



Dedham High School Student Handbook 2011 – 2012

Attendance Line - 781-326-6484

Guidance Office – 781-326-7061

Main Office - 781-326-4773

Fax # - 781-320-8126

Welcome to Dedham High School

On behalf of the Administration, Faculty and Staff, welcome to a new school year at Dedham High School.

This handbook is provided to help you become familiar with the policies and procedures that govern the school. It can also assist you in addressing specific situations that may arise during the school year. It was created by students, parents, teachers and administrators to communicate the rules, regulations, and responsibilities that enable Dedham High School to fulfill its mission. The school community's mission is to provide a high quality, comprehensive education that offers students the opportunity to become critical thinkers and self-reliant learners so that they may become positive, contributing members of the global society.

The academic, social, and civic expectations at Dedham High School are high. The entire school community is expected to ensure that students develop the knowledge and skills necessary to make rational decisions relative to their total well being so that they may become positive, contributing members of the community.

High school can be a wonderful and fulfilling experience. Please take advantage of the exceptional academic, athletic, artistic, and extracurricular opportunities available at Dedham High School. By doing so, you will be able to graduate with a strong moral character, a thirst for knowledge, and the confidence and skills necessary to succeed in a global society.

Best wishes for a healthy, productive, and enjoyable year.

Sincerely,

Ron McCarthy
Principal

John Murray
Assistant Principal

James Forrest
Assistant Principal

District Mission Statement

The mission of the Dedham Public Schools, in partnership with the community, is to promote excellence in learning, self-discipline, and motivation.

District Core Values

Academic Excellence: The educators, parents and citizens of Dedham are partners in a commitment to academic excellence to prepare students to succeed in a global society.

Positive Learning Environment: Our schools provide a safe environment that fosters curiosity, creativity, and positive attitudes. Students develop best when they are encouraged and feel supported in an open, collaborative environment.

Respect: By enriching learning and developing responsible citizens, we respect the dignity and diversity of all individuals and cultures.

Support and Open Communication: The schools create opportunities to share ideas, resources, and responsibility among students, parents, school personnel, town officials and residents.

Dedham High School Mission Statement

In partnership with the home and community, Dedham High School provides a high-quality, comprehensive education that offers students the opportunity to become critical thinkers and self-reliant learners so that they may become positive, contributing members of the global society.

Dedham High School Vision Statement

Through rigorous intellectual challenges, the school strives to ensure that students develop the knowledge and skills necessary to make rational decisions relative to their total well being so that they may become positive, contributing members of the community. Furthermore, the high school fosters a learning environment that values mutual respect and an appreciation for diversity while addressing individual learning styles.

DHS Core Values

Dedham High School's core values of *academic achievement, mutual respect, responsibility and accountability* should guide everyone's behaviors, attitudes, and actions.

Expectations for Student Learning

Students will:

Academic Expectations

- Acquire a fundamental core of knowledge within each discipline.
- Utilize the relationships that exist among disciplines.
- Read critically.
- Think critically.
- Utilize technology to enhance the learning process.
- Communicate effectively.

Social Expectations

- Demonstrate appropriate language, attitudes, and behaviors.
- Demonstrate respect for self and others.
- Demonstrate a strong work ethic.
- Play an active role in the partnership between the school and home to maintain communication.

Civic Expectations

- Accept the personal responsibility of each citizen to local, national, and global communities.

Table of Contents

1. General Information pages 6 - 9
 - Web Site
 - School Hours
 - Classes & Schedule Format
 - Dress Code
 - School Cancellation/Delayed Opening
 - Announcements
 - Fire/Evacuation Drills/Lockdown Procedure
 - Accidents
 - Class Dues
 - Transfer of Withdrawal from School
 - Helpful Hints for Students/Parents

2. School Services pages 9 - 13
 - Cafeteria
 - Library/Media Center
 - Guidance Services
 - Health Services
 - Psychological Services
 - School Property
 - Classroom & Building Care
 - Books
 - Lockers
 - Lost & Found
 - Bulletin Boars
 - Telephones
 - Parking
 - Bus Transportation

3. Academic Issues pages 13 - 21
 - Promotion requirements
 - Graduation Requirements
 - Community Service learning Program
 - Homework
 - Examinations
 - Make-up work/Extra help
 - Grades/GPA
 - Honor Roll
 - Progress Reports & Grade Reports
 - Parent-Teacher Conferences
 - Class Rank

- National Honor Society
 - Course Directory
 - Level Designations
 - Advance Placement Contract
 - Course Registration
 - Summer School
4. Extra-Curricular pages 21 - 28
- Co-Curricular Activities
 - Athletics
5. Code of Conduct pages 28 -36
- Corridor Conduct
 - Student Passes
 - Attendance
 - Tardiness
 - Dismissal
 - Cutting Class
 - Student Participation in School-Sponsored Activities
 - Academic Integrity
 - Discipline Code/Guidelines
 - Suspension
 - Expulsion
 - Discipline of Special Needs Students
6. Legal Policies pages 36 - 39
- Bullying/Harassment Legislation & Complaint Process
 - Non-Discrimination Policy & Prohibition Against Harassment
 - HIV & AIDS
 - Release of Information
 - Acceptable Use of Technology
 - Memorandum of Understanding
 - Chapter – 150 Weapons
 - Chapter 209A – Abuse Prevention Order
 - Chapter 227 – Drug Free School Zone
 - Chapter 269 - Prohibiting Act of Hazing
 - Excerpts from Education Reform Act

Appendices

- DHS Bell Schedule 2011 – 2012
- Map of Dedham High School
- Signature sheet for “CMR “ release of information
- Signature sheet for Student/Parent Handbook

1. General Information

Web Site: Refer to the Dedham High School web site at www.dedham.k12.ma.us/dhs to find all kinds of useful information about Dedham High School including this Student Handbook, the Course Directory, Faculty list, Student activities, and links to the Guidance and Athletics web sites.

School Hours

In the interest of safety and security, students must not enter the main building until the 7:25 a.m. bell and must exit the building by 2:30 p.m. except when involved in activities under direct faculty supervision. Students will not be allowed to loiter in the corridors or gym lobby after school. Students are allowed in the main foyer, cafeteria, gym lobby, and E wing first floor and A wing first floor corridor prior to 7:25 a.m. to avoid excess crowding at the front of the school building. All other areas of the building are out of bounds unless accompanied by a staff member.

Classes

Class Periods

There are seven (7) class periods in the school program schedule: Not every class period meets each day. Please refer to the DHS Bell Schedule 2011-2012 in the Appendix of this School Handbook.

Class Size

The level of the course and the nature of the activity determine class size. For specific information on a particular class size, please contact the department chairs or a member of the School Administration.

Dress Code

It is the responsibility of the school to provide the means for students to be educated, and it is the responsibility of the home to prepare the students to be educated. This preparation includes decisions about appropriate dress for those students in school. Thus, parents should monitor the attire of their children. However, we as educators, feel that it is necessary to establish basic guidelines of dress to ensure the well being of the entire student body. We feel the guidelines to be followed by all students should be safety, cleanliness, neatness and decency. Student dress should enhance the teaching/learning environment.

1. The following are **NOT** acceptable:

- a. Excessively revealing hemlines or clothing that allows any part of a student's underwear to be visible.
- b. Clothing that displays obscene/profane slogans or emblems or promotes or advertises alcohol/drug usage.
- c. Excessively tight clothing.
- d. Clothing that allows overexposure of a person's thighs, chest or stomach.
- e. Spiked collars, bracelets, chains, etc., that jeopardize safety.

2. Safety regulations in classes may require that shirts, blouses, and tee shirts be tucked into pants or skirts.

3. Hats (headgear of any kind) including bandanas and outer clothing such as coats, jackets, etc. must **not be** worn in school. Hats are not to be visible during the school day. Pants and shorts must be worn above the hips. If the health and safety of the student is endangered or the

proper order of school may be disrupted by the student's attire or appearance, he/she will be referred to the administration and will not be permitted to attend class until properly attired.

It is expected that students will dress in a manner which is conducive to good health practices, safety regulations and not detrimental to classroom atmosphere. The wearing of any clothing that substantially interferes with the educational process is unlawful and forbidden. Local and state health laws prohibit bare feet in all public buildings. **Dress code enforcement begins at home.** A student in violation of the dress code may be sent home to correct the violation immediately or a parent may be asked to bring the appropriate dress. Please be aware that clothing that promotes inappropriate messages are unacceptable and forbidden.

School Cancellation / Delayed Opening

The Dedham Public Schools generally contact students and their families through the Connect-Ed telephone notification system. The Connect-Ed messages are also sent via email to families whose email addresses are in the system.. "No School" announcements are broadcast over WBZ (1030 AM), WHDH (850 AM), WBCN (104 FM) WBMX (104.1 FM), and WBUR (90.9 FM). Cancellation notices are also posted on Channels 4, 5, 7 and 25. Students are advised to listen to one of these stations after 6:30 a.m. on days with inclement weather. Please do not call the Fire or Police departments-this request is made in the interest of public safety.

Announcements

Special announcements will be made after Block A of the school day. Interruption of class time for announcement purposes will be minimal. Afternoon announcements will be read just prior to dismissal.

Fire Drill / Emergency Evacuation/Lockdown Procedures

1. Fire drills must be responded to immediately and seriously.
2. Fire drill instructions **MUST** be posted in each room.
3. Students and faculty are to be aware of the evacuation plan and alternate exits. It is the responsibility of the teacher in charge to go over the evacuation routes with his/her students.
4. Students are to be led from the building by a teacher in charge of the class.
5. Silence is to be maintained throughout the drill.
6. Students who do not conform to fire drill procedures are subject to immediate suspension from school.
7. If any fire alarm is sounded while the students are passing from one period to another in the corridors, they will use the closest exit to leave the building.
8. Dedham Public Schools will utilize a two-color coded alert system to initiate a school lockdown. These will consist of a "CODE BLUE" and a "CODE RED" alert. Code Blue will be used in situation where there is a low to moderate threat inside or outside the school. Code Red will be used if there is any "clear and present danger" to students and staff. Immediate action is required.

Accidents

Any accident that occurs on school property is to be reported immediately to the Main Office and the name or names of the people involved and a brief description of their injuries, if known, should be included on the report. The Main Office will immediately inform the Health Office and either the Nurse or Principal/teacher will respond. An accident report form is to be placed on file for all such cases. A copy of the accident report will be forwarded to both the high school principal for further investigation and the office of the Assistant to the Superintendent for Business Affairs. The report form must be on file within 24 hours after the accident.

Class Dues

In order to participate in class activities class dues must be up to date. Class dues are normally \$50 per year, but this amount may vary in accordance with the needs of the class. Students and families who have difficulty meeting this obligation should contact the appropriate class advisor.

Transfer or Withdrawal from School

Any student who plans to transfer or withdraw from Dedham High School should follow this procedure:

1. Notify the appropriate assistant principal's office regarding the date when you expect to leave the high school.
2. Clean out gym and corridor lockers.
3. Obtain a checkout slip from the appropriate assistant principal's office. Return all books to the teachers and have the checkout slip initialed. When the slip is completed, return it to the appropriate assistant principal.
4. If transferring to another school, obtain a transfer card. A Transcript of grades will be forwarded directly to the new school.

Helpful Hints for Students

1. It is suggested that valuables not be kept in your locker. Place them in the office for safekeeping.
2. Your class needs your dues. Please pay them each year. Remember, it is for your own benefit.
3. Get involved. Join in some extra-curricular activity! Join a club or a team or run for a student office.
4. Support your class. Buy a ticket, a candy bar, or take a chance.
5. Don't be late to class.
6. Remember that "detention" gives you a discipline record!
7. Don't loiter around the building.
8. Be considerate of others – often your kindness will be returned in greater abundance.
9. You do not have to be everyone's friend BUT you do have to be respectful of them and to them.
10. Teachers are available to assist you after school. Please make an appointment with them.
11. Student tutors are available from the National Honor Society. See your guidance counselor.
12. **Note:** *You* are Dedham High School; *you* make it what it's worth!

