarter will result in a passing grade for the student in a given quarter. Exceptions include Incompletes (where the teacher is required to give written notice of failure at least ten school days before submitting the grade to Data Processing), as well as students who are truant, suspended, expelled, or refuse to dress for PE, cut class, or are caught cheating during the last ten school days of the quarter.

Failure to notify a student of his/her failure (or impending failure) for the year at least ten school days prior to the last day of the school year (graduation day for seniors) will result in a passing grade for the student for the year. Notifying a student (about a potential failure for the year) during the third quarter or on the third quarter report card and not later will suffice as notification although repeated warnings are clearly preferable.

The above notification requirement for failure for the year applies only to students who have a third quarter cumulative average of higher than a "D." If the third quarter cumulative grade is "D" or lower and if the teacher issues to the student a fourth quarter progress report only (but fails to issue a failure-for-the-year warning), then the teacher may still fail the student for the year. In this instance, common sense would dictate that the failing grade for the year would not come as a surprise to the student.) In the event a student is truant, suspended, expelled, cuts class or is caught cheating within the final ten days of the school year, the above notification requirement does not apply.

In cases where the student is absent from school on the date a Progress Report or Student Evaluation Form is distributed, the teacher has fulfilled his/her responsibility to provide notification. Students have been given a calendar that includes dates for the distribution of Progress Reports and are responsible for asking adjustment counselors about their Progress Reports upon their return to school.

SUMMER SCHOOL PROGRAM

Medford High School Summer School is intended for students of the Medford Public Schools. Other students may enroll only at the discretion of the Director of Guidance. Medford High School students may attend an outside summer school program at the discretion of the Director of Guidance.

Students who fail regular-day courses need to retake these courses in a setting that is consistent with rigorous curriculum and instruction. The Summer School mirrors the intensity of the regular school program. These programs also allow the school system to avoid having to offer as many slots during the school year to students who might otherwise experience the opportunity to take an enriched program of studies.

Summer school curriculum for each course identified must be consistent with the curriculum of the school program provided during the regular school year. Department administrators must approve the curriculum for each summer course.

Mid-course and final examinations must be approved by the appropriate departmental administrator and must be consistent with the course curriculum. Students taking these courses must pass the final examination to achieve course credit. Grades may take into consideration projects, homework, and in-class assignments. However, all grades that contribute to the final grade must be documented in the teacher's rank book and supported by a student work folder. To receive course credit, a student must pass each course with a grade of at least "C-."

Students may not be absent from Summer School Classes for more than three days for any reason. Teachers may factor the first three absences in the grading process; the fourth absence results in a failing grade for the course.

Each Summer School course will have a \$200 fee to be paid by the student. A minimum of 50% of this fee is due before the start of classes with the rest due and payable by the last day of the third week. Failure to pay the fee will result in no course credit. (The Summer School fee listed above is subject to change.)

These courses will meet for a total of 60 instructional hours. All classes will be two hours in length, with a ten-minute break between the first session and the second session. The first session will begin at 8:00 a.m. and will complete at 10:00 a.m. The second session will begin at 10:10

a.m. and will complete at 12:10 p.m. The final two days of the course will be used for examination and any relevant make-up work.

All rules and regulations specified in this handbook apply to students enrolled in Summer School.

MCAS

In order to be granted a high school diploma, students must fulfill all of the local requirements and pass both the English Language Arts and Mathematics portions of the Massachusetts Comprehensive Assessment System (MCAS). All grade 10 students are required to take the MCAS. Students graduating in 2010 must pass the Science MCAS as well. (For more information, go to www.doe.mass.edu/mcas.)

MCAS Performance Appeals

The Superintendent may choose to file a performance appeal for any student who has not passed one or both of the MCAS tests. The Superintendent shall include in the performance appeal evidence that the student meets the eligibility requirements for a performance appeal, by submitting documentation that the student:

- has taken the grade 10 MCAS at least three times.
- has on at least one attempt attained a score of at least 216 on the test(s) subject to the performance appeal.
- has maintained at least a 95% attendance level.
- has satisfactorily participated in the tutoring and other academic support services made available by or approved by the school to strengthen the student's knowledge and skills in the subject(s) at issue.
- has received an appropriate teacher evaluation certifying that the student's knowledge and skills are "at or above the Needs Improvement level".
- has shown evidence of academic work in English and Math "at or above the Needs Improvement level".

Students and parents should go to www.doe.mass.edu/lawsregs/603cmr30.html for additional information about appeals and/or for the latest revisions of the above regulations.

HOME/HOSPITAL INSTRUCTION

Definition of Home Instruction

- Written order by a physician
- Student at home or hospital (or a combination of both)
- Not fewer than fourteen school days in any school year
- Not special education services (unless the student has been determined eligible for such services and the services include services of the student's IEP)

Notification

- The Guidance Counselor monitors student attendance records and contacts parents of students who are absent for several days.
- As the number of days absent nears fourteen, the Guidance Counselor alerts parents about the possibility of obtaining Home Instruction services for the student and provides medical forms to parents.
- Parents obtain medical orders from their physician and give a copy to the Guidance Counselor, who in turn keeps a copy (signed by the medical doctor) for his/her records and who forwards, in a timely manner, a copy of the signed form to the Office of Pupil Services.
- Office of Pupil Services notifies the student's Guidance Counselor about the decision to place the student on Home Instruction and provides an estimate of the duration of Home Instruction for their child.
- The Guidance Counselor notifies the teacher about the student's need for Home Instruction and obtains the appropriate books and instructional materials from the classroom teachers for the home instructors to use.
- At this time, the Guidance Counselor provides the teacher with an estimate of the duration of Home Instruction for the student.
- Thereafter, it is the responsibility for the home instructor and classroom teachers to consistently inform each other of material covered in class and of student progress in Home Instruction.

Assignments

- The teacher will leave assignments and materials for the home/hospital instructor with the secretary in the Main Office (unless the Guidance Counselor makes other arrangements and notifies all of the parties concerned).
- Students and parents are responsible for notifying the Guidance Counselor if assignments for any course have not been provided by the teacher or home/hospital instructor. Students and parents are responsible for notifying the Submaster (in writing) if this sort of problem continues.
- The Guidance Counselor will consult with students and parents about the advisability of schedule changes, in cases where it is impractical to provide Home Instruction services with regard to certain courses.

Extension of Home Instruction

- The medical orders (mentioned above) are for 60 days only. The Office of Pupil Services will assist the Guidance Counselor with reminders as time limits approach.
- The Guidance Counselor must obtain new medical orders from physicians and parents, if needed.

Grading

- The classroom teacher determines the final grades of students who receive temporary Home Instruction.

- The home/hospital instructor must provide evidence of the student's work and tests in order for the assigned classroom teacher to determine the final grade. The home/hospital instructor should make grade recommendation to the classroom teacher.

COLLEGE BOARD EXAMS

For the SAT, students need to register DIRECTLY with the Educational Testing Services. The application is found in the middle of the SAT Registration Booklet, copies of which are available in the Counselor's office. Students may also register online at www.collegeboard.com.

For the PSAT/NMSQT, sophomores and juniors need to register with the Guidance Department in September and early October. See your adjustment counselor to accomplish this task.

STUDENT RECORDS

The Medford Public Schools will, in response to an inquiry from another school system, provide all student records to a school to which a student is registering.

It is the student's obligation to provide complete school records to Medford High School, including academic, attendance, health, and discipline records. Discipline records are to include any incidents involving suspensions or violation of criminal acts. This obligation pertains not only to students transferring to Curtis Tufts High School from other public schools in Massachusetts, but also to students transferring to Curtis Tufts High School from private, parochial or out-of-state schools.

A student's registration is considered complete only when all records from sending schools have been received by our Guidance and Health Departments.

State regulations now allow parents and students, once they reach the age of fourteen (14) or in the ninth grade, whichever comes first, to inspect, receive a copy of, add to, or request a deletion or an amendment of any information concerning the student that is kept by the school or School Committee and is organized in such a way that the student may be individually identified. (The only exception to this automatic right of access concerns information kept in the personal files of a school employee and not shared with anyone else.) Parents and eligible students will be allowed access to the student record within two (2) consecutive weekdays after their request. Temporary student records are destroyed after five (5) years. Permanent student records are destroyed after sixty (60) years.

Confidentiality: 603 CMR 23.05: Privacy and Security of Student Records

- (1) The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.
- (2) The superintendent of schools or his/her designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school principal, for example, former students' transcripts stored in the school department's central administrative offices or student records of school-age children with special needs who have not been enrolled in a public school.

(3) The principal and superintendent of schools shall insure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

M.G.L. Chapter 71. Section 34H: Privacy and Security of Student Records

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

(b) A parent requesting information under this section shall submit a written request to the school principal.

(c) Upon receipt of a request for information under this section, the school shall review the student record for any documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district and shall immediately notify the custodial parent of the receipt of the request.

