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Medford High School

Updated Student Guide to School Safety Procedures

January 2023

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Introduction

In order to address the culture, climate, and safety concerns expressed by the various constituencies surrounding Medford High School, a committee of leaders created this Updated Student Guide to School Safety Procedures. This guide is the foundation of change in order to improve the operations of Medford High School.

This guide directly correlates to the existing Medford High School Student Handbook and page numbers connecting to that document have been added where appropriate for ease of locating important information.

This guide is part of a broader action plan to address culture and climate issues at Medford High School. Recent public meetings have demonstrated that many of these issues have been happening for decades and they have been exacerbated by the societal disruptions caused by the pandemic. This action plan will provide structure, establish clear roles, and provide opportunities for the high school to become a place of vibrant learning and fun for staff and students.

Goals

- This plan will improve the structures within Medford High School to ensure safety for all faculty, staff, and students.
- This plan will provide students with expectations that are agreed upon and clearly communicated to decrease incidents on campus.
- This plan will provide a framework to end bullying and violent incidents in student bathrooms.
- This plan will establish clear communication protocols for parents, students, and faculty and staff as well as the larger community.
- This plan will provide students an opportunity to voice their concerns through listening sessions and student surveys.

Medford High School Operations

The function of Medford High School's daily operations need to change for the betterment of the school community. This guidebook outlines the immediate changes to the Student Handbook that are necessary.

Student Handbook

All students will be issued a paper copy of the Medford High School Student Handbook with a new Handbook Sign-Off form at the class meetings scheduled for January 3, 2023. Students will be provided an overview of their responsibilities and expectations in relation to this document. Unless specified in this document, the rules of the handbook are the approved law of the school. Every student and their parent/guardian must sign the acknowledgement form and return it to school by Monday, January 9, 2023.

Staff and Student Identification [New 2023]

All staff and students will be required to wear their school issued identification badges. Students and staff will be provided with lanyards in order to facilitate this requirement. This is critical to maintaining a knowledge base of who is in the halls, going to bathrooms, nursing, guidance or other valid reasons to be in the halls.

Students who do not have an identification will be issued a temporary identification badge that they will need to wear for that day. If a student loses their identification, they will be issued a new one. By January 17, 2023, all Medford High School students should be consistently wearing their student identification.

Late Arrival - Student Sign In [Pages 16 - 19]

Students who arrive late to school are no longer allowed to sign in at their house offices.

All Students will now check in with the Medford High School Main Office. Students will receive a pass and then place their belongings in their school locker. Students will then immediately report to their classroom to begin their day.

This change will allow for several benefits:

- Establishes a central check-in location for all students regardless of House Designation.
- Provides greater opportunities for students to be greeted and welcomed by the Principals and associated staff of Medford High School, thereby providing a greater sense of community.
- Prevents students from walking through the building before checking in with the main office.

Hall Passes [Pages 31, 51 and New 2023]

Physical hall passes will be used in conjunction with E-Hall Pass effective immediately. Descriptions are detailed below for each pass. Students do need to leave class for valid reasons; however, this number can grow rapidly when multiple students from multiple classes are in the halls at any given point. This is why no more than two students should be out of any class at any given point with one at a time for bathroom purposes.

- **Blue bathroom pass** (students going to the bathroom during a class and then returning to that class)
- **Red hallway pass** is for trips with a return to class (Locker, library to pick up a chromebook)
- **Paper corridor pass** for trips that may extend beyond the period (counselors, nurse, heading to office for dismissal)

Hall Monitoring [New 2023]

There will be an increased presence of faculty and other staff monitoring the halls of Medford High School.

Students will be checked in with by faculty and staff in order to ascertain where they are going, check physical passes, E-Hall Pass, and use Schoolbrains to get them back to class. Students also may be coming into school for the day (depending on the location you are in). In that case, they are to go to the Main office and check in and then report to class.

Bathroom Monitoring and Locking [Page 53 and New 2023]

Monitoring bathrooms is a critical part of this plan as these are the locations students have reported as unsafe and in need of greater support.

Bathrooms will be locked prior to 7:45 am. The lobby bathrooms will be open for student use prior to 7:45 am. All Bathrooms with the exception of Locker Room Bathrooms and the Main Lobby Bathrooms will be locked at 2:30 pm.

Building Monitors will be responsible for the locking and unlocking of bathrooms.

Bathrooms near the House offices on C1, C2, and B3 will be open as well as the V2 Bathrooms near the rear of Cafe 2. [The bathroom schedule can be found by clicking here](#). If a bathroom is locked, the student can request access from the House office. The House Administrative Assistant will radio for a building monitor to unlock that bathroom. Bathrooms may be closed for maintenance or coverage reasons.

All open bathrooms will be monitored by an adult. No more than 2 students will be allowed into the open bathrooms at any given time, including the time between classes.

Students Who Cut Class [Page 19]

School is meant to be a place of learning and engagement and those two things cannot happen if students are not in class. Students are responsible for arriving to each class/CTE Program on time and prepared.