Helpful Hints for Parents

- For extended student absence due to illness/injury, a home tutor may be retained from the school. Please notify the guidance counselor.
- Students must be present in school for four periods to be considered present for the day.
- Up to two tardies per term will be allowed without disciplinary action. Subsequent tardies will result in after school detention and/or Saturday detention. If a student reaches eight tardies or more the student is required to bring a parent/guardian in to school or face possible suspension.
- To achieve Honor Roll status, a student with a qualifying unweighted GPA average can have no grade below C in any subject and can have no office conduct grade that is unacceptable.
- Whenever there is a question or concern related to a student, please contact the school.
- Participate in school activities: attend Parents Nights', sporting events, plays and concerts. Read the school newspaper *The Mirror*, the *Dedham Times* and the Guidance

Bulletins. Please join us as an active member of the Dedham High School educational community.

2. School Services

Cafeteria

Students are assigned to the cafeteria for one of three lunch periods. Since this assignment is the same as a class assignment, students must report to the cafeteria during their lunch periods. Before leaving, students must clear the tables of all food and paper. Pupils are expected to exercise customary social standards in the cafeteria. Misconduct in the cafeteria (throwing food, refusing to clean up the eating area, etc.) may result in detention, suspension, or other disciplinary action, depending on the case. If a pattern of poor behavior develops in any student or group of students, then that student or group of students will be subject to assigned seating while in the cafeteria. ***In the interest of neat, sanitary grounds and buildings, all food and drink will be consumed inside the cafeteria.*** No food is to be allowed outside of the cafeteria. Students taking food outside the cafeteria will be subject to disciplinary action. As a general rule, food is not to be ordered from an outside vendor for delivery to the school. With prior approval from an administrator, on special occasions, food can be brought into the building for consumption in appropriately designated areas.

Meals

Breakfast is the most important meal of the day and it kick starts the brain! Take advantage of our nutritious, inexpensive breakfast that is available every school day from 7:00 – 7:35am.

Lunch: The High School Cafeteria serves a variety of meals every full school day. Students are reminded that the cafeteria will not be open for lunch on release days. Lunch menus, nutrition information, and information on pre-payment options are available on the DHS website.

Library / Media Center

- a. Admission during regular class periods is by library pass only issued by the student's subject teacher.
- b. Students coming to the library from a directed study must report to the study first and have the study hall teacher sign the pass issued from their subject teacher.
- c. Students coming to the library during an academic support class should come directly to the library and present passes at the circulation desk.
- d. Students coming to the library from a directed study must arrive on time and remain the entire period.
- e. The technology resources include: computers with Internet access and MS Office 2000 software, 2 laser printers, 2 overhead projection screens for large screen computer and video viewing, 1 scanner, 1 TV/VCR viewer, a satellite connection, and 1 copier.
- f. The electronic and print resources include: 15,300 books, 31 online databases, and 230 videos.
- g. The library is a member of OCLC and the library collection can be accessed at home through the Mass Cat (Massachusetts union web online catalog).
- h. Students who abuse library privileges are subject to loss of all library privileges.

Guidance Services

Counseling services are available to all students and parents to assist in educational, vocational, and personal matters. Personal conferences, along with small group meetings are scheduled with each student yearly to discuss student interests, abilities, course selections and educational and vocational opportunities. A student should feel free to talk with his/her counselor at any time.

Guidance Seminars are held in classrooms for each grade at certain times of the year.

Freshman Year: The seminars for ninth grade students focus on academic success and “Making High School Count” and on the transition to the high school from middle school.

Sophomore Year: Students are exposed to career and college options. Career research is done by using Naviance to take personality and career interest inventories. A Career Fair is held with the assistance of employers in the community to showcase many career fields.

Junior Year: Students are assisted with how to research admission criteria and conduct college searches. The students are presented with information that will help them prepare for applying to college and other programs. Meeting with parents of juniors and their students are arranged so that post-secondary plans can be discussed.

A PSAT seminar is held for sophomore and junior students to prepare them for the upcoming tests and AP potential scores are presented and explained to students after results of the sophomore and junior PSATs come in. A variety of ways to prepare for the SAT are introduced at this time.

Senior Year: Students are presented with information on how to send information to colleges and other programs. The students will learn how to record information in Naviance so that their materials can be process and sent by the guidance department.

Guidance conferences can be set up with the Guidance Secretary before or after school. Parents are urged to consult with their child’s counselor. They may do so by calling the Guidance Office secretary at 781-326-7061 for an appointment. For the convenience of parents and students, the Guidance Office is also open on selected evenings until 8:00 p.m.

The Guidance Department provides informational services and materials for students and parents. Many materials and resources are available on Blackboard and Naviance. Materials available include college catalogs, employment and occupational brochures, scholarship and financial aid booklets, Armed Services brochures, and reference booklets concerning the College Entrance Examinations and American College Testing Program. An informational newsletter is distributed to students on a regular basis. School, college and employment representatives are scheduled to visit Dedham High School throughout the year to speak with students. For more information please consult our website: www.dedham.k12.ma.us/dhs/guidance.

Health Services

The health office is located on the first floor across the hall from the main office. The nurse is available during regular school hours. In case of illness or need of first aid, the student should report directly to the clinic with a pass signed by the dismissing teacher. If the nurse is unavailable, students should report to the main office. No pupil may be dismissed without approval of a parent or guardian who must provide transportation when necessary. Clinic or nurse dismissal or time spent in the nurse’s office is considered an absence from class.

Dedham High School has a full-time nurse on duty during regular school hours. The nurse is responsible for maintaining accurate health records for all of our students, administering first aid and in general overseeing the health needs of all students. Health insurance forms are made available to all students from their homeroom teachers. The purchase of this insurance is optional. All athletes participating in school-supervised teams **MUST** provide evidence of health insurance coverage which must be filed with the Athletic Director **PRIOR** to the student’s participation. In order to protect parents of participants from unusual expense due to injury, the

school department has arranged to have available to athletes a supplementary insurance policy for a small yearly fee. The policy covers the cost of all treatment for injuries sustained for all activities and includes inter-scholastic sports.

All sections of Dedham High School are accessible to the handicapped individual via elevator or ramps.

A sick student will be released into the custody of an adult over 18 years old with the permission of the student's parent or guardian.

Psychological Services

In addition to the counseling that is provided by the Guidance Department, Dedham High School also provides social and emotional counseling through a school psychologist and a school adjustment counselor. These staff members conduct individual counseling, group counseling, crisis intervention, family consultation and team consultation. They are also a valuable resource for community based services.

School Property

All items of school property lent to a student become the responsibility of that student. All such items must be returned in usable condition. Allowance will be made for reasonable wear. If items are returned in abused condition, a fine will be assessed. Failure to make restitution will result in the withholding of the privilege to use school property. All school property must be returned before final exams or graduation.

Classroom and Building Care

Take pride in your school; destroying or defacing public property is an immature and thoughtless action. This type of action always brings discredit to students and to their school. Desks are not to be marred in any way. Students are asked to refrain from adjusting either windows or shades. Only the teacher should adjust windows or shades. Wastebaskets and recycle containers for white paper are provided for discarded materials; students are expected to keep the school clean and neat and should pick up after themselves in the classroom, the cafeteria and in all areas of the building that they use. Students are asked to take responsibility for their actions – if everyone does this we will have a better school and a more pleasant school experience.

Books

Schoolbooks are "loaned" to students, and always remain the property of Dedham Public Schools. It is expected that the book will be cared for in a reasonable fashion. Students should sign their name on the book label in the front of each book when issued. The responsible student will be charged for lost and/or damaged books. Students who fail to clear up financial obligations due to lost books etc., will not be issued a schedule the following September.

Lockers

1. Lockers and desks are to be treated as school property on loan to students
2. Master keys and copies of combinations are retained by the school
3. Certain items may not be stored in lockers, desks or other receptacles. This would include weapons, illegal drugs, alcoholic beverages, stolen property, etc.
4. *THE SCHOOL RETAINS THE RIGHT TO INSPECT LOCKERS AND DESKS AT ANY TIME FOR COMPLIANCE WITH THESE RULES AND TO MAINTAIN SAFETY, HEALTH, AND SANITATION STANDARDS.*

Each student is provided with a locker and a lock. Valuables are not to be stored in lockers. Dedham High School cannot assume any responsibility for lost or stolen personal property. Valuables that must be brought into school should be brought to the main office for safekeeping.

Since student lockers are the property of the Dedham Public Schools, they may, if necessary, be searched by a school administrator. Personal locks are not authorized to be used on lockers. Unauthorized locks will be removed. The replacement charge for lost locks will be six dollars. Students are not allowed to share lockers. For proper security, students should keep lockers locked at all times and not divulge the combination to anyone. Items reported as stolen usually were placed in unlocked lockers or left in an unsecured area. The "Lost and Found" table in the Main Office should be checked for missing items.

Lost & Found

The Lost and Found Department is located in the Main Office. A book or any article of value that is either lost or found should be reported to the office. The Dedham School Department is not responsible for lost or stolen articles on school grounds prior to or during the school day or after school hours.

Bulletin Boards

Bulletin boards are conveniently located in the cafeteria, in the classrooms, in the guidance area and in the corridor by the main office. Information pertaining to college scholarships, part-time jobs and coming school and community events is posted there. Posters, flyers etc., are to be placed only on the Bulletin Boards and not on the corridor foyer or classroom walls. The school's web site also contains important information that is updated regularly.

Telephones

School telephones are to be used for school business calls only. Parents are asked to refrain from calling the school to leave messages for students. Personal telephone messages will only be delivered in the case of an emergency.

Parking Lot Regulations

If a student must drive to school, at times, for some critical need, the car must be parked in the student lot at the pool. Cars are not to be parked in the teachers' assigned spaces or on the streets around the school. Students violating this regulation risk having their vehicles tagged or towed. If a student is parked illegally on school property, he/she is subject to disciplinary action. *Students are not to bring their vehicles into the back school parking lot prior to 3:00 p.m. for after school activities.*

Bus Transportation

Because of the minimum availability of parking facilities and in the interest of student safety, transportation is available to all students who live more than two (2) miles from school with the payment of a user fee. Buses are driven by competent drivers, have the right of way, and are properly insured. High school students who live more than two (2) miles from the school will have the option of bus transportation. To exercise the option of bus transportation, all eligible students must pay a user's fee determined by the Dedham School Committee. The fee for the 2011-2012 school year is \$210 per student.

High school students living 2 miles or less from the school are not eligible for this option. Bus passes and regulations will be provided through the Principal's office for middle and high school

students. Parents with questions on eligibility for bus transportation should contact Mrs. Roche at the high school, 781-326-4773.

3. Academics Issues

Promotion Policy

A student will be moved to the next consecutive grade each year regardless of credits with the understanding that he/she will not graduate without meeting all graduation requirements including: 4 years of English, 3 years of Math, 3 years of Science, 3 years of Social Studies, 2 years of Foreign Language, 2 semesters of Wellness, 4 years of Physical Education, 2 semesters of Computer, 40 hours of Community Service, must pass at least 25 credits as a senior, minimum of 111 credits total, and pass ELA, Math and Science MCAS.

The only exception is 9th grade students who are not ready to take the MCAS (ELA and Math) in the tenth grade because of their failing Math and/or English as 9th graders. Administrators, Guidance, and Department Chairs meet to discuss students individually and determine if they are ready to take the MCAS the following year. If not, they will remain in the 9th grade.

Students who are in their 3rd year of high school, but were kept back because of MCAS, must be listed as 10th graders for MCAS purposes. These students may be promoted to their original graduating class the year after they take the MCAS.

Graduation Requirements

1. Must achieve a total of one hundred and eleven (111) credits.
2. Must take and pass the following **CORE** requirements:
 - 4 years of English
 - 3 years of Science
 - 3 years of Mathematics
 - 3 years of Social Studies
 - 2 semesters of Health/Wellness
 - 4 years of Physical Education
 - 2 semesters of Computers
 - 2 years of the same Foreign Language
3. All students are required to complete forty (40) hours of Community Service
4. Must take and successfully complete a minimum of twenty-five (25) credits in the senior year.
5. Must pass state-mandated tests (MCAS) Students who pass but are not proficient in ELA or Math will receive an Educational Proficiency Plan (EPP).