(d) Notification must be made by certified mail and by first class mail in both the primary language of the custodial parent and in English. The notification shall also inform the custodial parent that information requested under this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the child in the custodial parent's custody from abuse by the requesting parent unless the protective order or any subsequent order which modifies the protective order, specifically allows access to the information described in this section.

(e) At any time the principal of a school is presented with an order of a probate and family court judge which prohibits the distribution of information pursuant to this section the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease.

(f) The principal of each public elementary and secondary school shall designate a staff member whose duties shall include the proper implementation of this section.

SCHOLARSHIPS AND FINANCIAL AID

Information about post-secondary educational scholarships and financial aid may be obtained from your Adjustment Counselor. Your counselor can make arrangements for you to obtain additional information from the Guidance Department at Medford High School.

STUDENT ACTIVITIES

Students at CTHS have the right to participate in the activities at the high school in their town. Thus, unless a student is on social probation, or has been excluded from the school, s/he has the right to participate in school clubs, on school teams, and to attend school dances.

ATHLETIC RULES AND ELIGIBILITY

In order to be eligible to represent in athletic contests a secondary school, which is a member of this Association, contestants must conform to the following rules:

A. Membership in School

A student shall have been issued a report card, exclusive of summer vacation, next preceding contest, unless entering from an elementary or junior high school during the same school year.

B. Physical Examinations/Medical Coverage

All students must pass a physical examination within thirteen months of the start of each season. Students who meet the criteria at the start of the season will remain eligible for that season. The physical examination form must be returned to the Health Suite to be processed and will inform the Athletic Director of the student's medical clearance.

C. Dropouts

When a student severs his connection with a school and then decides later to return to the same school, he/she cannot become eligible for athletics until a report card has been issued and until the expiration of a minimum of two calendar months from the date of his/her return to the same school, and until the requirements of the Rules of Eligibility are fully met.

D. Transfers

A student who transfers from any school to a MIAA member high school is ineligible to participate in any interscholastic athletic contest at any level for period of one year in all sports in which that student participated at the varsity level during the one year period immediately preceding his/her transfer, except as exempted below. For the purpose of this rule, no transfer will be deemed to have taken place if a student returns to his/her former school on or before the eleventh school day from the date of last attendance there. (See the Athletic Director for information about other exemptions.)

E. Academic Requirements

To be eligible at the start of the season, students must have final passing grades from the previous academic year in the equivalent of four traditional yearlong major English courses. To be eligible for the second marking period of the 2011-12 academic year, a student must satisfy the academic standard in the equivalent of four traditional yearlong major English courses during the first marking period. It is at this point (i.e., with the start of the second marking period 2011-12) that the academic eligibility is certified only on the last marking period, and not cumulatively. Only fall eligibility remains cumulative.

F. Time Allowed for Participation

A student shall be eligible for interscholastic competition for more than six (6) consecutive semesters beyond the ninth grade. A student may not participate for more than four seasons of any sport after the completion of grade eight. In special cases where a pupil has been absent from school because of an accident or illness, which would prevent school attendance, the Standing Committee of Athletics shall have the authority to waive one or more of the periods of eligibility as defined below, for said pupil, upon presentation of a doctor's certificate in his/her behalf and the approval of the school during the period of his/her absence because of an accident to him/her or his/her illness. Periods of eligibility shall coincide with season limits for each sport. A student who has participated in one interscholastic contest shall be deemed to have participated for a season in that sport. Athletes and Cheerleaders will not be allowed to participate in interscholastic programs offered by the Medford High School Athletic Department unless he/she agrees to:

Attend all practices, scrimmages and games, including those during school vacation weeks.

(Documented illness or prior approval by the Athletic Director and Coach are exceptions.)

Observe such other rules as may be made by the Administration, Athletic Director, Coach and/or Trainer. These rules are included in the sports information packet available through the Athletic Office or the Coach.

G. Age Limits

A pupil shall be under nineteen (19) years of age. However, he/she may compete during the remainder of the school year, provided his/her nineteenth birthday occurs on or after September 1st of that year. For grade 9, a player shall be under sixteen (16) years of age. However, he/she may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1st of that year.

H. Graduation

A student must be an undergraduate, i.e., he/she shall not be a graduate of any secondary school. Any student who has the credit required for a diploma shall be regarded as a graduate with some exceptions per Headmaster's Association.

I. Repeated Work

A student who repeats work for which he/she has once received credit cannot count that subject a second time for eligibility.

J. Student Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. 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 rule represents only a minimum standard upon which schools may develop more stringent requirements. (See Discipline Code for Medford High School's definition of *possession*.)

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

Court dismissal of drug or alcohol charges do not apply to school policy of drug/alcohol violations.

If a violation occurs in the off-season during the school year or summer vacation, the student shall lose eligibility for the next two interscholastic events of the subsequent athletic season of play in which that

student is a participant. This penalty shall carry over to the next academic year if the penalty period is not completed during the school year in which the violation occurred. The student will not be eligible to be a team captain and if already a team captain, he/she will automatically forfeit the position for the remainder of the season for which he/she has been elected captain.

Students are responsible for complying with all MIAA regulations and with Medford High School's specific requirements.

K. Local Discipline Code

Medford High School's code of discipline applies during all athletic events, practices and meetings. For example, fighting in an athletic contest would justify a Level 1 suspension.

L. Users' Fee

Medford School Committee policy requires that all participants in a Medford High School interscholastic athletic program pay a \$150.00 Users' Fee. However, no family is to exceed \$450.00 for the three sports season (fall, winter, and spring). Users' Fees represent an important source of revenue for the varied and comprehensive sports programs offered to students attending Medford High School. This fee is not refundable. The fee covers transportation costs, equipment, athletic insurance and reconditioning of equipment.

Participation in extra-curricular activities is a privilege available to students. Students whose attendance, punctuality or conduct is problematic may lose that privilege.

ACCESSIBILITY OF EXTRA-CURRICULAR ACTIVITIES

The provision of equal educational opportunities shall guide all decision-making related to school district facilities, selection of educational materials, equipment, curriculum, and regulations affecting students. The district shall make reasonable accommodations for students with identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

Medford Public Schools ensures that all of Medford's students have equal access to extracurricular activities, including intramural and interscholastic sports, clubs, and school activities sponsored by the district. Extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, disability, or homelessness.

Extracurricular programs are routinely examined and to make sure that program organizers provide reasonable accommodations for students with identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. The District also ensures equal access for students with disabilities to after school activities such as clubs, sports, or evening activities and will provide, as recommended by the IEP Team appropriate services to enable this participation. Students, who are receiving education in out-of-District facilities, as recommended by the IEP Team, shall also have an equal opportunity to participate in these activities, as deemed appropriate to meet their individualized needs.

HEALTH POLICY GUIDELINES

The Curtis Tufts shares a nurse with a local school. Pupils who wish to see the nurse during the school day should inform their teacher or counselor. Said adults will contact the office who will contact the nurse. In the event of a serious accident or illness, the pupil should report directly to the Office

MEDICATION POLICY

The Medford Public School system follows Department of Public Health Regulations regarding dispensing of medication in the schools. Our medication policy requires the following for ALL medications, including over-the-counter medications such as aspirin, Advil, etc.

HEALTH SERVICES PROGRAM

The Medford Public Schools' nurses provide a comprehensive health program that includes, but is not limited to: health education, prevention and monitoring of communicable diseases, periodic health screenings, specialized health care, health counseling, dispensing of medications, referrals, first aid, and consultation with health-care providers, as well as the educational team. The Medford Public School System provides registered nurses for direct service in each school. Your school nurse is available between 7:30a.m. and 3:00p.m. Please call your individual school nurses with any health related questions or concerns throughout the school year or the Health Suite at Medford High School, 781-393-2218.

STUDENTS MAY NOT BRING MEDICINE TO SCHOOL

TYLENOL may be dispensed in grades 6-12 by a registered nurse, under School Physician protocols, if the Parent/Guardian has provided written consent. For more information regarding the dispensing of daily medications during school hours, please call the Health Suite, 781-393-2218

IMMUNIZATIONS

Prior to entering the Medford Public Schools, ALL students must provide proof of immunization. All students must be medically cleared to enter school through the Health Suite at Medford High School. Periodically, certain immunizations must be updated. Failure to comply with immunization regulations may result in exclusion from school.

PHYSICAL EXAMINATIONS

Physical exams are required of all students entering kindergarten. All students entering Medford Public Schools from a different school district are also required to have a recent physical exam. A private physician or the school physician may give the exam. Students in grades four and nine are required to have a Health Questionnaire completed by their Parent/Guardian. All forms are available from the school nurse.

HEALTH SCREENINGS

Students are periodically screened in Grades K-9 for vision and hearing. In addition, postural screening is done for all students in grades 5-9. The nurse notifies Parents/Guardians in writing if a student needs further evaluation by a physician.

COMMUNICABLE DISEASES

Students may be excluded from school for certain communicable diseases, per the Department of Public Health.