MHS will work with students caught cutting class in a progressive approach and will start with contacting parent/guardian as soon as the first offense. For students with multiple offenses, there will be consequences tailored to each student.

Student Lunch [Page 31]

All students are to eat lunch in one of the cafeterias. Students are not permitted to wander during the lunch period. Students must have a pass issued to them by a faculty or staff member in order to leave the lunch room. Student movement between the cafeterias is not permitted after the first ten minutes of the lunch period.

We have increased the number of monitors in the lunch rooms and surrounding areas.

Properly Investigating Claims of Bullying [Pages 44 - 46]

Students are reporting instances of bullying occurring in the bathrooms. We are legally bound under Massachusetts General Law to report and investigate claims of bullying. The law specifically states that any **“member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity**

or paraprofessional, shall immediately report any instance of bullying” to the appropriate person. The appropriate person in our Medford Public Schools is the principal or assistant principal.

- [Medford Public Schools Bullying Prevention & Intervention Plan](#)
- [Medford Public Schools Reporting Forms for Bullying](#)

The reporting party will fill out the first two pages of these forms. **The principal, assistant principal, or other school or district leader will then print their name at the bottom, sign the form, and give the reporting party a copy of the signed form.**

An investigation will then commence to interview the target, independently interview the alleged aggressor, independently interview any identified witnesses, and collect any physical evidence such as text messages or other digital evidence. Parents and caregivers of all parties will be notified at the outset of the investigation and at the closure of the investigation with a decision. Central office will also be notified at these times.

Above and beyond the law, we have a moral obligation to stop bullying when we see or hear it. [The US Department of Education provides resources at this website that can be beneficial in addition to your school leaders and peers.](#)



Appendix A - Additional Resources

Counseling Supports

Medford High School has a large cohort of School Guidance Counselors, School Adjustment Counselors, and School Psychologists. Students will be reminded of how to access their counselors at the January 3, 2023 class meetings that will be held. Counseling staff are assigned as follows:

House	Counselors
M	Jason Nascimento (781-393-2321), jnascimento@medford.k12.ma.us Emily Winskowicz (781-393-2255), ewinskowicz@medford.k12.ma.us
H	Megan Taylor (781-393-2385), mtaylor@medford.k12.ma.us Krista Normandin (781-393-2302), knormandin@medford.k12.ma.us
S	Victoria Small (781-393-2376), vsmall@medford.k12.ma.us Joel Menasha, 781-987-2602, jmenasha@medford.k12.ma.us
Director of School Counseling & Behavioral Health: Stacey Schulman (781-393-2281) sschulman@medford.k12.ma.us	

School Adjustment Counselors:

Nellie Broderick (781-393-2332), nbroderick@medford.k12.ma.us

Rebecca Matloff (781-393-2265) rmatloff@medford.k12.ma.us

Ben Staines (781-393-2366), bstaines@medford.k12.ma.us

Brittany Cunningham (781-393-2204 x2006) bcunningham@medford.k12.ma.us

School Psychologists:

Tracey Riley, (781-393-2263), triley@medford.k12.ma.us

Diana Ortega (781) 393-2191, dortega@medford.k12.ma.us

Below are some additional resources that may be helpful:

Crisis Call, Text, or Chat Services for Young People

- Your Life Your Voice. 1-800-448-3000. (call, chat, and text)
- Teen Line. 1-800-266-7883. (call, text, email)
- TrevorLifeline for LGBTQ youth. 1-866-488-7386. (call, chat, and text)

[National Alliance on Mental Illness \(Massachusetts\)](#)

If you feel your teen is in need of immediate mental health care, please contact the following:

24-hour Access and Crisis Line (833-222-2030)

- to support mental health needs and connect people to care. Please note this line will launch on January 3, 2023. If you need assistance prior to 1/3/23, please contact Eliot's Mobile Crisis Intervention team in an emergency call Toll Free: 1-800-988-1111.

Appendix B - Communication

Communication is a multi-faceted area that requires in-school communication and Medford community wide communication. Principals are the key messengers of what is happening in their schools. The principals must be delivering weekly messages to all constituents.

Surveys for Constituencies

We will be issuing surveys to our students, staff, and families during the month of January to help gauge the perceptions and make further changes to our operations. These surveys will be administered during school time and will be focused on the issues various constituents have brought forward.

Announcements

Students and staff report difficulty hearing the Morning announcements. Adjustments will be made to the Morning Announcement format and communicated once finalized.

Other announcements made throughout the day will be limited to the most critical need. Any announcements not conducted by the principals must be done so with the prior knowledge and approval of the principals except in the case of an emergency.

Community Communications

Families and community members need to be well informed about their school and the positive elements of their school. To that end, the Principals will begin a weekly newsletter and provide information concerning the happenings in Medford High School.

This will be translated and posted on the district's social media pages. You can visit our [District Facebook](#) page for information that will be posted daily.