Community Service Learning Program

The Community Service Learning Program is an important part of the educational experience offered at Dedham High School. All students are required to complete 40 hours of service as part of their graduation requirement. The goal behind having students participate in community service is to broaden students' experiences beyond the traditional classroom through involvement in volunteerism, service learning, and career exploration. By engaging in such activities, students learn more about themselves, their interests, and the privileges and responsibilities of being a member of a school, local, and global community.

Students may complete their community service learning requirements through volunteer work, an unpaid internship, or a combination of both. Community service opportunities are frequently posted in the cafeteria and guidance office as well as announced to the student population. Students are also welcome to check in with guidance counselors, assistant principals, or the Youth Commission to discuss additional ideas or to find out more information about a particular organization.

Students must complete 40 hours. A minimum of 5 hours must be done with the same organization. Students may complete the entire 40 hours with one organization if they choose, or they may do 5 hours each with eight different organizations. Students may start their community service learning hours beginning the summer prior to their freshman year. The Community Service Learning forms are available in the guidance office and can also be downloaded from the guidance web site. All forms must be returned to guidance and copies of forms should be made prior to turning them into the office.

All community service credits should be completed by January of the student's senior year. Students are encouraged, however, to begin fulfilling this requirement early on in their high school years. Experience has shown us that many students who actively engage in volunteer service from the beginning of high school sustain their involvement and participate in additional service activities. Additionally, volunteer work can help students begin the process of career exploration.

Homework

The School Committee, administrators and faculty believe that homework, an assignment given to students outside the regular class period, is of vital importance in the earning of a quality education. Homework must be assigned, completed, reviewed, and become a part of a student's assessment.

The DHS expectation is that students demonstrate a strong work ethic, which is vital in order to advance academically, socially, and personally."

A hierarchy developed by Lee and Pruitt provides an excellent model for classifying assignments. They set forth four major categories:

1. **Practice** - given to help students master specific skills and to reinforce material presented in class.
2. **Preparation** - given to prepare students for upcoming lessons.
3. **Extension** - given to decide if students can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.
4. **Creative** - given to help students integrate many skills and ideas while producing a requested response. These assignments usually take more time to complete, several days, even weeks. Homework is an extension of the school day. Homework assigned must be developmentally appropriate and meaningful.

It is with this in mind that the following expectations are established:

- a. Care is to be evident in the design of homework assignments.
- b. A record of homework attainments is to be maintained for each student.
- c. A portion of the class grade may be a measure of the quality of homework produced by the student.
- d. Each course is to average 30-45 minutes of homework per school day. Long-range assignments are appropriate; however, periodic checkpoints must be established to assure production on the part of the student.
- e. Written homework assignments are to be collected and verified in a timely manner. Reading assignments are to be verified by classroom discussion and/or short quizzes.
- f. All students are expected to have two to three hours of homework each school day.
- g. Plagiarizing/cheating will not be tolerated and will result in a grade of "0."

Examinations

Students are required to take both midterm and final examinations. Midterm examinations will account for 10% of the total grade for the course. Final examinations will account for 10% of the total grade for the course. Seniors are exempt from finals if they have a B for Term 4 and the

year (B=83 -86). Final examinations are administered only during the time scheduled for exams. Any examination to be made-up must be authorized by an administrator and will be given during the scheduled make-up period. Students are to be in their seat at the scheduled time for the exam to begin. Once the exam has begun, there is no late admission allowed. Any owed text books, materials, school property, and other obligations **must be met** before any student may take final examinations.

Make-up work / Extra Help

Policies for make-up work and extra help availability varies by teacher. Refer to the course expectation sheets which every teacher provides to each student (and parents must sign) in September. Students with medical documentation will be afforded extra time.

Grades and GPA

A student’s unweighted and weighted GPA’s are calculated at the end of freshman, sophomore and junior years. GPA is calculated by averaging the individual course GPA’s of all *leveled* courses completed at the time of the calculation. Unleveled courses, courses taken in summer school and courses taken at other high schools do not calculate into a student’s GPA. A student’s final cumulative unweighted and weighted GPA’s are determined at the conclusion of junior year.

Letter Grade	Numeric Equivalent	Unweighted GPA	Weighted GPA			
			AP	Hon	CP1	CP2
A+	>96	4.30	5.59	5.16	4.30	3.44
A	93-96	4.00	5.20	4.80	4.00	3.20
A -	90-92	3.70	4.81	4.44	3.70	2.96
B +	87-89	3.30	4.29	3.96	3.30	2.64
B	83-86	3.00	3.90	3.60	3.00	2.40
B -	80-82	2.70	3.51	3.24	2.70	2.16
C +	77-79	2.30	2.99	2.76	2.30	1.84
C	73-76	2.00	2.60	2.40	2.00	1.60
C -	70-72	1.70	2.21	2.04	1.70	1.36
D +	67-69	1.30	1.69	1.56	1.30	1.04
D	63-66	1.00	1.30	1.20	1.00	0.80
D -	60-62	0.70	0.91	0.84	0.70	0.56
F	<60	0.00	0.00	0.00	0.00	0.00
NC	n/a	0.00	0.00	0.00	0.00	0.00

(Note): WP, WF and I do not calculate into a student’s GPA.

Honor Roll

- Superior Honors - 3.70 Unweighted GPA
- Honors - 2.90 Unweighted GPA
- No grade below a C in any subject
- No unacceptable office conduct
- At least a P in summer reading for first term
- A student who drops a course in a given term will not be eligible for honor roll that term

The report card will indicate if a student has achieved Honor Roll for the term.

Progress Reports and Grade Reports

Progress Reports

Progress reports are for informational purposes only, to communicate where the student stands midway through the term. Progress report grades do not appear on the student's transcript. Progress reports will be issued to **all** students four times a year. Students must return copies of the progress reports signed by a parent/guardian within the specified time. Failure to return the signed progress report will result in administrative action.

Grade Reports (a.k.a Report Cards)

Report cards are issued four times a year and July after school closes. The grades on the Grade Reports are the grade of record that appears on the student's transcript.

Parent-Teacher Conferences

After a "Mock Schedule" Night in October, two conference dates are set each year, in October and March for individual conferences with the teachers. The purpose of these meetings is to give parents a **brief** assessment of student progress. We ask that these meetings be limited to **five minutes**. Parents are encouraged to contact individual teachers directly to arrange more in-depth meetings, or the guidance office for additional academic concerns. Parents are urged to call the school whenever there is a concern relevant to their children's educational program or school related issues.

Class Rank

Rank in class is determined in order to provide an indicator of the academic achievement of a student, relative to the other members of the class. Dedham high School calculates and reports class rank by decile (i.e. Top 10%, Top 20%, etc.), and the decile of the student is determined by his or her Weighted GPA. After sophomore year, an estimated decile will be calculated for each student. This estimate is useful for college planning during the student's junior year. Upon the completion of junior year, a final decile will be calculated based on cumulative Weighted GPA at that time. A student's final decile is reported to colleges as part of the transcript package (transcript, profile, counselor form). Prior to graduation, the student who has earned the greatest cumulative weighted GPA will be selected at the graduating class's valedictorian.

A student may not be ranked if he or she transferred to DHS and did not complete two full years at DHS by the end of 11th grade, if the students will take more than four years to graduate, or if the student is in an out-of-district placement.

National Honor Society

Admission to the National Honor Society is open to all Juniors and Seniors at Dedham High School. Academic standing is the first criterion for admittance to the National Honor Society.

Juniors and seniors with a cumulative grade point average of 4.00 on the weighted GPA scale will be invited to apply for membership to NHS.

In addition to scholarship, demonstrated excellence in service, leadership and character are the criteria for NHS membership.

In the fall, the advisor to the National Honor Society will notify all students who are academically eligible and invite them to a meeting to discuss the remaining criteria. Since many Early Action and Early Decision college application deadlines are November 1st or November 15, we want DHS seniors to be able to list membership in the NHS on their applications. Students will be given ample opportunity to display their qualifications in the areas of Leadership, Character, and Service.

Any student who does not meet the minimum academic standards is not eligible for membership. Any **member** who falls below the minimum academic standard is potentially subject to dismissal. Before such dismissal proceedings, the N.H.S. Faculty Committee will convene, discuss, and vote on the dismissal of the student. The student has the right to attend such a meeting and has the right to speak before the committee. The advisor checks the Weighted GPA of current members at the end of every semester.

Besides falling below academic standards, there are other reasons, which would necessitate an N.H.S. Committee review of a student's membership. These reasons include, but are not limited to, the following: any serious breach of school policy, especially any breach which results in a suspension (examples include cheating, theft, drug or alcohol use); or any significant breach of local, state, or federal laws.

Course Directory

Dedham High School annually publishes a *Course Directory*. The *Course Directory* contains pertinent information on all academic programs and requirements as well as special programs.

We urge parents to review the *Course Directory* with their son or daughter. It is important that parents and students understand the course content and make appropriate selections in regard to education and career goals. The Course Directory is available online at the DHS website.

General Criteria for Leveling of Courses

The level at which a course is offered will affect the rank in class achieved by the student, but not placement on the Honor Roll. The curriculum for all courses has been aligned with the Department of Education frameworks as required. Level descriptions and expectations are detailed below.

Advanced Placement (AP)

These courses are extremely rigorous and follow a prescribed curriculum approved by the College Board to prepare students to take the AP examinations or submit portfolio assessments that are given in May. Colleges use data from these AP tests/assessments for admissions and placement purposes. In order for AP weight to be preliminarily factored into a student's GPA, the student must register to take the AP Examination/Assessment and submit the assessment fee to the school by the end of term one. Financial assistance is available upon request. Final AP label/weight will only be applied to a student's GPA when the student has completed the College Board's proscribed assessment at the culmination of the AP course. AP courses carry additional weight in computing grade point average. Because of the nature of AP classes and the commitment to a standardized assessment, students who take the AP exam are exempt from the final exam for that course. Since AP coursework involves college level assignments and content, a careful system of selection is employed in assigning students to these courses. Each department offering AP courses has developed criteria (available upon request) which students must meet.

Honors (H)

Courses contain considerable enrichment and acceleration. Significant independent and peer work is required. There will be little practice or repetition within the classroom. Instruction will assume that students are able to grasp concepts on initial presentation, and will, therefore, emphasize research, observation, critical analysis, synthesis and problem solving. Students are expected to be able to show initiative with respect to organization of time, classroom assignments and extensive research projects. Coursework prepares students for highly competitive four year colleges.

College Preparatory I (CP I)

Courses go beyond the required standards. The pace is quick and very rigorous. Considerable independent and group work is required within a structured environment. Consolidation and application of concepts are developed both independently and with teacher guidance. Students will be able to demonstrate good organizational skills to manage daily assignments and in-depth research projects. Emphasis will be on problem-solving and critical analysis. Students will be encouraged to demonstrate creativity and evaluation of material. Coursework prepares students for competitive four year colleges.

College Preparatory II (CP II)

Courses focus on mastery of essential standards. The pace is deliberate and rigorous. Independent and group work with directed instructional support within a structured environment is provided. Consolidation and application of concepts are developed both independently and with considerable teacher guidance. Emphasis will be on problem-solving, and application of material. Students will be encouraged to find evidence to support generalizations and demonstrate creativity. Students will develop organizational skills to manage daily assignments and research projects Coursework prepares students for two or four year colleges.

Unleveled (U)

Courses either meet less than five (5) times in each seven (7) day cycle, do not meet for the entire school year, or are designed to address specific academic needs.

These are general criteria for leveling used by each department. Levels differ in coverage and intensity in order to meet the ability, achievement, and needs of the student. Students are programmed at the appropriate level in each subject area and may move from one level to another whenever warranted. Students have the prerogative of deciding the level of the course, which they choose with the understanding that the responsibility to achieve is theirs. If the decision is in conflict with the recommendations of the school, it shall be noted on the course worksheet. A meeting with the student's guidance counselor is always recommended.

Advanced Placement Contract

Students who opt to take AP courses at Dedham High Schools should understand the following general information.