CHICKEN POX (Varicella) - Students are contagious for 1-2 days prior to the rash and for five days after the rash begins. Chicken Pox can be a very serious disease for pregnant women and

immune-compromised individuals. Therefore, Chicken Pox should be reported to the school immediately.

Students who have been ill with the flu, ear infections, diarrhea, etc., should be fever- and symptom-free for 24 hours before returning to school.

There are occasions when a child comes to school with a condition that may be contagious, such as a rash of unknown origin. The Parent/Guardian will be called and asked to take his or her child to the physician. A note from the physician is required for re-entry to the school.

PHYSICAL EDUCATION

If your child is unable to participate in the Physical Education program due to illness or injury, a note from the physician is required. It is especially important for the physician to indicate in writing when a student may safely resume full activity.

WALKING WITH CRUTCHES

Any student who requires crutch use in school must provide written notice from his/her physician that he/she is capable of handling crutches in the school environment.

PREGNANT STUDENTS

Medford Public Schools wishes to encourage pregnant or parenting students to complete the free and public education to which they are entitled. While pregnancy is not an illness, it is a short-term condition (like other short term conditions) that may impact a student's ability to function optimally in the school environment.

The school administration will request verification from a pregnant student's physician to ensure that they are receiving necessary prenatal care. The school administration may seek a release to speak with such the student's physician so that needed accommodations may be made to benefit this special population of students. Examples of such accommodations may include, but are not limited to, modifications of physical education, elevator pass or vocational school program adjustments (avoiding chemicals, etc.). However, the district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school

Students who suspect they may be pregnant will be treated in a confidential manner in the health office. The school nurse will assist the student to receive the necessary health care.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy. After giving birth these students are permitted to return to the same academic and extracurricular program as before the leave.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

SCHOOL ATTENDANCE POLICY

ABSENCES

A Parent or a Guardian should call in the morning on the day of absence to notify the office why the student will not be in school. A note must accompany the student upon admittance to the building. All court, doctors' notes etc. must be submitted within three days for documentation. Whenever possible, all appointments should be made after school hours. If a student is absent for 3 unexcused consecutive days, the parent/guardian, student and Adjustment Counselor will meet with the Director to discuss the reason for the student being absent for three consecutive days. If the absences are excusable, the parent or guardian should contact their son/daughter's assigned Adjustment Counselor and ask for missed assignments. These assignments will be made available 24 hours after the call has been received.

TARDINESS

School starts at 8:10. Interpersonal Skills is 8:10 to 8:35. Student arriving before 8:20 AM should join the staff in the Lunchroom for breakfast or Recreation Room and are considered on time. Students arriving between 8:20 and 8:35 should get their breakfast and go directly to the RC room. Students arriving after 8:35 will receive a loss of break. If a student arrives at 9:25 or thereafter, they will be admitted to the building only when accompanied by a parent or guardian.

DISMISSALS

DISMISSALS ARE STRONGLY DISCOURAGED!

Dismissals, at any time during the school day, will not be granted or allowed unless notification is received three days prior to the date. These requests must be made in writing from the parent or guardian. Dismissals will be granted for: court appearances, family emergency, medical appointments, or meetings with outside agencies (collaterals). Students are required to bring a note on official stationery from the office visited. Medical notes will only be accepted when faxed. If student returns with out required documentation they will meet with the Director and assigned Adjustment Counselor to discuss the credibility of such dismissal. At this time a parent/legal guardian will be called to discuss protocol for future dismissals.

In the event of an emergency the student must meet with his/her assigned Adjustment Counselor to discuss their request for early dismissal, at which time the Adjustment Councilor will discuss with the Director to decide if the individuals request will be honored. If the request is being honored the Adjustment Councilor will contact the individuals parent/legal guardian for permission to dismiss.

Students will not be allowed to call their parent/legal guardian during the day to request permission to be dismissed unless the school nurse and/or their assigned School Adjustment Counselor is making such

request. Prior to phone call being made the nurse, school adjustment counselor will meet with the director to discuss the legitimacy of the request.

To attend or participate in after-school or evening activities or events, students must be in attendance on the day of the event and present at school for at least four (4) periods. Students who play a specific role or serve a specific function in formal afternoon or evening school events (plays, athletic events, concerts, shows) may not be dismissed on the day of the event. Under special circumstances, students may apply for waivers, which will be presented to the Adjustment Counselor and Director for joint approval. However, these students need to plan ahead and apply for waivers prior to the date of the absence and the event.

WORK-STUDY

The Curtis Tufts High School permits student participation in a Work-study program as a means of addressing individual student transition skills development. Decisions related to the Curtis Tufts Work-study program are made through the Special Education Team's recommendations.

Participation in work-study allows students in good academic standing to gain valuable work experience. Whenever possible, the work-study worksite should be related to the student's career interest and should provide skills training. Work-study assignments must be pre-approved by the student's Team and employment must be continuous. Any change of employment must not be a result of poor job performance, in order for the student to earn full credit for this component of their school program. All student requests are reviewed on an individual basis.

Student progress in their Work-study program is monitored through students work journal entries, submitted copies of paychecks, and intermittent unscheduled site visits from the supervising teacher. In addition, cooperative employers must be Equal Opportunity Employers. All cooperative employers are required to sign an agreement with the district documenting their participation in the Curtis Tufts Work-study Program and their willingness to participate in the quarterly skills assessment component of the work-study program.

The Curtis Tufts High School uses the Massachusetts Work Based Learning Plan (MWBLP) assessment tool to document student progress toward work related transition goals. This tool is designed to promote learning and productivity on the job. The supervising teacher uses the MWBLP as a means to assess Foundational Skills that set the basic expectations for job or internship inclusive of Work Ethic and Professionalism, Communication and Interpersonal Skills, as well as Specific Workplace and Career Skills.

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WORKING CERTIFICATES

Massachusetts State Law requires all individuals less than eighteen (18) years of age, who are employed, to have Working Certificates. These forms may be obtained with the assistance of your Adjustment Counselor or from the Personnel and Payroll Office on the first floor of Medford High School.

The following conditions apply: 1)The student must be between 14 and above.2)The student must have a job.3)A certified Birth Certificate or Baptismal Record (not a photo copy) to present with completed forms.

After these forms returned, a Working Certificate will be issued. Students under eighteen (18) years of age cannot work with power-driven equipment of any kind, and cannot drive a motor vehicle as part of their employment.

BEHAVIORAL STRUCTURES AND PROCEDURES

Every community needs some rules to create a safe and comfortable environment. A safe environment enables all members of the community to learn and to grow. The following rules are provided to outline those behaviors that are unacceptable at the Curtis Tufts, as well as the consequences that will result from the breaking of school rules.

Teachers/Staff are trained at looking past the individual's behavior focusing instead on the individual when dealing with inappropriate behavior. Teachers understand that by keeping students actively engaged, discipline issues are minimized. When the individual becomes agitated, staff members use numerous de-escalation techniques before asking the individual to leave the classroom and/or call for assistance from the office.

Teachers are expected to manage situations in their own classroom by having a clear working knowledge of Discipline with Dignity and Nonviolent Crisis Intervention (CPI). Teachers are expected to "process" with the student if they ask a student to leave the classroom by the end of the school day.

BATHROOM

Students are permitted unlimited use of the bathroom during the scheduled breaks (before 8:40, 10:10-10:30, 12:00-12:30). However, only one student is allowed in the bathroom at a time. In addition, they can request to go to the bathroom during the academic class period 8:40 to 12:00. If a student uses the bathroom more than 2 times during class time in a day, s/he will earn a loss of 3 breaks. This policy is in existence to minimize the number of students going to the bathroom during classes. Students with documented medical issues will be permitted unlimited use of the bathroom.

CELLPHONES AND OTHER ELECTRONIC DEVICES

Cell phones and electronic devices are the responsibility of the student. Students are encouraged to turn them into the secretary when not in use, and picked up upon leaving or when needed. Students with privileges during breaks may listen to their music. However, cell phone use is prohibited without permission from the Director during the school day. This includes calls, incoming and out going, texting, game playing, etc. Any cell phone heard during the school day will result in the loss of three breaks. Messages from home should be called into the office and will be given to the student via their counselor. Students may call home from the counselor's office when needed, although we encourage them to do this during breaks.

DRESS CODE

Students should not be wearing:

- Tank or halter tops
- Shirts that are too short or too low
- Shorts or Skirts that are too short
- Pants that are too low
- Inappropriate clothing
(alcohol/drug advertisements,
sexual content, etc)
- Pajamas
- Slippers
- Bandanas
- Hoods
- See-through clothing

*Students should be wearing shirts in the building at all times.

SMOKING

Smoking is not permitted on school grounds 24 hours a day, 7 days a week. This includes field trips, and walking together to and from school related activities (such as to the Columbus School). Students may not walk around school with cigarettes behind their ears. If seen, the cigarette will be confiscated. If a student is caught smoking on school property the consequence is an out of school suspension.