- AP course syllabi/standards are written to meet first year college-level standards in each subject
- The courses are intensive as well as comprehensive in the subject matter
- The courses include extensive readings from a variety of sources (including authentic, primary resources as well as secondary, analytical resources)
- The reading must be done carefully and thoroughly by the students, with an eye to interpreting complex ideas, in-depth analyses, and historical context
- The courses require extensive writing assignments
- The writing must demonstrate analysis, interpretation, and judgment of the topic

- The students should be self-motivated and interested in the particular topic of the class
- The students should develop and demonstrate strong critical and evaluative thinking skills
- The students should maintain the highest standards of academic integrity
- The College Board has established the curriculum for each discipline; to maintain AP status for the courses, teachers and students must adhere to this curriculum

This means that students enrolled in AP classes should anticipate the following:

- They will be required to do extensive independent work
- They will be thoroughly prepared for each class
- They will participate in the classroom activities in an active, mature manner
- They will devote a minimum of 5 – 8 hours per week outside the classroom to each AP course
- The students' grading in AP courses will be based on college-level course standards and will therefore be more demanding than standards used in other high school courses
- They are required to take the AP exam in May
- They are required to pay the cost (approximately \$90) for the exam in the fall.
- The guidance department will send letters to the colleges of those students who do not take the AP exam informing them of this development

Each individual AP teacher will have specific requirements for his/her course. Students are expected to meet the more specific requirements established by each AP subject teacher.

Students and parents will sign a contract.

Independent Study

A course in Independent Study that meets daily will be included in the rank process as a CP 1 class, with the approval of the Principal and the Director of Guidance. All courses that meet less than the total number of meetings in the cycle are unlevleled and therefore are not included in the rank process.

Course Registration

Course Selection

Programs for the next school year are made out in February-March. Only when it is in the best interest of the student will he/she be allowed to drop a subject after the program has been finalized. A conference including the teacher, the student, the student's guidance counselor and the student's parents must be arranged before a change in schedule will be allowed. Signing up for a class is a commitment between the school and the student. This commitment must be upheld within reason.

Course Changes

When a student selects a particular course during the scheduling process, it is in effect, a contract between the student and the school. The school agrees to offer each course listed provided that sufficient numbers of students enroll, and the student commits to participating in the course should it be offered. A change in program will not be allowed once the student program has been finalized. The only exception to this rule will be made on the recommendation of the classroom teacher with the approval of the parent, department chair and the administration.

Course Change Policy

Students must always meet with their counselors to request a course change.

During the Add/Drop Period (first ten school days of the year), a student may add or drop courses to or from his/her schedule without any penalty or notation on his/her transcript.

After the Add/Drop Period through the end of the first marking quarter, any student wishing to add or drop a course must complete a course change form obtained from the classroom teacher. Any student who drops a class during this time will receive a WP or WF on his/her final transcript for the course dropped, based on the grade at the time of the drop, or will have the up-to-date grade transferred to a new class section, only if switching levels (i.e. dropping Chemistry H for Chemistry CPI).

Any schedule change made after the first marking quarter is done at the discretion of an administrator. Beginning on the first day of the second marking quarter, any student who drops a course will receive an F on his/her final transcript, which will be averaged into both the student's weighted and unweighted GPA's, unless an administrator chooses to waive the F due to individual extenuating circumstances.

Summer School

Admission to Summer School and obtaining graduation credits:

a) A student who has been in a course for a full year but fails that course may makeup and receive full credit for the course under the following conditions:

1. Must pass 2 terms in the school year or attain an average of at least 50%.
2. Attend an accredited summer school program approved by the Principal or Director of Guidance
3. Receive approval from the Principal or other designated authority before registering for summer school
4. Take the same course at the same level, the summer of the year in which the course was failed
5. Not miss more than 3 classes (3 tardies equals 1 absence)
6. Successfully complete the course
7. Receive from the summer school the student's record of attendance, final exam work and final grade and deliver this written document to the Director of Guidance.

b). To be accredited, a summer school must provide instruction as follows:

1. Tests and materials used must be consistent with those of an accredited public high school
2. Each class shall meet for at least one hour (preferably longer) per day, five days per week for a minimal six-week period
3. A final examination shall be administered by the summer school and a final grade given to the student

c) Private tutors or self-directed study will not be accepted for credit

d) A student may not take more than 2 make-up courses in the current year

e) Summer school courses will not be accepted as prerequisites for sequential subjects

f) Summer school courses will not be accepted as substitutes for courses offered during the regular school year at Dedham High School

g) Up to 2 1/2 credits per course may be granted for enrichment course successfully completed in a summer school program. A maximum of 7 1/2 such credits may be allowed for graduation

h) The Principal and Guidance Director will make the final decision on the awarding of all credits

i) A department chair may require that a student who passes a sequential course by attending summer school, pass the department final exam in order to continue to the next level of the sequence

j) Students returning to Dedham High School for a fifth year must take and pass at least twenty (25) credits in order to graduate.

4. Extra-Curricular Co-Curricular Activities

Clubs and other co-curricular activities are a great way for students to meet other students with similar interests, and to become more involved with their school and more connected to their community.

The following information is current as of 6/1/11. Please check the DHS web site for updated information as new clubs and activities are forming all the time!

Chess Club	New "England Math League
Class Officers	Peer Leadership
Computer Club	SADD
Drama Club	School Advisory Council
French Club	Science Olympiad
Gay/Straight Alliance	Senior Musical
Guitar Club	Ski/Snowboard Council
Japanese Culture Club	Student Council
Jazz Ensemble	TEC Internship Program
Marching Band/Color Guard	The Mirror
Math Teach	Winter Color Guard
Multicultural Club	Winter Percussion
National Honor Society	Yearbook

Chess Club

The Chess Club is open to players and enthusiasts of all talent levels, from beginner to expert. Even if you don't know how to play, but would like to learn, the Chess Club is for you. This year the DHS Chess Club will be joining the South Shore Interscholastic Chess League, with chess meets that span the winter months. All interested students are welcome to sign up! No experience necessary. Meets after school every other Monday in the Guidance office Contact Mr. Ross Wolfson in Guidance.

Class Officers

The duties of the class officers mainly entail fund-raising activities, social events, dances and other specific activities designated to create spirit within the class. Class officers also help to collect dues for their peers to help organize class events. Elections are generally held in May under the direction of the class advisor. Students wishing to run for office should consult with their class advisor.

Open to students elected by classmates or appointed by advisors. Meets every Wednesday morning at 7am throughout the year in class advisors classrooms.

Contacts:

Class of 2012: Ms. Katelyn O'Regan & Ms. Meggin Ball
Class of 2013: Ms. Tammy Buckley & Ms. Laura Tucci
Class of 2014: Ms. Tara Fountain & Ms. Kristine Holloran
Class of 2015: Ms. Erica Eisenhut & Ms. Kathleen Spies

Computer Club

Technology infused computer group that expands on community service with senior citizens and fundraising for new tech equipment. Open to all students. Meets every other Monday 2:15-2:45 pm in D301. Contact Ms. Susan Pepin

Drama Club

The Drama Club provides a reasonably wide range of theatrical experiences for members. Maximum student involvement and responsibility are stressed in the preparation and presentation of each dramatic production. It is open to all interested students and promotes two productions a year in the fall and spring. Open to all students. Meets after school year round in the Auditorium or Band Room depending on play castings. Contact Mr. William Nicholson in the Music Dept.

French Club

The French Club is an Academic and Social club. It is a place to learn about other parts of the world and delve into the culture of Francophone countries: the food, the music, the movies, current events, etc. It is a great way to make your French class come more alive and find out what young people are like there! We usually try out new specialty foods, learn about holidays, meet new friends, enjoy one another's company, and have a cultural activity or play games. Open to all interested students. Dues: \$5.00 Meets every other week in Ms. Beck's room (B203) from 2:15 – 3pm Contact Ms. Kelly Beck. Look for announcements on Blackboard.

Gay/Straight Alliance

The Gay/Straight Alliance provides a safe, healthy, comfortable environment for all students, regardless of race, gender, ethnicity, or sexual preference. Our goal is to promote understanding and acceptance of diversity at Dedham High School. Open to all students. Meets every other Monday in the conference area outside Ashley Weagraff's office.

Guitar Club

Interactive social guitar gathering where students learn to play, watch influential guitar videos, or just play guitar in general. Open to all students. Meets after school in A213 twice per month (days change) Contact Mr. Jeff Nilsen in A213

Japanese Culture Club

Organization geared towards fans of anime, Manga, and video games. Meetings are held weekly and activities include playing video games, watching anime, and learning more about Japanese culture. Open to all students. Meets every Monday in B205 until around 3:15 pm. Contact Ms. Rachel Dudley in B205.

Jazz Ensemble is an honors group that meets afterschool as an extension of the band program. Any student who performs piano or a band or jazz rhythm instrument may contact the band director about joining. Due to limited instrumentation, first consideration is given to students already in the band program, but membership remains open to all. The jazz ensemble studies and performs charts from a variety of jazz styles and periods, and members are taught the art of improvisation. Performances take place at the winter and spring concerts, and additional performances are scheduled

Marching Band / Color Guard

All students are eligible to join the Marching Band or the Color Guard. Performances are made by each at football games, marching competitions, and guest performances. Open to all students. Meets during the late summer and fall season, after school and on weekends. Contact Band Director in the Music Department.

Math Team (Greater Boston Mathematics League)The Greater Boston Mathematics League (GBML) is an interscholastic mathematics league. Member teams compete at local schools on challenging math problems ranging from Arithmetic to Calculus. Math team is great way to meet students from different high schools while exploring mathematical concepts. Open to all students. Practices are on Thursdays after school in A101. The meets are after school on the 2nd Wednesday of each month. Contact Ms. Elisabet Batista in A101.

The Mirror (student newspaper)

Students in the Professional Journalism class prepare and write The Mirror. Students interested in writing news, sports, or feature articles may, however, work on the newspaper staff without registering for the Journalism class after speaking with its advisor Mr. Jeff Nilsen. Open to all students. Journalism is a class that meets during the school day. Contributors not registered in the Journalism class can arrange to meet with Mr. Nilsen before or after school. Contact Mr. Jeff Nilsen in A213.

Multicultural Club

The mission of the Multi-Cultural Club is to promote respect, equality, and ethnic understanding. The club strives to embrace people from all nations and celebrate cultural differences and cultural similarities both in our school and throughout the community. The club also strives to bring diverse groups together to tackle the problems that are created by racism. Open to all students. Meets on alternating Tuesdays after school. Contact Mr. Mike Monaghan.

National Honor Society

School activities include peer tutoring and parent guides. Open to academically eligible juniors and seniors who are invited to apply each fall. Meets on the 1st and 3rd Mondays of each month at 7:00am throughout the year in A212 or A206. Contact Ms. Mollie Young & Ms. Carol Margolis.

New England Math League

The goal of the NEML is building student interest and confidence in mathematics through solving *worthwhile* problems. Six times a year students from Connecticut, Massachusetts, New Hampshire, Rhode Island, and Vermont participate in a math contest. The contest contains 6 challenging math problems ranging in topics from Algebra to Pre-Calculus. Open to all students. Meets on 2nd Tuesday of each month from 7:00-7:30am in A101. Contact Ms. Elisabet Batista in A101.

Peer Leadership

Peer Leadership offers support to 9th graders in order to help them acclimate to life at Dedham High School. They also encourage underclassmen to become involved with extra-curricular activities, and partake in promoting a healthy drug/alcohol free lifestyle. Students can apply to join in the spring of their sophomore or junior year. Meets every Thursday morning at 7:00am throughout the year in A213. Contact Ms. Rachel Dudley.

SADD (Students Against Destructive Decisions)

SADD is a national coalition of high school students organized to increase public awareness and educate students and adults about the problem of drinking and driving, and other destructive decisions that people make. Open to all students. Meets every Friday morning at 7:00 am throughout the year in A106. Contact Ms. Tara Fountain.

School Advisory Council

The S.A.C. consists of representatives of Student Council selected by a vote of its members who advise administration and School Committee on student issues. Each year student representatives are selected by the administration or volunteer to hold non-voting positions on the School Committee and to advise them on matters, which directly affect the student body. Open to all interested students. Attends the bi-monthly School Committee meetings, usually on Wednesday evenings, at the Town Hall. Contact Mr. Ron McCarthy.

Science Olympiad

Science Olympiad is a national competition consisting of multiple different events in all fields of science, including astronomy, biology, chemistry, earth science, engineering, physics, and

technology. Open to all students. Meets every other Tuesday from 2:30-3:30pm in C104. Contact Mr. Mark Norrman.

Senior Class Musical

All seniors are eligible to audition and perform or assist the senior class musical. Auditions take place in December. Rehearsals take place January through March, culminating in three performances. There is a spot for all seniors to be in the musical regardless of other commitments. Open to all senior students. Meets are held after school every day from December through March in the auditorium. Contact the Music Department.

Ski/Snowboard Club

Meets several times in the fall to plan the annual winter ski and snowboard trip. Fundraising is involved for these trips which have previously been to Cannon Mountain and Wildcat Mountain. We promote school community, exercise and healthy living. Open to all students interested in skiing or boarding. Meets after school in the fall in A216. Contact Ms. Barbara Smith or Mr. Douglas Simon.

Student Council

The Student Council encourages students to take an active role in planning, coordinating, and participating in activities that will promote school spirit and better their community. The Council members assume leadership roles to learn skills that can be transferable to the workplace or community. Students participate in fundraisers to help benefit local and national organizations such as the Susan G. Komen Foundation, the Dedham Food Pantry, and Project Bread Walk for Hunger. Meanwhile we are committed to promoting a fun, positive environment in our school buildings with our efforts during the holidays and throughout the school year. Open to all interested students. Meets every Tuesday morning at 7:00am throughout the year in B201. Contact Ms. Christina Gamel or Ms. Katelyn O'Regan

TEC Internship Program

Dedham is a member of **The Education Cooperative (TEC)**, a regional collaborative serving thirteen towns in metro west Boston. The programs offered to students are generally on a fee for service basis. The Internship Program provides students with a first hand experience in the work world. Interns are matched, based on interest, with sponsors in professional settings. Each intern makes a 60-hour commitment to the program. Parents and/or students pay all fees and provide transportation. Please see your Guidance counselor for an application or you may call TEC directly at 781-237-3028. Open to all students. Requires a 60-hour commitment after school during the school year or during the summer. Contact your Guidance counselor or TEC at www.tec-coop.org.

Winter Color Guard

The activity is an extension of the Marching Band, where the color guard performs indoors using rifles, flags, and sabers. They compete in several local competitions during the winter months. Open to all students. Sign-ups are typically in December. Meets in the DHS gym or Oakdale gym after school and on weekends from December through March. Contact the Music Department.

Winter Percussion

The activity is an extension of the Marching Band, where the percussion section competes indoors during the winter months in several local competitions. Open to all students. Meets Tuesdays, Thursdays, and Saturdays in the gym or auditorium from November – April. Contact the Music Department.

Yearbook

The yearbook, Reflections, at Dedham High School has traditionally been a record of the year's graduating class and is editorially staffed by only seniors. The yearbook is completely financed by the graduating class and has traditionally been all seniors, but an effort has been made to include undergraduates as well. The editorial staff is chosen by the Yearbook Advisor in April of student's junior year. The yearbook requires a considerable amount of effort and after-school time. Open to students registered in the Yearbook class only. Meets year-round in the CAD room. Contact Mr. Stephen Dewar.

Athletics

Dedham High School, a member of the Bay State Conference (Herget Division), offers a diversified athletic program that extends throughout the entire academic year. In their proper season interscholastic competition is held in football, lacrosse, cheerleading, soccer, cross-country, volleyball, indoor and outdoor track, swimming, field hockey, basketball, hockey, wrestling, tennis, golf, softball, and baseball. Most sports are conducted on a varsity, junior varsity and freshman level. All varsity players who meet standards set up by the Principal and the Athletic Director are awarded "Letters" or Certificates of Participation" at the various Sports Banquets. The Massachusetts Interscholastic Athletic Association and our own Principal set up athletic rules. Many of our athletes have been able to advance their educational and career plans as a result of their efforts on the athletic fields.

INTERSCHOLASTIC ATHLETIC PROGRAM

The interscholastic athletic program at Dedham High School is committed to the Mission Statement of Dedham Public Schools. Our mission is to help all of our students to achieve academic excellence to the level of their ability; to foster a community of lifelong learners; to equip students to meet the challenges of a changing world, and to encourage our students to develop responsibility to themselves and their community. Athletics provide an opportunity to extend the values and ideals developed in the classroom as students constantly strive toward the development of being well-rounded individuals.

Tryouts for programs are open to all students providing they meet the standards of academic eligibility, school citizenship and basic physical/health qualifications. Participation in the program, therefore, is a privilege earned by students who meet and maintain these standards.

Dedham High School is a very proud member of the twelve-school league known as the Bay State Conference. The conference is governed by the MIAA and its own constitution. Most of game schedules, at all levels of competition, are set by the Conference.

Participation in any and all athletic activities will require a student-athlete to present to his or her coach a completed copy of the Interscholastic Athletic Permission Form & Nurse's Release before the first tryout or practice session. Permission forms are distributed at the candidates meeting prior to the start of each season, and can also be obtained in the Athletic Office or online. Copies of all current physical examination **must be kept on file** with the nurses. A **current physical** is that which was given no more than thirteen (13) months prior to the beginning of each season. Student-athletes will not be permitted to participate in an activity, under any circumstances, until a completed permission form is received.

FALL SEASON

Practice starts usually before Labor Day. Football usually starts two (2) weeks before Labor Day. The other sports 7-10 days before Labor Day.

Sports

Football

Levels

Freshman, JV, Varsity

Cuts

No

Boys Soccer	Freshman, JV, Varsity	Usually no
Girls Soccer	Freshman, JV, Varsity	Usually no
Girls Volleyball	Freshman, JV, Varsity	Yes
Field Hockey	Freshman, JV, Varsity	Usually no
Boys Cross Country	JV, Varsity	No
Girls Cross Country	JV, Varsity	No
Golf	Varsity	Yes
Cheerleading	Varsity	Yes
Swimming	Varsity	No

WINTER SEASON - Practice begins the Monday after Thanksgiving

<u>Sports</u>	<u>Levels</u>	<u>Cuts</u>
Boys Basketball	Freshman, JV, Varsity	Yes
Girls Basketball	Freshman, JV, Varsity	Yes
Wrestling	JV, Varsity	No
Boys Ice Hockey	JV, Varsity	Yes
Girls Ice Hockey	JV, Varsity	Usually no
Boys Indoor Track	Varsity	No
Girls Indoor Track	Varsity	No
Cheerleading	Varsity	Yes

SPRING SEASON - Practice begins the third Monday in March

<u>Sports</u>	<u>Levels</u>	<u>Cuts</u>
Baseball	Freshman, JV, Varsity	Yes
Softball	Freshman, JV, Varsity	Yes
Girls Track	Varsity	No
Boys Track	Varsity	No
Boys Tennis	JV, Varsity	Usually no
Girls Tennis	JV, Varsity	Usually no
Boys Lacrosse	Varsity	Usually no
Girls Lacrosse	Varsity	Usually no

PART V - REQUIREMENTS OF ATHLETIC PARTICIPATION

1. An athletic fee of \$125.00 has been established for all sports per season. The athletic fee is non-refundable. Families will pay a maximum fee of \$500. All sports are open to all Dedham High School students' grades 9 to 12. Students must pay this fee prior to drawing equipment unless a waiver has been granted. Waivers may be obtained through the Athletic Director.

Students who leave the team voluntarily, or who are dropped from the team by a coach, Athletic Director or Principal, for disciplinary or scholastic deficiencies are not eligible for a refund. **All payments must be made by check, money order or on-line payable to Dedham High School.** Athletic Dept. written in the memo part of the check Checks should include name, address and telephone number of parent or guardian. All payments will be deposited in the Athletic Department revolving account to defray the cost of the Interscholastic Athletic Program.

No fee will be required of those pupils entitled to a free school lunch under existing Federal and State regulations. The School Lunch Program Supervisor at the start of school shall send a list of such students to the Principal and Athletic Director in September.

2. **Academic Requirements:** A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade in the equivalent of four major subjects.

To satisfy this requirement, a student must have passed sufficient courses for that marking period, which carry credits totaling the equivalent of four 1-year major courses, i.e. 20 credits. To be eligible for the fall marking period, students are required to have passed for the previous academic year the equivalent of four 1-year major courses.

Academic eligibility of all students shall be considered as official and determining only on the date when the report cards for that ranking period have been issued to the parents of all students within a particular class.

Note: MIAA rules allow for a student to take the equivalent of what we would traditionally consider to be four one-year major courses. Athletes at high schools that implement a block schedule that includes four (4) courses that are awarded 5 credits each would need to require that a student pass at least two (2) of the four courses to be eligible for athletic participation under MIAA basic standards. Incomplete grades may not be counted toward eligibility.

The questions you must ask in determining equivalency are:

*How many minutes per day/week/semester does this course meet?

*How many credits will be offered for this course?

*Is this equivalent to past academic requirements?

(If further clarification is necessary, the Athletic Department Staff will be happy to assist.)

3. **The Dedham Coaches Association** in cooperation with the Dedham High School Athletic Department wishes to inform both athletes and parents that during the season of practice or play, a student shall not, regardless of quantity, location or time, use or consume, possess, buy/sell or give away any beverage containing alcohol, tobacco products, marijuana, steroids, or any controlled substance. Any report by an outside agency will be dealt with appropriately. The Memorandum of Understanding between the Dedham Public Schools and the Dedham Police Department will be enforced. (See Memorandum of Understanding, page 41-44)

a. The Drug and Alcohol Abuse Policy #5132 Section IV-1, calls for an immediate three-to-ten-day suspension from school for the first offense.

b. A student who has been dismissed from a particular team will forfeit his/her rights to any and all awards* that might have been forthcoming from participation in that sport. (*Examples of such forfeiture would be the school's award letters, all-star status, and any nominations on his/her behalf to the league or state selection committees.)

c. The student who violates the above-mentioned policy will forfeit any and all of his/her user fees.

d. Students must abide by the rules and regulations set forth by his/her coach and the Athletic Department.

e. Students dismissed from the team for any infraction may appeal their dismissal to the Director of Athletics and then the building Principal.

f. All students must be in attendance at school in order to participate in practice or play in a game that day.

g. If a contest is scheduled for a weekend, or over a school vacation, the student must be in attendance the preceding Friday.

h. During the season a student who misses a practice or game without prior approval will be subject to disciplinary action.

i. Once an athlete begins pre-season practice (pre-schedule) for a particular sport that athlete will only be allowed to leave the sport to play another within the same season with the written consent and approval of both coaches involved as well as the Athletic Director.

Sportsmanship For Student Athletes

Respect for the sport in which the Dedham High School student athlete participates also demands respect for the opponents and game officials. Student-Athletes participating in MIAA sponsored events are expected to treat opponents and referees with respect. There will be absolutely no tolerance for trash talking, taunting or baiting of opponents. Dedham High School student athletes must appreciate and understand that they are perhaps the most visible representatives of their school. In addition, their behavior is observed and emulated by many who are younger. Dedham High School student-athletes must honor the responsibility that accompanies the privilege of representing their school by behaving with dignity and class on or off the field. **IF ANY STUDENT IN ANY SPORT, WILLFULLY, FLAGRANTLY, OR MALICIOUSLY ATTEMPTS TO INJURE AN OPPONENT, HE/SHE SHALL NOT PARTICIPATE IN ANY SPORT SEASON FOR ONE YEAR FROM THE DATE OF THE INCIDENT.**

For a more comprehensive understanding of athletics at Dedham High School please review The Student Athlete Handbook available online at

http://www.dedham.k12.ma.us/dhs/sports/dhs_athletic_handbook.pdf

The Dedham Coach's Handbook is also available online at

http://www.dedham.k12.ma.us/dhs/sports/coach_handbook.pdf

5. Code of Conduct

The key is to respect yourself and all others.

All students are expected to conduct themselves properly in school as well as at school-related functions. A student interfering with the proper operation of Dedham High School by constantly and/or deliberately misbehaving and violating rules and regulations will face disciplinary action. Consultation with staff and parents will take place whenever a student's behavior warrants such action. Students are encouraged to be courteous – hold the doors for others, don't push to get by others, greet people in a friendly manner, don't run in corridors--***be considerate!***

Minor infractions of school rules may be handled in the afternoon detention session held from 2:15 p.m. to 2:45. Improper action in the detention session will result in further action being taken by the school authorities. Dedham High School's core values of *mutual respect, responsibility, accountability and academic achievement* should guide everyone's behaviors, attitudes, and actions.