NO-SMOKING POLICY

The Educational Reform Act of 1993 shall prohibit the use of any tobacco products within the school building, the school facilities, or on the school grounds or on school buses by any individual including students, faculty, staff, and visitors at any time of the day or night. This includes all extra-curricular activities, i.e., athletic games, school dances, etc., on school property or at another location. In addition, smoking is not allowed at any time within one thousand feet of school property. All staff are responsible for enforcing this law.

City of Medford Tobacco Ordinance

The City of Medford, County of Middlesex, Massachusetts, hereby makes the following ordinance in the interest of and for the preservation of public health:

"A regulation affecting smoking and the sale, vending and distribution of tobacco and tobacco products in the City of Medford:

Sec. 1. Purpose The City Council declares that the purpose of this ordinance is provide for local enforcement of existing state laws regarding sales to minors and smoking on school property.

Sec. 2. Definitions The following words and phrases, whenever used in this article, shall be construed as defined in this section: "Establishment" means any sole proprietorship, partnership, joint venture, corporation, or any other

business entity formed for profit-making purposes, including retail establishments where goods are sold. "Municipal Buildings" means any and all buildings owned or occupied by any department or agency of the City of Medford. "Smoking," means inhaling, exhaling, chewing, burning, or carrying any lighted cigar, cigarette, weed or other plant in any manner or in any form. "Tobacco" means cigarettes, chewing or spitting tobacco, snuff, or tobacco in any of its forms.

Sec. 3. Prohibition of Smoking in Schools and Municipal Buildings

Smoking by any individual, including school personnel shall be prohibited in all schools, as defined above, within the City of Medford. This prohibition shall be effective 24 hours a day, 7 days a week and shall include private offices, private areas, school grounds, school buses, and all school events such as banquets, award dinners, dances, and indoor athletic events.

DISCIPLINE OUTLINE

While it is often true that a peer or an adult, whether at home, in school, or in the community, may have contributed to the behavior/mood of the student, it is the student's job to learn to manage those feelings in a way that does not hurt others or themselves. The crisis desk, the counselors, and any trusted staff member is available to assist a student who is feeling stressed, with the hope of avoiding restrictions.

INCENTIVES

Immediate: Privileges of game room, lunchroom, or going outside during breaks if desired.

Delayed: The staff meets at the end of every day, reviews each student, and shares important information. Students are then awarded a check if they were present, they did not receive multiple restrictions, or were not suspended. If a student earns 2/3s of possible checks in the preceding month, and was not suspended, they can earn the field trip. Other incentives include earning Student of the Week, Student of the Month, Student of the Year, as well as other incentives to be determined over the course of the year.

LOSS OF BREAK

Students will receive one "Loss of Break" for the following behaviors:

- 🗂️👤 Inappropriate Language
- 🗂️👤 Acting in a Disrespectful, Disruptive, Inappropriate, or Offensive manner
- 🗂️👤 Inappropriate Personal Contact

CURTIS TUFTS RESTRICTION (CTR)

Each *Curtis Tufts Restriction (CTR)* is time to be served in the *Intervention/Reflection Center (I/RC)* and is equal to 3 Loss of Breaks with no access to activity rooms. Students will receive a CTR for the following behaviors:

1. Refusal to serve Loss of Breaks in the **I/RC**.
2. Two people in the bathroom at the same time.
3. Using phone (cell or school) without permission.
4. Wandering (basement, kitchen, main entrance and first floor corridor, slow return from break).
5. Yelling out of the windows.
6. Buying food for someone serving in the **I/RC**.
7. Going to the bathroom more than twice during the morning academic period.
8. Vandalism:
 - The Director will assess the damage at the close of school on the particular day.
 - A meeting with the student and his parents will take place to discuss appropriate consequences of which out of school suspension may occur.
 - The Director in conjunction with staff will prepare a contract for repair/replacement of the damaged property, which may include monetary remuneration for damage.
 - When the student has completed the contract, the Director and staff member will sign-off indicating all conditions of the contract have been met.

INTERVENTION/REFLECTION CENTER(I/RC)

Students that attend the *Intervention/Reflection Center (I/RC)* when serving Loss of Break or a *Curtis Tufts Restriction (CTR)* will lose the privileges of the game room, lunchroom or going outside during breaks.

- Eating is permitted during the morning breakfast and lunchtime *I/R C* sessions. Food is not allowed during the mid-morning break session.
- Students may earn some class credit and/or decrease the number of Loss of Breaks by completing class work when serving in the *I/R C*.
- Students who are compliant with the rules of *I/R C* may have the Loss of Break shortened to earn some free time.
- Students who are compliant and adhere to the expectations established by the staff member in charge may be allowed to earn credit for time served resulting in additional restrictions being waived (maximum of 2).

ALTERNATIVE CLASSROOM PROGRAM (ACP)

Students will serve *ACP* in the *I/R C* during the morning academic period. The student will be separated from their peers, but will be allowed to complete class work and to ask questions and receive direction of the teacher in the *I/R C*. Parents will be notified when a student is assigned *ACP*.

If a student follows the expectations of the *ACP*, the following will be possible:

1. The student will be able to complete their work and receive credit for the day.
2. The student will have the opportunity to attend classes after lunch if they have completed all assigned work, their conduct is deemed appropriate, and all rules and regulations while serving *ACP* have been followed.

If the student is not able to adhere to all rules and regulations they will meet with the Director to discuss alternatives which may include; meeting with parent/guardian, additional *ACP*, or out of school suspension. *ACP* may also be assigned if a student refuses to serve restrictions

SUSPENSION

The following procedures will be followed whenever a student's behavior warrants a Suspension.

- The parent/guardian will be called. If the parent/guardian cannot be contacted, the emergency contact person will be called.
- The student will leave the building or area immediately unless parent/guardian will be picking-up student.
- The student, with a parent/guardian, will be required to have a re-entry meeting with the student's assigned School Adjustment Counselor and the Director to discuss expectations upon reentry.

Students who have been suspended may not be present on school property during the school day, at any school-sponsored event (home or away), at any hour of the day or night while on suspension. These rules apply to all of the property of the Medford Public Schools and to facilities and grounds where school events are held. Violations of the terms of the suspension will be regarded as trespassing, which may be reported to law enforcement officials.

The following behaviors are major offenses that warrant suspension:

1. **VIOLENT BEHAVIOR**

- Physically assaultive behavior directed toward any person or school property.

2. **WEAPONS AND CONTRABAND**

- Students that sell, possess, or carry a weapon or weapons shall result in the reconvening of the team.” The term "weapon" includes, but is not limited to, knives, firearms, paint/pellet/BB guns, clubs, a realistic facsimile of a weapon, any item that is used or construed as a weapon, any razor blade or any device that includes a blade edge.
- No drugs or alcohol will be allowed on school grounds. Any student who is observed to possess, sell, or distribute drugs or alcohol, or whose behavior suggests that they have participated in drug or alcohol activity before entering the school building will be examined by the nurse and the Director prior to being asked to leave the building if warranted. Parent/guardian will be notified. Possession of any drug paraphernalia (i.e. rolling papers, pipes, etc) is also grounds for suspension.

3. **HARASSMENT**

- Harassing other students/staff on the basis of gender, ethnicity, religion, handicap, or sexual preference.

4. **WALK OUT**

- Students leaving the building without permission will incur a suspension and the parent/guardian will be notified. Suspension date (that day or the following day) for students that “Walk Out” will depend on the time the student left the school. If the individual returns later in the day after walking out, re-entry will be denied. When student is observed walking out, they will be asked by the Director or a staff member to return. If they choose to do so, the student will meet with their assigned School Adjustment Counselor and the Director to process the event which led to them walking out. The parent/guardian will then be notified.

The following additional violations that could result in suspension include but are not limited to:

- Arson, assault, battery, possession or use of explosives (including fireworks), extortion, blackmail, coercion, larceny, theft, vandalism, possession of stolen property, and intimidation of a student or school personnel.
- Being on the premises of any school (including CTHS) when not in attendance, without permission from the building administrator.
- Noncompliance with Curtis Tufts Restrictions (**CTR**) and Loss of Breaks, or three Curtis Tufts Restrictions (**CTR's**) in a short period of time may result in out of school suspension.
- If the student is uncooperative or disruptive, he/she may be sent home on suspension

The following definition of "possession" applies to the above major violations and to all other uses of the term within this handbook. "Possession" not only means holding an item, having it on one's person, or storing it in one's locker or automobile; it can also mean being willingly and knowingly in the presence of the item.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

All students are expected to meet the requirements for conduct and behavior as set forth in this student handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students or those the District knows or has reason to know might be eligible for such services with certain procedural rights and protections in the context of student discipline. Students who have been found to have a disability that substantially limits a major life activity, as defined under Section 504 of the Rehabilitation Act of 1973, must also be afforded these increased procedural protections. Procedural Safeguards are required to be provided to these students prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or ten (10) cumulative school days (if constituting a change in placement) in a single school year. The following additional requirements apply to the discipline of students with disabilities:

The Individualized Education Plan (IEP) for a student must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified due to the student's disability.