Corridor Conduct

Students are allowed to enter school prior to 7:30 a.m. However, they must remain in the main entry area, the gym lobby, the E wing first floor corridor, the A wing first floor corridor or the cafeteria. All other areas are out of bounds unless accompanied by a staff member. Traffic should move smoothly through the corridor, with no loitering on stairs, in corridors, at lockers, or in the foyer area. After the final bell ending the school day, students are allowed 15 minutes to exit the building unless remaining after school for extra help, make-up work, or school

Student Passes

No student should be in the corridors during class periods without a pass issued and signed by a staff member. A student assigned to academic support who desires to visit another area must obtain a pass from the teacher in charge of said area and present it to the receiving teacher.

Attendance

The official attendance in school is taken during the first period of classes. Students reporting to school late must report first to the appropriate Assistant Principal's office. This will assure the accuracy of the school's attendance records. Attendance is also taken for each period of the day.

Attendance Policy

Any student who has five (5) or more unexcused absences from a class that meets five (5) times in a seven (7) day cycle during any marking period will receive no credit for that subject for that term.

Any senior who has three (3) or more absences from a class during the fourth (4th) marking period will receive no credit for that subject for that term.

Any student, who has sixteen (16) or more absences from class in a yearlong course, or 8 in a semester course, meeting five (5) times in a seven (7) day cycle, will not receive credit for that course.

If a student receives no credit for a subject during any term it will be reported as an "NC" on the report card and be calculated as a 50.

1. A doctor or nurse practitioner's note will excuse absence(s) from class provided that the note is written on the doctor's or nurse practitioner's stationery, showing the name of the patient (student) and stating that the student was under his/her care for a particular time interval. Dates **MUST** be included, an open-ended/blanket doctor or nurse practitioner's note will not be accepted. The DOCTOR or PRACTITIONER ONLY must sign the doctor or nurse practitioner's note. No signature stamps or copies will be accepted. The doctor or nurse practitioner's note must be brought to the Assistant Principal no later than **two weeks** after the student's return to school. If the above procedure has been followed, the excused absence will be accepted for the dates included in the doctor's/nurse practitioner's note. In any case, work missed during absence must be made up within a two-week period, and it is the student's responsibility to follow up with teachers to ensure that make up work is completed within this timeframe.

Attendance Buy-Back Policy

Any student who has been absent will have the opportunity to buy back (i.e., waive) up to one day of absences each term, according to the following guidelines:

- Inform your Assistant Principal of your intention to buy back a day and obtain the appropriate form.
- Show that form to each of your teachers for initialing on the first day.
- Attend school for five consecutive days without incurring any tardiness or any discipline referrals.
- Complete all assignments (including homework) for five consecutive days.
- On the fifth day, have each teacher re-sign the form, verifying your attendance and class work.
- Return the form at the end of the fifth day to the Assistant Principal's office.
- If the student successfully fulfills the above guidelines, a one-day waiver will be granted.

2. Absences may also be excused (with proper documentation) for court appearances, death in the immediate family or death of a classmate

If a student's absence from class is excused under the above criteria, credit for class will be awarded provided that the student has made up all necessary work for the class. In the case of extended absences, a home tutor may be retained from the school.

STUDENTS ABSENT FROM SCHOOL FOR VACATION PURPOSES WILL BE CONSIDERED ABSENT IN ALL OF THEIR CLASSES. THESE ABSENCES WILL NOT BE EXCUSED.

Parents are strongly urged to schedule student vacations in accordance with the published school calendar. Our Mission Statement and Expectations support the concept and reality of sustained, consistent attendance.

All students at Dedham High School are required to attend all assigned classes, academic support class, and lunch. Since consistent attendance is a primary indicator of success in school, we ask for everyone's support in making sure that all students attend school each day.

Absence

Whenever a student will be absent from school, the school requests that one of the parents informs the administration prior to 8:00 a.m., by calling the attendance line at 781-326-6484. Officer Matthies will be calling homes when there is no information.

If a student will be absent for an extended period of time due to illness or injury, it is the responsibility of the parent or guardian of the student to notify the appropriate guidance counselor as soon as possible to request assignments and tutor information if necessary.

Tardiness

Late to Class - If a student knows he/she cannot reach a room on time, he/she is to obtain a pass from the teacher who can account for his/her tardiness. If he/she cannot obtain a pass at that time, the receiving teacher will admit the student and then decide whether the student should stay after school or bring a pass, which can be obtained later. The Main Office does not issue passes for unexcused tardiness to class. A student who is habitually tardy to class will be referred to the office where he/she will be issued a warning, a subsequent tardy to that class will result in an office detention.

Tardy Rules

The warning bell for school rings at 7: 25 a.m. Students must be in their Block A classroom and in their seat when the order bell rings at 7:35 a.m. If a student is late for the Block A class, he/she will be recorded as absent by the Block A teacher. Students entering school after 7:35 AM must report to the Assistant Principal's office. Students failing to follow this procedure will receive no credit for any class that they attend that day. Students arriving after 7:45 must report to the Assistant Principal's office, but will not be permitted to enter their Block A class without a written, verifiable excuse. This absence will be recorded as unexcused.

Up to two tardies per term will be allowed without disciplinary action. On the 3rd, 4th, and 5th tardy students will be assigned after-school detention. When a student is tardy for the tenth time an administrator may require a parent/guardian to accompany the student to school whenever the student is late. Additional disciplinary consequences may apply.

Tardiness is to be discouraged. It is symptomatic of a poor attitude toward work or school, and the habit of avoidance via tardiness, once established, is difficult to break. The purpose of this policy is to develop awareness in both student and parent of the severity of the tardiness trait and its detrimental effect in the development of a responsible person. Positive habits are beneficial to all.

Dismissal

a. Illness - If a student becomes ill or is injured during the course of the school day, the nurse will make a professional assessment of the student's condition based on his/her signs and symptoms. The parent will be contacted and informed of the nurse's professional assessment and the parent will be responsible for the decision on dismissal. Students dismissed through the Health Office will not be allowed to walk or drive themselves home, unless parental permission is granted.

b. Dismissal for reason other than illness is discouraged when appointments can be made after school hours. If, however such a dismissal is absolutely necessary, it can be authorized by one

of the administrators. A note from the student's parent/guardian is necessary. A dismissal request by phone or fax cannot be honored.

c. The student will present an office dismissal pass to the classroom teacher at the beginning of the period before being dismissed.

Dismissal Prior to Official Close of the School Year

The following policy will govern the dismissal of students prior to the official close of school:

A. A form must be completed which indicates:

1. Student's name.
2. Date to be dismissed.
3. Reason for dismissal prior to the official close of school.
4. Parent's signature confirming request.
5. Principal's signature showing approval or disapproval.
6. Appropriate signature blocks for staff members with whom the student must clear and discharge all responsibilities.

B. Grades for students dismissed prior to the official close of school:

1. For legitimate and acceptable reasons, such as illness requiring students to remain home, or hospitalization, the grade for the 4th marking period will be as of the date last attended with final exam excused.
2. For legitimate but unacceptable reasons, such as vacation or travel:
 - a. The student may return to take the final exam on the day that it is scheduled.
 - b. If date of departure is during the exam period, the student **must** make arrangements to take final exams, with administrative approval.
 - c. If the final exam is not taken there will be an appropriate reduction in the final average.
 - d. For unexpected dismissal prior to the official close of school, an F grade will be recorded as the score for the final exam and will be so computed.
 - e. Unexcused absenteeism and tardiness during the school year will be taken into consideration when granting permission for dismissal prior to the official close of school.
 - f. The absentee policy with regard to course grades will still be in effect when permission is granted under.

C. Final exams are not administered prior to the first day of the exam schedule.

Student Participation in School-Sponsored Activities

Any student who is absent from school on the day of a practice, meeting or actual activity (i.e. game, play, show, tournament, prom, etc.) will not be allowed to participate in the school-sponsored activity. Any student who is absent on a Friday will not be allowed to participate in a weekend school-sponsored activity

Academic Integrity

At Dedham High School we believe that academic integrity and honesty are cornerstones of learning in a democratic society. Fundamental to development of character is a willingness to be honorable and responsible. Specifically, we wish to emphasize our concern in two areas: **cheating** and **plagiarism**.

Cheating

Cheating embraces any action where in a person defrauds, deceives, or violates regulations unfairly. (Random House Dictionary) Examples of cheating are (but not limited to)

- Copying another's homework and indicating that it is yours
- Using unauthorized notes, "cheat sheets," or looking at another's work while taking a quiz or examination/test
- Using signals or talking during a quiz or examination/test
- Allowing another to copy work or assignment

Giving information about a test to members of another class who have the same course in the same year or subsequent years

- Damaging the projects/work of others
- Accepting unauthorized assistance with project, take home quiz or assignment when the intent of the assignment is to have you demonstrate your ability in the matter.

The consequences of cheating will be the loss of credit (a zero grade) on the quiz/test/examination/project or homework assignment etc. The staff member will report the incident in writing to the appropriate administrator and to the department chair. A repeat of this action would result in a failure grade for the entire course.

Plagiarism (a form of cheating)

Plagiarism * is the act of stealing the language, ideas or thoughts of another and representing them as your own original work (*Random House Dictionary) Examples of plagiarism are (but not limited to)

- Paraphrasing a passage in a book without using a citation or bibliographic entry to indicate the source
- Submitting an assignment in part or whole that has been copied from a published source or downloaded from the computer.
- Having another complete a project for you and then submitting it as your work
- Not using proper documentation or bibliographic reference
- Plagiarizing on line and not citing all websites that are used as sources

The consequence for plagiarism will be loss of credit for the project/assignment. A repeat of this action would result in a failure grade for the entire course.

The staff member will document the incident in writing with a copy going to the department chair and to the appropriate administrator.

In all cases involving academic integrity, the teacher will contact the student and parent(s) so that all facts are clear and consequences are known.

Discipline Code / Guidelines

Cutting Class

Any student who misses a class two times in any marking period by cutting that class shall receive a failing grade (50) for that term. Any student who cuts class during the lunch period or during long block will be suspended on the next school day. Additionally, any student who misses first period with an approved excuse will be considered cutting that class. Any work missed during that class needs to be made up by the end of that school day, if not the work will be considered a 0.

Saturday Suspension Program

At the discretion of the School Administration, a student may be given the opportunity to participate in an academic/work program on designated Saturdays from 8:00 a.m. to 11:00. This program is in lieu of a suspension. Parents will be notified and students would be required to

arrange their own transportation. Students who fail to attend Saturday Suspension without an approved reason will be suspended on the next school day.

In-School Suspension

In-school suspension is an alternative to out-of-school suspension for situations in which temporary removal from the regular classroom is dictated by violations of the school's disciplinary code. In-school suspension requires a student to continue work on academic assignments in a supervised classroom separated from the mainstream of the school. A student may receive academic credit if the work is completed to the satisfaction of the teacher. In school suspension days are waived.

A student assigned to in-school suspension may not attend nor participate in any school sponsored function from the time the in-school suspension is assigned until the morning following the completion of the in-school suspension and a parental conference. Parents will be notified when a student has been assigned an in-school suspension. In-school suspension hours begin at 7:35 a.m. If a student is absent on the day of an assigned ISS it must be made up on the day the student returns to school. Students who are sent out of ISS for unacceptable behavior will be suspended on the following school day.

Suspension

Reasons for Suspension: The following breaches of discipline are severe enough to be cause for suspension from Dedham High School.