In general, special education students may be excluded from their programs, just as any other student can be, for up to ten (10) school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, the student's Special Education Team must develop a functional behavioral assessment plan. In many instances, the Team also may be required to determine whether the student's behavior was related to his/her disability, a "manifestation determination."

If the Team determines the behavior was not related to the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was related to the disability, the student may not be excluded from the current educational placement (except in the case of weapons or drugs) until the Team develops and the parent(s) consent to a new IEP.

In the event, a student possesses, uses, sells or solicits a controlled substance or possesses a weapon at school or a school function, a school may place a student in an interim alternative education setting for up to 45 calendar days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

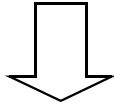
When a parent disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent has the right to request an expedited due process hearing from the Bureau of Special Education Appeals. Additional information regarding the procedural protections for special education students can be obtained from the Pupil Services office (781) 393-2229.

Curtis Tufts High School

Graduated Approach of Behavioral Interventions

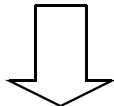
Step One

Loss of Break = Student serves one break in the Intervention/Restriction Center (I/RC)
(for minor infraction, i.e. inappropriate language)



Step Two

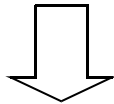
Curtis Tufts Restriction(CTR) = Equal to three Loss of Breaks
Students serve three breaks in the Intervention/Reflection Center (I/RC)
(for more serious infraction, i.e. cell phone use, wandering)
No check for the day.



Step Three

Alternative Classroom Placement (ACP) = When a student receives more than 9 total restrictions in one day, he/she will complete class work in an alternate room for four periods.

If a student receives three or more warnings in ACP, he/she will meet with the Director to determine if an Out-of-School Suspension is necessary



Step Four

Suspension

If a student exhibits behaviors beyond the scope of school behavioral expectations, he/she will meet with the Director to determine if the infraction is a suspension or other intervention. (i.e. pattern of behavior, fighting, weapons, illegal substances, harassment, excessive restrictions, etc.)

MISSING STUDENT/RUNAWAY POLICY

Any student who during the course of the school day leaves the school facility without the expressed consent of staff shall be considered runaway from the program. Any student who cannot be located during the course of the school day shall be considered missing. If the student is of sound mind, and over the age of 16, the parent or guardian will be notified that the student has left school. If the parent/guardian is not available, the student's emergency contact will be notified. The Program Director/Adjustment Counselor and the parent/guardian will determine if any additional agencies need to be notified. The student will be suspended the next day for leaving school grounds without permission of staff or family. The Program Director may decide a Parent/Guardian needs to attend a reentry meeting.

Students who are under the age of 16, or whose state of mind is considered unsafe, will be followed by staff and will be verbally encouraged to return to school. If possible, the staff member should grab a cell phone or walkie-talkie, and/or notify a back up person as he/she leaves the building. Staff should not attempt to physically intervene unless the student is posing a danger to himself or others. The Program Director will be immediately notified and determine the most reasonable course of action, which may include alerting the local police to intervene, or to allow staff to continue to attempt to verbally redirect the student to the building. If the student is non-responsive, staff shall continue to monitor the situation until assistance arrives.

If it is determined that a student is missing, a staff person will immediately begin a search of the facility and areas immediately adjacent to the building. The Program Director shall be notified as soon as possible. The Program Director will be responsible for communications between the Curtis staff, parents/guardians, and if necessary administrative offices of the school department and/or the local police department.

When found, the student shall be returned to the Curtis and the next step will be determined by the Program Director in conjunction with the TEAM. An incident report will be completed and filed in the behavior/suspension log. Form 2 will be completed and submitted to the DOE with a copy of the incident report.

603 R sect.46.00 RESTRAINT POLICY

The Medford Public Schools complies with the provisions of 603 CMR sect. 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the Principal, the Director of Special Education and Pupil Personnel Services, and the Superintendent's Office. Further, the policy is posted in the secretary's office, on the bulletin board that is designated for postings.

MEDFORD PUBIC SCHOOLS DRUG AND ALCOHOL POLICY

Goals

The Medford Public Schools wish to provide the optimum learning environment for our community of learners and, therefore, the Medford Public Schools promote a substance-free atmosphere. However, the Medford Public School System recognizes that certain individuals use/abuse drugs and alcohol. The use of these substances poses a potential danger to the individual using, as well as the entire student body and staff. This policy recognizes the importance of a three-prong approach to drug and alcohol use: prevention, enforcement, and rehabilitation.

The policy pertains to all motor vehicles and all containers and compartments within vehicles while under school jurisdiction; all Medford Public School facilities, Medford Public School grounds (including within 1,000 feet of school boundaries), and all school-sponsored functions and events regardless of their location. State law mandates that anyone within 1,000 feet of a school building convicted of possessing drugs with intent to distribute or actually distributing receive a mandatory two-year jail sentence. School lockers, desks and all other school fixtures are considered school property. The school system reserves the right to conduct periodic inspection of all school property. This policy applies to every day of the calendar year and every hour of the day and night.

Definition of Drugs

The term drug includes all illegal drugs. It also includes over-the-counter medication, prescription medication, inhalants, or any substance that has not received medical clearance from the school health office for use by a specific student.

Policy

Students with legitimate medical needs must be identified and cleared in the health office. Any student needing to take medication must follow the Medford Public Schools Medication Policy. No student can transport medication to school as per policy. Any illegal use of drugs and/or the misuse of prescribed or over-the-counter medications as defined in the Medford Public Schools Medication Policy constitute abuse.

No person shall possess, have under his/her control, sell, dispense, purchase, administer, transport, be in the presence of, possess with intent to sell, or conceal alcohol or any controlled drug or any substance represented to be a drug or alcohol. No person shall ingest, inject, inhale, or otherwise introduce into the human body nor be under the influence of any drug or alcohol. No person shall possess, have under his/her control, sell, dispense, purchase, transport, possess with intent to sell, or conceal any drug paraphernalia or objects used for the containment or dispensing of alcohol.

Student athletes/cheerleaders and a parent/guardian of each must attend a mandatory chemical awareness session prior to the start of each season as a requirement of eligibility.

On an annual basis all students will sign an acknowledgment of having read the drug and alcohol policy after they have done so. School property, including lockers, may be periodically checked for drugs/alcohol at the discretion of the administration when there is reasonable suspicion of a violation of school rules. Students will not be allowed access to their cars/vehicles during the school day unless accompanied by a school official or dismissed appropriately by a school administrator.

Prevention

The comprehensive health curriculum shall address the issues of drugs, alcohol, and tobacco throughout a student's academic experience. A variety of age-appropriate methods will be used, including, but not limited to, the established core curriculum, DARE, specific tobacco programs, and CASPAR (Alcohol/Drug Education). Tobacco education and tobacco cessation programs will be offered during the school year. The school will provide training and review of its drug/alcohol policies each year to all staff. Chemical awareness programs will be offered to all parents annually. Local law enforcement, with approval of the principal or his/her designee, may periodically provide assistance in maintaining a drug/alcohol free environment. This may include both announced and unannounced visits by the canine drug detection unit, in accordance with procedures promulgated by the Middlesex District Attorney's Office.

Definition of Abuse

Students are not allowed to possess any drug or medication in school. The health office as having permission to carry their medication must identify students who need inhalers, insulin, and epi-pens. Any illegal use of drugs and/or the misuse of prescribed or over-the-counter medications as defined in the Medford Public Schools Medication Policy constitutes abuse. Any use of alcohol, including medications containing alcohol, is forbidden and considered abuse.

Definition of Suspicion of Substance Use or Abuse

Suspicion of substance use or abuse is defined as: Recognition that a student's or individual's behavior or appearance is out of the ordinary, with or without evidence.

All students are expected to meet the requirements for behavior as set forth in this handbook. Any student who poses an immediate threat to the safety of himself/herself or others will be suspended regardless of their regular/special education status. Additional provisions are made for individual students who have been found to need an Individual Education Plan. The Individual Education Plan of all students must state whether the student is able to meet the discipline code or if some modification is needed. A representative of the special education department will participate/advise in the disciplinary procedures for students with IEP's to interpret all modifications of the IEP and pertinent legal issues. Students without a modified discipline code shall be subject to the discipline outlined below.

Any staff member who suspects that a student is in violation of the school drug/alcohol policy is required to report the situation immediately to the appropriate administrator of that building (Submaster, Assistant Principal, Assistant Director, Principal, or Director) for evaluation. The appropriate administrator is then responsible to notify the school resource officer or designee. Staff members must be assured of confidentiality in reporting.

It is recommended that one individual in each building be identified as the appropriate administrator. The appropriate administrator must report all incidents, regardless of severity or outcome, in writing to the head administrator. If the administrator determines probable ingestion of drugs or alcohol, the student must be escorted to the health office for medical evaluation. If the nurse determines the student must be medically evaluated, the student will be transported via ambulance to the nearest medical facility.

Where there are reasonable grounds to believe or where facts and circumstances give rise to reasonable suspicion that a person has violated or is violating either the law or the rules of the school as outlines in this policy and that a search will turn up evidence, a search conducted by school officials will be permissible if its scope is reasonably related to the objectives of the search. This Drug and Alcohol Policy in no way limits or restricts existing search policies.

The Medford Public Schools have a Memorandum of Agreement with the Medford Police. Any student found to be in violation of the policy must be reported to the school resource officer or police designee.

In the case of medical emergencies, the health office will notify the parent/guardian. The administrator in charge will handle all other communications between the school and parent/guardian.

Violation

Notwithstanding the possibility of expulsion, the following disciplinary policy is recommended. The principal reserves the right to increase the penalty (for all violations of this policy), based on the circumstances of each case. For all violations in the entire Drug and Alcohol Policy, the Administrator, in consultation with witnesses, will complete incident reports and forward them to the Headmaster.

First Offense

The school administrator notifies the school resource officer or designee. A student in violation will be suspended for a minimum of three days. The student will be immediately removed from the school by parent/guardian or transported to the nearest medical facility if necessary. Social probation* (from the date of the suspension) will be imposed for a minimum of one month (28 calendar days).

Reentry must be accompanied by medical evidence** that the student is drug/alcohol free. Certain drugs may require further and/or repeated drug screening. (The school nurse must verify medical evidence.) The Director of Guidance will refer the student to an in-house counselor for continued follow-up and monitoring of the treatment plan. The parent/guardian must meet with school administration to discuss a specific plan for the student, including monitoring of behavior as well as treatment. (If the student is not adhering to the treatment plan, the administration may reinstate the suspension and continue the social probation.)

Second and third offenses not within one year of the first offense will be treated as a first offense unless there are other facts that apply.

Second Offense within One Year of First Violation

The police resource officer (or designee) is notified. A student in violation will be suspended for a minimum of six school days. The student will immediately be removed from the school by parent/guardian or transported to the nearest medical facility if necessary. Social probation* (from the date of the suspension) will be imposed for a minimum of two months (56 calendar days).

Reentry must be accompanied by medical evidence** that the student is drug/alcohol free. The parent/guardian must agree to enroll said student in an outpatient drug/alcohol treatment program. The student must agree to adhere to the treatment plan recommended by the program. The Director of Guidance will refer the student to an in-house counselor for continued follow-up and monitoring of the treatment program. Failure to meet the treatment program requirements will result in an exclusionary hearing.

Third Offense within One Year of First Violation

The police resource officer (or designee) is notified. A student in violation will be suspended indefinitely, minimum of ten days, until an exclusionary hearing takes place. The social probation period will be indefinite (at the discretion of Administration).

Distributing

If a student is found to be selling, distributing or in possession of a quantity sufficient to be charged with the intent to distribute drugs or alcohol, the Principal or designee will immediately notify the parent and the police for mandatory removal of the student. There will be Out of School Suspension and possible exclusion by the Principal. The police will take appropriate action under the law regarding the sale of drugs in proximity to school buildings. An incident report must be completed and forwarded to the head administrator.

Confiscated Drug/Alcohol Paraphernalia

All confiscated drugs/alcohol or paraphernalia must be immediately turned over to the police resource officer or his/her designee. A receipt should be obtained.

Rehabilitation

The Medford Public School System is committed to the academic achievement of all students. A student who is experiencing difficulty with drugs/alcohol will be supported through health services, counseling services, and administration. The school system will make every attempt to provide parent/guardian with referral for available community resources. The schools will annually review all policies and health curriculum to discourage students from engaging in risk-taking behaviors and encourage positive, healthy, life choices.

All students are encouraged to see their counselor, nurse, or police resource officer if they feel they are in need of assistance with alcohol or drugs. The school's support services will assist students to receive appropriate referrals.

The implementation of this policy will utilize all applicable due process, statutes, regulations, and guidelines.

***Social Probation** – Violation of the drug/alcohol policy is a serious infraction of the Code of Discipline in the Medford Public Schools. Students will lose the privilege of attending (*and participating in*) all school-sponsored events (*including but not limited to proms, performances, sporting events*) for the duration indicated. Seniors in violation of the drug/alcohol code will jeopardize participation in graduation exercises. (*These students will NOT be allowed to attend or participate in graduation exercises.*)

****Medical Evidence** – The parent/guardian is ultimately responsible for *all arrangements related to* the medical clearance of a student.

ALCOHOLIC BEVERAGES

Gift, Sale, Delivery or Possession on Public School Premises

Whoever gives, sells, delivers or has in his/her possession any alcoholic beverage, except for medical purposes, in any school building, or any premise used for public school purposes, and, under the charge of the School Committee or other public board or officer, shall be punished by imprisonment for not more than thirty (30) days, or by a fine on not more than one hundred dollars, or both. The same procedures as in drug abuse cases will hold for alcoholic beverages.

STATE REGULATIONS

Possession of Dangerous Weapon, Controlled Substances, Assault on School Personnel

The following state regulations do not prevent the Medford Public Schools and Medford High School from disseminating and enforcing more stringent rules and regulations.

- A. Any student who is found on school premises or at school-sponsored 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 94 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 school staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the school or school district by the Principal.
- 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.
- 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 (10) days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at 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. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.
- F. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

STATE LAW 37 H 1/2 (Excerpts)

Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal

“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 the suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension remain in effect prior to any appeal hearing conducted by the superintendent.”

“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 the reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such expulsion; provided, however, that such expulsion remain in effect prior to any appeal hearing conducted by the superintendent.”

“Upon expulsion of such student, no school or school district shall be required to provide educational services to the student.”

MEMORANDUM OF AGREEMENT BETWEEN
THE MEDFORD SCHOOL DEPARTMENT & THE MEDFORD POLICE DEPARTMENT

I. General Principles

The Medford Public Schools and the Medford Police Department do hereby agree to coordinate their efforts to prevent substance abuse and violent behavior by students of the Medford Public Schools. This agreement may be modified as required and agreed to by the parties in furtherance of substance abuse and violence-prevention objectives.

Furthermore, The Medford Public Schools and the Medford Police Department agree to respond effectively and cooperatively to incidents of school delinquency, truancy, and criminal behavior. Such joint efforts will focus on incidents, which have taken place on school property, at school sponsored events, and/or locations in which students of the Medford Public Schools have gathered.

This agreement is entered into pursuant to the Laws of the Commonwealth and ordinances of the City of Medford that deal with substance abuse, issues of violence and such incidents which require:

- A law enforcement response in a school setting;
- A law enforcement response during any school-sponsored activity even if the event is off school grounds;
- A law enforcement response in a community setting involving students of the Medford Public Schools.

II. School and Police Department Designated Liaisons

In order to facilitate timely, clear and effective communications between the school and police personnel, the Medford Public Schools and the Medford Police Department agree to identify individuals who will function as designated liaisons.

- A. The Medford Public Schools Designated Liaisons, by school, are:
 - a. Director
 - b. Adjustment Counselors
- B. The Medford Police Department Designated Liaisons are:
 - a. Juvenile Officer
 - b. School-Based Community Resource Officer
 - c. Community Service Unit (personnel)

III. Reporting Guidelines

A. Mandatory School Reports to Police Department

1. The below *Mandatory Reportable Incidents* will be immediately reported to the Medford Police Department if such incident occurred:
 - a. On school property
 - b. Within 1,000 foot radius of school property
 - c. At a school-sponsored event
 - d. In a school owned or contracted vehicle
 - e. Anywhere in the community if it involves a student of the Medford Public Schools
2. The following is a list of Mandatory Reportable Incidents:
 - a. Any incident in which any individual is reasonably suspected of, or inhalants, or any controlled substance as defined in M.G. L. 94C drugs or alcohol;
 - b. Any incident, excluding accidents, which results in serious personal injury or significant property destruction, or where there is threat of such activity;
 - c. Possession of a dangerous weapon as defined in M.G.L. C269 S.10 or any object capable of causing concern, alarm, harm, or disrupting the general welfare of the school community;
 - d. All sexual assaults and rapes, or instances of serious accosting, annoying or serious harassment of persons;

- e. Any incident involving serious domestic abuse, dating violence or violation of M.G. L. 209-A Domestic Abuse Law;
- f. Any incident involving the serious physical or sexual abuse of a child (in addition to a report filed with department of Social Services);
- g. Any incident involving an actual or suspected hate crime or violation of civil rights.

B. Police Department Reports to the High School

The appropriate Police Department Designated Liaisons will inform the appropriate School Designated Liaison of:

1. Arrests: Subject to the applicable statutes and regulations governing confidentiality, the Medford Police Department will notify the Medford Public Schools of the arrest or filing of a complaint application against *any* student of the Medford Public Schools.
2. Issues of Safety/Non-Criminal Activity: The appropriate police Department Designated Liaison shall report to the appropriate School Designee any non-criminal activity involving students of the Medford Public Schools if the:
 - a. activity poses a serious or imminent threat to the safety or general well being of the student, faculty, or administrative personnel;
 - b. making of such report would facilitate supportive intervention by school personnel on behalf of the student;
 - c. activity involves actual or possible truancy.