- Fighting and/or provoking a fight with other students or school employees. (3-10 days), depending upon circumstances
- Student assaulting another student or school employee (3-10 days-possible expulsion.)
- The first offense for smoking on school property is subject to a \$100.00 fine or smoking cessation class with notification to parents, athletic department and activity directors. For the second and any subsequent violation there will be a \$100.00 fine, notification of parents, athletic department and activity directors. Failure to pay the fine within 21 days will result in a suspension from school. Possession of smoking materials (e.g. tobacco products, lighters, pipes or cigarette holders etc.) will result in the materials being confiscated. Material will only be returned to the parent/guardian. Students may be suspended at any time for violation of the DHS anti-smoking policy.
- Cutting of regular assigned classes, study halls, detention, and lunchroom. (1-3 days)
- Possession of or use of alcohol or drugs while under school supervision whether it is during regular school hours or at a school event. (3-10 days, possible expulsion)
- Vandalism of school property (1-5) days. Vandalism shall also require proper restitution.
- Sale of drugs or alcohol at school or school-sponsored activities. (10 days and/or recommendation for expulsion.)
- Using abusive, profane or obscene language. (1-3 days)
- Disruption of the school progress in general, such as bomb scares and false alarms or false information (5-10 days), additionally subject to a \$500.00 fine with court appearance.
- Bringing any kind of weapon or gunpowder device on to school property, school buses, or to any school event. The incident automatically becomes an issue to be dealt with by the police and the courts. (5-10 days) **AND SUBJECT TO EXPULSION FROM THE SCHOOL OR SCHOOL DISTRICT BY THE PRINCIPAL.**
- We have a strict policy against students leaving the school premises. The only time students are allowed to leave the school premises during school hours is:
 - a. When excused by the nurse for sickness.
 - b. When excused by an Administrator with proper documentation.
 - c. When accompanied by a member of the faculty with proper arrangements.(Violation 1- 3 days)

- HAZING, actions or harassment or violence upon an individual (1-10 days depending upon severity)
- Continued disregard of school rules (3-10 days)
- Disrespect and disobedience (1-5 days)
- Illegal parking in or around the school grounds (1-5 days)
- Vandalism to property belonging to a school employee (3-10 days plus restitution, possible expulsion.)
- Theft (1-3 days, plus restitution)
- Disrupting the classroom teaching/learning process (1-5 days).
- Cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights – consequences up to and including possible expulsion.
- Insubordination/Non-compliance- any student who refuses to comply with any reasonable request made by any staff member (1-3 days)
- Failure to sign into school (1day)
- Students are required to identify themselves to all school personnel. Failure to do so may result in suspension.
- Possession of a lighter, matches or any other incendiary devices
- Possession of a tobacco product

Detention

The following are prohibited in general as contrary to good behavior and carry a penalty of office referral and/or detention:

1. Tardy to school or class.
2. Corridor offenses-i.e. in corridor without a pass or inappropriate behavior.
3. Use of beepers, electronic communication devices such as radios, mobile phones, or any type of personal MP3 player inside the school building during school hours.
4. Possession of smoking materials. Additionally, smoking materials are to be confiscated.
5. Hats cannot be worn while the student is in the school building or be in a person's possession.
6. Possession of skateboards in school.
7. Any circumstance that distracts or destroys orderly functioning of the classroom or the school in general.

**Any materials confiscated by the school must be picked up the next morning by a parent. The school will not be responsible for these items: hats, walkman, personal CD players, beepers, i-pod, etc.*

8. Public display(s) of affection.

Out of School Suspension

Suspension means that a student will be sent home for a specified period of time during which he/she will not be allowed to participate in any school activity. A parent conference must be held before the student is readmitted to school. A student is allowed to make up work missed during the period of suspension. Arrangements for such makeup are to be made immediately upon return. This out-of-school suspension is an unexcused absence from school. Students suspended are not to be in school, on school grounds or at school activities at anytime during their suspension.

Expulsion

(1) Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter ninety-four C,

including, but not limited to, marijuana, cocaine, and heroin, is subject to expulsion from the school or school district by the principal.

(2) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school related events, including athletic games, is subject to expulsion from the school or school district by the principal.

(3) Any student who repeatedly violates the Discipline Code/Guidelines, and has been subject to multiple suspensions, as well as other attempts at behavioral modification, is subject to a recommendation for expulsion. Any student who is charged with a violation of either paragraph (1) (2) or (3) shall be notified in writing of an opportunity for a hearing and provided, the information that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. Any student who has been expelled from a school district pursuant to these provisions shall have ten days (10) from the date of expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Discipline for Special Needs Students

All students are expected to meet the requirements for behavior as set forth in this handbook Chapter 71B of the Massachusetts General Laws requires that additional provisions be made for students who have been found by an Evaluation TEAM to have special needs and whose program is described in an Individualized Education Plan (IEP). The following additional requirements apply to the discipline of special needs students

1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.

2. The Principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.

3. Parents of students who are on IEP's have the right to appeal to the courts on decisions for suspensions that exceed ten (10) cumulative days.

4. When it is known that the suspension (s) of a special needs student will accumulate to ten days in a school year, a review of the IEP will be held to determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:

a. Design a modified program for the student or:

b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations. In addition, the Department of Education will be notified as required by law and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

As circumstances warrant, discipline will be affected on an individualized basis. Unless stipulated by statute, final appeals will be made to the Principal.

6. Legal Policies

Bullying/Harrassment

On Monday, May 3, 2010, Governor Deval Patrick signed the much anticipated anti-bullying bill into law. The bill was passed unanimously by both the Senate and House of Representatives after it emerged from a joint conference committee. Massachusetts is now the forty-second state in the country to have anti-bullying legislation. The law is aimed at addressing the issue of bullying and cyber-bullying in schools. While Massachusetts lawmakers have been considering versions of this bill for quite some

time, two recent bullying-related suicides in South Hadley and Springfield caused this legislation to receive top priority.

The law, which includes strict mandates for reporting all suspected incidents of bullying and cyber-bullying, is being heralded as one of the toughest anti-bullying laws in the country. Where school districts up until now have not had a clear blue print to follow when incidents of bullying and cyber-bullying were suspected, this new law will guide school districts in the identification, investigation and response to incidents as they arise. With the vast increase in the use of technology and social networking by students, much of which occurs off school grounds during non-school hours, administrators have rightly questioned the extent to which a school district has a right, and indeed an obligation, to intervene. This new law provides much needed guidance.

There are numerous provisions of the law about which school personnel should be aware. Among them are the following:

- "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. For the purposes of this section, bullying shall include cyber-bullying."
- "Cyber-bullying" is defined as "bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimiles communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identify of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of the communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying."
- The act applies not only to "school districts," but also to charter schools, "approved private day or residential schools," and schools run by educational collaboratives. Major portions of the act also apply to "non-public" schools.
- As expected, bullying and cyber-bullying are prohibited on school grounds and at school functions, as well as on property adjacent to school grounds, at bus stops and on school buses or on any school owned or leased vehicle. Additionally, the law states explicitly that bullying and cyber-bullying that is transmitted through the use of technology or an electronic device that is not owned or operated by the school and that occurs at a location or activity that is not school related will constitute prohibited bullying "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 the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs."

In other words, if bullying and cyber-bullying occurs off of school grounds through the use of students' private electronic devices, it will constitute bullying for school purposes if the action results in a hostile school environment for the victim(s). The term "hostile environment" is defined in the law as "a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education."

- Each school district or school shall develop and adhere to a bullying prevention plan that is developed through consultation with administrators, teacher, staff, students, parents and law enforcement. The plan must include a notice and public comment period and must be updated at least biennially. The law very explicitly details what elements must be included in the plan, which include but are not limited to how to report bullying, clear procedures for responding and investigating, the range of disciplinary sanctions available, strategies for protecting the victim(s), notification to the parents of the victim(s) and bully(ies), and ongoing professional development for all staff members. School districts must file their bullying prevention plan with the Department of Elementary and Secondary Education ("DESE") on or before December 31, 2010.
- Any member of a school staff must immediately report any instance of bullying or retaliation that the staff member has witnessed or becomes aware of to the building principal or the school official identified as receiving such reports.
- Upon receipt of such a report, the school principal or designee will immediately conduct an investigation. If it is determined that bullying or retaliation has occurred, the principal or designee shall notify local law enforcement if it is thought that criminal charges may be pursued against the perpetrator, shall take appropriate disciplinary action, and shall notify the parents or guardians of the victim(s) and perpetrator(s). The law also requires that, "to the extent consistent with state and federal law" (which seemingly is a recognition of the restrictions imposed by FERPA and by state student record regulations) the parents or guardians of the victim are to be notified of the action taken to prevent further acts of bullying or retaliation.
- Each school district shall provide age-appropriate instruction on bullying prevention in each grade. This instruction shall be incorporated into the curriculum and shall be "evidence-based."
- The law requires that professional development be provided to all educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors, advisors to extracurricular activities, and to paraprofessionals in the prevention, identification, and response to bullying. DESE is charged with identifying and offering alternative methods of meeting this professional development requirement with at least one option being available at no cost to the school districts. Under the law, professional development is supposed to be in place at the start of the 2010-2011 school year.
- The law creates new criminal statutes, both felony and misdemeanor in nature, for bullying activities.

- The law creates a 7 member "special commission", one member of which will be the Attorney General or designee who will act as chair, to focus on bullying on an on-going basis.

The law delegates to DESE the task of publishing a model plan for school districts to consider as they are developing their own plan. Additionally, DESE is charged with promulgating regulations and with compiling a list of bullying prevention and intervention resources, evidence-based curricula, and best practices and academic-based research. These resources will all become available to school districts as they begin the task of coming into compliance with the requirements of this new law.

In summary, this law provides both guidance and challenges to school districts moving forward. However, once the prevention plan is in place and staff are trained, it is hoped and anticipated that this law will have the intended effect of reducing the incidents of bullying and cyber-bullying in schools by sending students the clear message that such behavior will not be tolerated as schools continue in their mission to ensure a safe and secure learning environment for all students.

Bullying/Harassment Complaint Process

Filing a Complaint

The Assistant Principal(s) at Dedham High School are designated the "Complaint Manager(s)" for the purpose of receiving complaints of bullying or harassment. A person who wishes to file a complaint of harassment should meet with an Assistant Principal as soon as possible to register a complaint. Students may ask a faculty or staff member to be involved in the complaint process. The Assistant Principal will interview the student and assist him/her. If the student does not feel comfortable speaking to the Assistant Principal, he/she may contact another administrator to report any event(s) regarding harassment.

Investigating the Complaint

The Assistant Principal will conduct an investigation.

Resolution and Corrective Action

The Assistant Principal will meet with the grievant to review the information gathered and, if applicable, to propose a resolution to the complaint. Corrective action may include, but is not limited to, directions to stop the offensive behavior, counseling, education, and/or disciplinary action up to and including expulsion, subject to the requirements of applicable law and district policies. Refer to Section 5.5 Discipline Code/Guidelines of the Dedham High School Student/Parent Handbook (page 37-56) for further details.

Appeal

If the grievant disagrees with the finding, it may be appealed to the extent provided by the *Dedham High School Student/Parent Handbook*.

Reprisal

It is a violation of this procedure for any person to retaliate, coerce, intimidate, harass or interfere with a member of the school community, or any other official, who has filed a report regarding harassment or assisted with an investigation. This includes any person who reports an alleged violation of this policy or any person who assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment. **Such retaliation may result in disciplinary action, up to and including expulsion**, subject to applicable procedural requirements.

Non-Discrimination Policy and Prohibition Against Harassment

Title VI, Title IX, Section 504, ADA, Age Discrimination Act M.G.L.c. 76 §5, M.G.L. c.151C, 603

C.M.R. §26.08

Introduction

The Dedham Public Schools has a commitment to maintaining an educational environment where bigotry and intolerance, including discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, religion, disability, or age, are not tolerated. Discrimination and harassment are contrary to the mission of the Dedham Public Schools and its commitment to equal opportunity in education.

The Dedham Public Schools does not discriminate against students, parents, employees or the general public. No person shall be excluded from or discriminated against in admission to the Dedham Public Schools, or in obtaining the advantages, privileges and courses of study of the Dedham Public Schools on account of race, color, sex, religion, national origin, or sexual orientation. (M.G.L c.76 §5). Additionally, the Dedham Public Schools does not tolerate harassment based upon race, color, sex, religion, national origin, or sexual orientation. (603 CMR 26.08).

For purposes of this policy, "school" includes school - sponsored events, trips, sport events, similar events connected with school or employment. Any retaliation against an individual who has complained about discrimination or harassment, or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint, is also unlawful and will not be tolerated.