SEARCH AND SEIZURE LAW AND POLICY

The legality of a search of a student should depend simply on the reasonableness, under all the circumstances, of a search... "Under the circumstances, a search of a student by a teacher or other school official will 'be justified at its inception' when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

- New Jersey v. T.L.O. 53 U.S.L.W., 3083, 4087-4088

MEDFORD PUBLIC SCHOOLS BULLYING AND CYBER-BULLYING POLICY

It is the policy of the Medford Public Schools to provide a learning environment that is free from bullying and cyber-bullying (similar policies exist and define sexual harassment and hazing). It is a violation of this policy for any student to engage in bullying or cyber-bullying, or for any employee of the Medford Public Schools to condone or fail to report acts of bullying or cyber-bullying that they witness or become aware of (i) on school grounds and property immediately adjacent to school grounds; (ii) at school-sponsored or school-related activities, functions or programs, whether on or off school grounds; (iii) at school bus stops;(iv) on school buses or other vehicles owned, leased or used by the school district; or (v) through the use of technology or an electronic device owned, leased or used by the school district.

It is also a violation of this policy for any student to engage in bullying or cyber-bullying 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 school district, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

The MPS School District will not tolerate retaliation against a person who reports bullying or cyber-bullying, provides information during an investigation of bullying or cyber-bullying, or witnesses or has reliable information about bullying or cyber-bullying.

“Bullying” is defined as the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

“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.

It is the responsibility of every student, parent and employee of the school district to recognize 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 principal.

Students, parents and members of the school staff (including but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, coaches, advisors, advisors to an extracurricular activity, or paraprofessionals), who witness or become aware of bullying cyber-bullying or retaliation should immediately report it to the principal.

Reports of bullying or cyber-bullying will be promptly investigated. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee will (i) notify the police if the principal or designee believes that criminal charges may be pursued against the perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of the perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

The School district will provide age-appropriate instruction on bullying prevention and provide professional development to build the skills of staff members, as required by law. The Superintendent will develop a Bullying Prevention and Intervention Plan, which shall sets forth the administrative guidelines and procedures for the implementation of this policy. Such Bullying Prevention and Intervention Plan shall include, but not be limited to: procedures for reporting, responding to and investigating reports of bullying or retaliation; the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation or against someone for making a false accusation of bullying; procedures for remedying incidents of bullying and restoring a sense of safety for a victim and assessing that victim’s needs for protection; strategies for protecting from bullying or retaliation a person who reports bullying or

provides information during an investigation; any notification requirements consistent with state and federal law; a strategy for providing counseling or referral to appropriate services for perpetrators, victims and family members; and provisions for educating and informing parents about bullying and the School District's bullying prevention curriculum.

Students and parents or guardians will receive notice of the relevant student-related section of the Plan annually and faculty and staff at each school shall be trained annually on the plan applicable to the school. Each building principal shall be responsible for the implementation and oversight of the Plan at his or her school. The building principal or designee shall assist students, parents, and employees of the School District who seek guidance or support in addressing matters relating to any form of bullying, cyber-bullying or retaliation.

Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action including, but not limited to reprimand, detention, loss of privileges, and/or suspension. An educational component will be part of the actions taken. If the false accusations have civil and/or criminal elements then further actions may be taken by appropriate law enforcement agencies.

Any staff member, parent, and/or community member who knowingly engage in false accusations will be subject to appropriate consequences administered by the school system and/or law enforcement agencies. Complaints of bullying or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student, staff member, parent, or community member solely on the basis of an anonymous report

POLICY PROHIBITING HARRASSMENT AND VIOLENCE

HARRASSMENT

Medford Public Schools will not allow any student to be a target of harassment. This applies in or around the school building, at lunch, hallways, on the athletic fields, at all school sponsored events and on school buses. The Medford Public Schools Harassment and Prevention Policy was developed to ensure that the educational opportunities of all students are not threatened or limited by such harassment and to ensure that individuals are free to learn and develop relationships without fear of intimidation, humiliation or degradation. Harassment can include any form of behavior that interferes with another person's sense of safety, dignity, or productivity in the school environment. Harassment based on a person's race, color, national origin, religion, age, disability or sexual orientation is unlawful and prohibited.

If you feel you have been a target of harassment, please talk to a school counselor about this matter or see the Principal who can assist you in filing a complaint form. Once the complaint is thoroughly investigated, student(s) aggressors may be subject to disciplinary action. Harassment incidents may result in a wide range of consequences, including but not limited, to a conference with parents, detentions, suspension, expulsion from school and contact with the Medford Police Department depending on the nature of the harassment. A parent/student reentry meeting to school is mandatory if you are involved in the harassment of another student(s).

Mr. Frank Howard, (781) 393-2288, is the Medford Public Schools designated Harassment Coordinator.

I. General Statement of Policy

It is the policy of the Medford Public Schools to maintain a learning and working environment that is free from sexual orientation harassment, sexual harassment, and violence. The School District prohibits any form of sexual orientation harassment, sexual harassment, and violence.

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the School District to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature as defined by this policy. (For the purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

It shall be a violation of this policy for any pupil, teacher, administrator, other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict sexual violence or harassment upon any pupil, teacher, administrator, or other school personnel.

The School District will act to investigate complaints, formal or informal, verbal or written, of sexual orientation harassment, sexual harassment, and violence and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

II. Definition of Sexual Harassment

A. Sexual Harassment Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct or communication is made either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of unreasonably or substantially interfering with an individual's employment or education, or creating intimidating, hostile, or offensive employment or educational environment.

■ Under Massachusetts' Fair Education Practices, Chapter 151C of the Mass. General Laws: Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature exist when:

- a. submission or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges, or placement services or as a basis for the evaluation of academic achievement; or
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment

Sexual Harassment may include but is not limited to:

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;

- Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- Unwelcome behavior or words directed to an individual because of gender;
- Unwelcome behavior or words directed to an individual because of sexual orientation.

B. Sexual Violence Definition

Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering those areas.

Sexual violence may include but is not limited to:

- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same gender or the opposite gender;
- Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or;
- Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse on another.

C. Assault Definition

Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon an other; or
3. The threat to do bodily harm to another with present ability to carry out the threat.

III. Reporting Procedures

Any person who believes he or she has been a victim of sexual harassment or violence in any form defined above, by a pupil, teacher, administrator, or other school personnel of the School District, or any other person with knowledge or belief of conduct which may constitute sexual harassment or violence toward a pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy.

Many times situations involving non-physical harassment can be quickly and quietly resolved if the harasser and the victim can be persuaded to sit down and talk things over in the presence of a third party. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Office or to the Superintendent.

- A. In Each School Building: The building's Principal is the person responsible for receiving oral or written reports of sexual harassment or violence at the building level. Any adult School District personnel who receive a report of sexual harassment or violence shall inform the building principal immediately.
- B. Upon receipt of a report, the Principal must notify the School District designee immediately, without screening or investigating the report. The Principal may request, but may not insist upon a

written complaint. The Principal will forward a written statement of the facts alleged as soon as practicable to the designee. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the Principal. If the complaint involves the building Principal, the complaint should be made or filed directly with the Superintendent or the designee by the reporting party or complainant.

- C. In the District: The School Board hereby designates Frank Howard as the designee to receive reports and complaints of sexual harassment or violence. If the complaint involves the designee, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the designee including mailing address and telephone numbers.
- D. Submission of a good faith complaint or report of sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- E. Use of formal reporting forms is mandatory.
- F. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School Department's legal obligation to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

IV. Investigation

By authority of the School District, the designee, upon receipt of a report or complaint alleging sexual harassment and violence, shall immediately undertake or authorize an investigation, The investigation may be conducted by School Department officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past continuing patterns of behavior, the relationships between the two parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged sexual harassment or violence.

The investigation will be completed as soon as practicable. The designee shall make a written report to the Principal and Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Committee. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. School District Action

Upon receipt of the report, the Principal and/or Superintendent will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. In any determination involving discipline of a staff member or student, the School Committee will be informed of the action taken. Superintendent action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state, federal law, and School District policies. If the complaint involves the Superintendent, the School Committee will take appropriate action. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal laws regarding data or records privacy.

VI. Reprisals

The School District will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliate against any person who reports alleged sexual harassment or violence or any other person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the state, initiating civil rights action, or seeking redress under state criminal statutes and/or federal law.

VIII. Harassment or Violence as Abuse

Under certain circumstances, alleged harassment or violence may also be possible abuse under state law. If so, the duties of mandatory reporting under such statutes may be applicable. Nothing in this policy will prohibit Medford Public Schools from taking immediate action to protect victims of alleged harassment, violence, or abuse.

IX. Dissemination Policy and Training

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in the Student Handbook.
- C. The Medford Public Schools will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed periodically for compliance with state and federal law.

X. False Accusations

Because of the serious and private nature of this harassment offense, false accusations of harassment are, and will be treated as a disciplinary offense and will result in the same level of punishment as that applied to one who engages in harassment behavior.

MASSACHUSETTS HAZING LAW

M.G.L. CHAPTER 269, sections 17-19

Massachusetts General Law Chapter 269, Sections 17-19 makes it a crime to participate in organized hazing and provides for a punishment of a fine, imprisonment or both.

In accordance with the laws of the State of Massachusetts, Curtis Tufts High School does not condone hazing in any activity associated with the school, including athletics, academics and co-curricular clubs and organizations.

Section 17: Definition

The term hazing as used in this section 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 weather, forced consumption of any food, liquor, beverage 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 students or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this section. [Added by St.1985, c.536. Amended by St. 1987, c.665.]

Section 18: Reporting

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such a crime shall, to the extent that such person can do so without danger of peril to himself or others, report such a crime to an appropriate law enforcement official as soon as reasonably practical. A fine of not more than one thousand dollars shall punish whoever fails to report such a crime.

[Added by St. 1985, c.536. Amended by St. 1987, c.665]

Section 19: Notification

This section of the Massachusetts General Laws requires this hazing law to be issued to all students and to all members of clubs, teams and organizations. Organizers and participants of hazing shall be disciplined in accordance with the measures set forth in the student handbook "Student Discipline Code."

S.19 (abridged) Each institution of 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 know 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 requirement that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams organizations.

DISCIPLINARY ACTION:

Any student found involved as an organizer or as a participant in a hazing action will be immediately suspended from school. The Director will immediately notify parents/guardians regarding this situation and additional actions to occur, determined to be appropriate to the situation. Any student, who witness a hazing incident on school property or at a school event held at any location but fail to report such an incident to school officials shall be subject to disciplinary action inclusive of suspension and further actions to occur, determined to be appropriate to the situation.

NON-DISCRIMINATION POLICY **TITLE IX - CHAPTER 622**

It is the policy of the Medford School Department not to discriminate on the basis of sex, race, religion, color, national origin, or handicap in its educational programs, activities of employment policies as required by Title IX Section 504 of the Rehabilitation Act of 1973.

Specifically, it reaffirms its policy against discrimination related to race, religion, sex, national origin or handicap in the admission, instruction, counseling, or dismissal of students regarding any courses or programs offered at Medford High School.

The Committee further indicates its acceptance of all federal and state laws and regulations dealing with the civil rights of parents, students, and employees of the School Department, as outlined in Chapter 622, Acts of 1971.

If any student feels as though his or her rights have been violated, they may contact school personnel and submit their complaint in writing. The complaint forms may be picked up in a Submaster's Office or requested from the School Adjustment Counselor.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have the right of freedom of speech, press, and assembly, provided that such does not disrupt the educational process. Any student or students disrupting the school process would be immediately subject to disciplinary action resulting in restrictions, suspension, or possible exclusion.

RIGHTS AND RESPONSIBILITIES OF PARENT/GUARDIAN AND STUDENTS

It is the responsibility of the Medford School Committee to establish school policies; the rules and regulations pertaining to discipline must be available, and in print, and must not be in conflict with local, state, or federal laws. It is the responsibility of the parent/guardian to see that their children arrive on time on all scheduled school days and attends all classes:

1. Reasonable punishment is permissible when a written rule filed with the State Department of Education has been violated.
2. Students may obtain their attendance, academic and discipline records with reasonable notice.

Suggestions for Students Who Have Interrupted Their High School Education

1. Attend summer school or evening school programs. This option can be used to make up failed courses.
 - Medford Public Schools summer school course information is available in late May of each school year.
 - Enrollment at summer school programs in other communities must be pre-approved by the Medford Public Schools Guidance Department if credits are to be applied toward a Medford High School diploma.
 - Enrollment at evening school programs in other communities must be pre-approved by the Medford Public Schools Guidance Department if credits are to be applied toward a Medford High School diploma.
2. Complete graduation requirements through enrollment in approved college level courses.
 - Enrollment at in college courses must be pre-approved by the Medford Public Schools Guidance Department if credits are to be applied toward a Medford High School diploma.
3. Enroll in a General Educational Development (GED) test program.
 - The Massachusetts Department of Education's GED Office oversees the GED Testing Program in Massachusetts. Thirty-three test centers operate statewide to serve the needs of the adult population in need of a high school credential. Test centers are located throughout the state. They are responsible for registering, scheduling and administering the tests for their area. The following are test centers located in close proximity to Medford:

SCALE Adult Learning Center

167 Holland Street
Somerville, MA 02144
617-625-6600 x693

Youth Build Just a Start

1175 Cambridge Street,
Cambridge, MA 02139
617-492-1460

Boston Ctr. for Youth & Families

1483 Tremont Street
Boston 02120
617-635-4920 ext 2540

Division of Continuing Education

Newton Public Schools
360 Lowell Avenue
Newtonville 02160
617-559-6993

4. Enroll in a Job Corps program.
Job Corps offers no-cost training and education to America's youth ages 16 through 24. Students typically live on campus and earn their high school diploma or GED while learning career skills in one of more than 60 occupational areas offered in Region One.

For more information call 1-800-733-JOBS.

If you decide to resume a school program at a future time before you turn age-22 you may request a Team meeting to discuss your educational options by calling the Medford Public Schools Special Education office at 781-393-2316

Medford Public Schools Computer Acceptable Use Policy **Grade Six - Grade Twelve**

The Medford Public Schools supports the rights of students and staff to have reasonable access, in school, to various informational formats and believes it is incumbent upon students and staff to use this educational advantage in an appropriate and responsible manner.

Acceptable Use Policy Agreement

- I accept that using computers and accessing the Internet is an educational advantage afforded me by the Medford Public School District and that inappropriate use of computers may result in my loss of their utilization and other possible disciplinary action.
- I accept that the primary use of computer resources and the Internet is to support research and education.
- I will follow all copyright regulations and will not copy programs or pirate software.
- I will not take hardware, software or computer supplies provided by the school district.
- I will not invade the privacy of others or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.
- I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail and that all Internet can be monitored. I will not access information that is considered dangerous or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms or activities.
- I will not conduct business transactions, commercial activities or political lobbying.
- I understand that for my safety I will not give out my full name, home address or telephone number, or school information to strangers that I meet on-line. I agree not to meet with any stranger that I have met online. I will not publish personal information about other users or pretend to be someone else when sending or receiving information.
- I will be polite and use appropriate language. I will not swear, use vulgarities, harass others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material.
- I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.
- I will not degrade or disrupt school or Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes but is not limited to tampering with computer hardware and software, vandalizing data, invoking computer viruses or attempting to gain access to restricted or unauthorized network services.
- I will promptly disclose to my teacher or other school employee any message or information that I receive that is inappropriate or makes me feel uncomfortable.

I understand that Principals, or their designees, will be responsible for disseminating and enforcing policies and enforcing procedures in the buildings under their control and will ensure that all users complete and sign an agreement to abide by the policies and procedures. All such agreements are to be maintained at the building level.

Parking Registration Form & Contract

Student: _____

Date Received License: _____

Make/Color of Car: _____

Plate Number: _____

- I understand that driving to school and parking in the Curtis Tufts' lot is a privilege that can be revoked if I do not follow the rules of the road and this contract.
- I will not transport other Curtis Tufts students (or any non-family member) for one year after I obtain my license.
- I understand that I cannot give other students, who are under the age of 18, rides without parental permission.
- I understand that I may not go to my car during the school day without staff supervision.
- If I become angry/upset at school, I will seek out my counselor or some other adult in order to calm down before leaving school. I understand that if I leave school against the advise of staff (i.e. when upset), the police will be called and parents will be notified.
- I will attach a copy of my license and copies my car registration to this contract.

Student Signature/Date

Staff Signature/Date

Parent/Guardian Signature/Date

- License copy attached
- Registration copy Attached
- Copy in Student Record
- Copy mailed to Parent

Student and Parent/Guardian should sign and remove this form from the Handbook. Student should bring form to school for permission to park on school property with the requested information to be copied and return to student.

cc: Student file

Student and Parent/Guardian Sign-off Sheet

I have received a copy of The Curtis Tufts High School Student Handbook.

I am aware of the Handbook Policies and agree to comply with all the rules and regulations stated therein.

Student's Name _____

_____	_____	20_____ / 20_____
Student Signature	Date	Academic Year

_____	_____
Parent/Guardian Signature	Date

A copy of The Curtis Tufts High School Student Handbook, including student and Parent/Guardian signature page has been mailed to the Parent/Guardian of the above student for review and signatures to be returned to the Curtis Tufts High School with a return envelope.

Sign and remove from Handbook and forward to Curtis Tufts School in the envelope provided.

cc. Student File