The Dedham Public Schools takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that conduct that violates the law and this policy has occurred, the Dedham Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate.

Definition of Discrimination and Harassment

"Harassment" is defined as unwelcome conduct, whether verbal or physical, that is based on: race, color, national origin, sex, sexual orientation, religion, disability, or age. Harassment is prohibited by the Dedham Public Schools, and violates the law.

Discrimination and /or harassment include, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group based upon the criteria listed above.
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group described above because of one of the criteria listed above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group (as described above) to participate in or benefit from a school program or activity of the Dedham Public Schools; or creates an intimidating, threatening or abusive educational environment.

Many forms of harassment have been recognized as violations of the civil rights laws (including Section 504 of the Rehabilitation Act of 1973, the ADA, Title VI, Title IX and state statutes like M.G.L. 151C) by federal courts, state courts, the U.S. Department of Education, Office for Civil Rights, and the Massachusetts Commission Against Discrimination.

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly
or implicitly as a term or condition of employment, academic standing, school- related

opportunities, or as a basis for employment decisions.

-Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

While it is not possible to list all circumstances that may be considered sexual harassment, the following are examples of conduct that violate the law and policy and which, if severe and pervasive, constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, whether they involve physical touching or not.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Sexual epithets, jokes, written or verbal references to sexual conduct, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.
- Discussions of one's own sexual activities or inquiries into others' sexual experiences.
- Displaying sexually suggestive objects, pictures, cartoons.

The definitions of discrimination, harassment and sexual harassment are broad. In addition to the above examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school environment that is hostile, offensive, intimidating, or humiliating may constitute discrimination, harassment and/or sexual harassment.

Grievance Procedure: Reporting Complaints of Discrimination and Harassment

If any Dedham Public Schools student, parent or employee believes, in good faith, that he or she has been subjected to sexual harassment or any other form of harassment or discrimination described above, the individual has a right to file a complaint with the Dedham Public Schools. This may be done informally or formally, as described below.

Teachers or other staff members who observe incidents of harassment or discrimination involving students shall report such incidents immediately to the student's Principal. Administrators aware of harassment or discrimination involving any employee shall report such incidents to the appropriate coordinator, listed below, or to the Superintendent.

Please note that while these procedures relate to the Dedham Public Schools' policy of promoting an educational setting free from discrimination and harassment, including sexual harassment, as detailed further in this policy, these procedures are not designed nor intended to limit the Dedham Public Schools' authority to discipline or take remedial action for conduct which the Dedham Public Schools deems unacceptable.

Internal Grievance Procedure

Informal Resolution of Discrimination and Harassment Complaints:

Before initiating the formal procedure, the student/parent/employee may wish, if possible, to resolve the complaint on an informal basis through discussion.

A student or parent can discuss the issue with his/her teacher or building Principal. An employee can discuss the issue with his/her immediate supervisor or the building Principal.

The person receiving the complaint shall attempt, within his/her authority, to work with the individual to resolve the issue fairly and expeditiously within ten (10) working days of receiving the complaint. If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below.

Contact information for building principals and for the Superintendent is located below.

Formal Resolution of Discrimination and Harassment Concerns:

A student, parent or employee who is not satisfied with the informal resolution process or who chooses not to participate in the informal resolution process may initiate the formal complaint procedure by putting the complaint in writing to the District Civil Rights Coordinator assigned for the specific type of discrimination/harassment that is alleged. An employee, at the request of the student, may put the complaint in writing for the student.

Who you should contact:

District Civil Rights Coordinator for Title IV (race, color, national origin); Title IX (sex); Section 504 (disability); Title II of the ADA (disability); Religion, Sexual Orientation and Age is:

Cynthia Kelly, Assistant Superintendent
100 Whiting Avenue
Dedham, MA 02026
781-326-5622

Students, parents or employees who wish to initiate the formal complaint process may also put their complaint in writing to the building Principal. Any Principal receiving such a complaint shall immediately forward the complaint to the appropriate District Coordinator listed above, who will then begin the formal procedure described below.

Any teacher or other employee who receives a formal complaint of discrimination or harassment shall immediately forward the complaint to the building Principal. The Principal will then forward the complaint to the appropriate District Coordinator listed above, who will begin the formal procedure described below.

What the complaint should include:

The student/parent/employee's complaint should include: the name of the individual making the complaint, the name of the individual aggrieved, the name of the individual accused of committing the harassing or discriminatory practice, the location of the school/department where the alleged discriminatory practice occurred, the basis for the complaint, and the corrective action the student is seeking.

If the written complaint does not contain this information, the District Civil Rights Coordinator will ask the complainant for this information.

When to file a complaint:

Efforts should be made to file such complaint within twenty (20) calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. However, the Dedham Public Schools will investigate any complaint no matter when it is filed.

What will happen after a complaint is filed:

Promptly after receiving the complaint, the District Civil Rights Coordinator will conduct the necessary investigation. In the course of his/her investigation, the District Civil Rights Coordinator shall contact those individuals that have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and/or the appropriate authority involved. During this process, complainants will have the opportunity to present witnesses and other relevant evidence to the District Civil Rights Coordinator conducting the investigation.

Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the employees or students that are involved in the complaint are not immediately available. The District Civil Rights Coordinator, however, will make sure that the complaint is handled as quickly as feasible and will strive to complete the investigation within thirty (30) working days. When more than thirty (30) working days is required for the investigation, the District Civil Rights Coordinator shall inform the complainant that the investigation is still ongoing.

After completing the formal investigation of the complaint, the District Civil Rights Coordinator shall make a decision on the complaint, and shall inform the complainant and the person against whom the complaint was made, of the results of the investigation. If the District Civil Rights Coordinator finds that there is reasonable cause for believing that a discriminatory or harassing practice has occurred, the District Civil Rights Coordinator will refer the matter to Superintendent of the Dedham Public Schools and/or his or her designee for appropriate action, up to and including discipline for either the employee or the student(s) who engaged in the harassing or discriminatory conduct.

What you can do if you are not satisfied with the outcome of the formal complaint procedure:

If the complainant is not satisfied with the District Civil Rights Coordinator's decision, he/she can appeal the District Civil Rights Coordinator's finding to the Superintendent within five school days.

The Superintendent will review the information considered by the District Civil Rights Coordinator, collect any additional information he/she believes is necessary to make an informed decision and shall issue a written decision to the complainant and the person against whom the complaint was made. Again, strict timelines cannot be set for conducting the investigation because each set of circumstances is different. However, the Superintendent will make sure that the complaint is handled as quickly as feasible and will strive to complete the investigation within ten (10) working days.

If the complainant is not satisfied with the Superintendent's decision, or if he/she does not choose either of the internal resolution processes, he/she may follow the external grievance procedure described below.

Contact information:

June Doe, Superintendent	781-326-5622
Claire Sullivan, Principal, Avery School	781- 326-5354
Kathleen Kiewlicz, Principal, Greenlodge School	781- 461-5989
Holli Armstrong, Principal, Oakdale School	781- 326-5351
Doris Claypool, Principal, Riverdale School	781- 326-5350
Debra Gately, Principal, Middle School	781- 326-6900
Ron McCarthy, Principal, High School	781- 326-4773
Jessica Hammond, Principal, Curran Early Childhood Center	781-461-5978

External Grievance Procedure

Any student, parent or employee who chooses not to use the district's internal grievance procedures or who is not satisfied with the district's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

For complaints related to discrimination/harassment of students:

The Office for Civil Rights US Department of Education 8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921
Telephone: 617-289-0111 FAX: 617-289-0150 TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination
One Ashburton Place, Sixth Floor, Room 601
Boston, MA 02108
Phone: 617-994-6000 TTY: 617-994-6196

For complaints related to discrimination/harassment of parents:

The Office for Civil Rights US Department of Education
8th Floor, 5 Post Office Square, Suite 900

Boston, MA 02109-3921
Telephone: 617-289-0111 FAX: 617-289-0150 TDD: 877-521-2172

For complaints related to discrimination/harassment of employees:

The Office for Civil Rights US Department of Education 8th Floor
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Boston, MA 02109-3921
Telephone: 617-289-0111 FAX: 617-289-0150 TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination
One Ashburton Place, Sixth Floor, Room 601
Boston, MA 02108
Phone: 617-994-6000 TTY: 617-994-6196

OR

The Equal Employment Opportunities Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000

General Policies

1. No reprisals or retaliation shall be invoked against any person for processing, in good faith, a complaint, either on an informal basis or formal basis, or for participating in any way in these complaint procedures.
2. No reprisals or retaliation shall be invoked against any person who, in good faith, has testified, assisted or participated in any manner in any investigations, proceeding, or hearing of a complaint or for otherwise participating in any way in these complaint procedures.
3. Whenever possible, a conference should be scheduled during a time that does not conflict with regularly scheduled work and/or school programs.
4. The Dedham Public Schools will work with an individual who files a complaint of discrimination or harassment; including conducting an investigation and holding conferences, in order to fairly and expeditiously resolve the complaint.

Non-Discrimination Policy and Prohibition Against Harassment

Title VI, Title IX, Section 504, ADA, Age Discrimination Act M.G.L.c. 76 §5, M.G.L. c.151C, 603 C.M.R. §26.08

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The Dedham Public Schools does not discriminate against students, parents, employees or the general public. No person shall be excluded from or discriminated against in admission to the Dedham Public Schools, or in obtaining the advantages, privileges and courses of study of the Dedham Public Schools on account of race, color, sex, religion, national origin, or sexual orientation. (M.G.L. c. 76 §5). Additionally, the Dedham Public Schools does not tolerate harassment based upon race, color, sex, religion, national origin, or sexual orientation. (603 CMR 26.08).

For purposes of this policy, "school" includes school - sponsored events, trips, sport events, similar events connected with school or employment. Any retaliation against an individual who has complained about discrimination or harassment, or any retaliation against

any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint, is also unlawful and will not be tolerated.

The Dedham Public Schools takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that conduct that violates the law and this policy has occurred, the Dedham Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include school-related discipline.

Definition of Discrimination and Harassment

"Harassment" is defined as unwelcome conduct, whether verbal or physical, that is based on: race, color, national origin, sex, sexual orientation, religion, disability, or age. Harassment is prohibited by the Dedham Public Schools, and violates the law.

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- Verbal abuse or insults about, directed at, or made in the presence of an individual or group described above because of one of the criteria listed above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group (as described above) to participate in or benefit from a school program or activity of the Dedham Public Schools; or creates an intimidating, threatening or abusive educational environment.

Many forms of harassment have been recognized as violations of the civil rights laws (including Section 504 of the Rehabilitation Act of 1973, the ADA, Title VI, Title IX and state statutes like M.G.L. 151C) by federal courts, state courts, the U.S. Department of Education, Office for Civil Rights, and the Massachusetts Commission Against Discrimination.

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

-Submission to or rejection of such advances, requests, or conduct is made either explicitly

or implicitly as a term or condition of employment, academic standing, school- related opportunities, or as a basis for employment decisions.

-Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

While it is not possible to list all circumstances that may be considered sexual harassment, the following are examples of conduct that violate the law and policy and which, if severe and pervasive, constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Sexual harassment includes, but is not limited to:

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- Discussions of one's own sexual activities or inquiries into others' sexual experiences.

- Displaying sexually suggestive objects, pictures, cartoons.

The definitions of discrimination, harassment and sexual harassment are broad. In addition to the above examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school environment that is hostile, offensive, intimidating, or humiliating may constitute discrimination, harassment and/or sexual harassment.

Grievance Procedure: Reporting Complaints of Discrimination and Harassment

If any Dedham Public Schools student, parent or employee believes, in good faith, that he or she has been subjected to sexual harassment or any other form of harassment or discrimination described above, the individual has a right to file a complaint with the Dedham Public Schools. This may be done informally or formally, as described below.

Teachers or other staff members who observe incidents of harassment or discrimination involving students shall report such incidents immediately to the student's Principal. Administrators aware of harassment or discrimination involving any employee shall report such incidents to the appropriate coordinator, listed below, or to the Superintendent.

Please note that while these procedures relate to the Dedham Public Schools' policy of promoting an educational setting free from discrimination and harassment, including sexual harassment, as detailed further in this policy, these procedures are not designed nor intended to limit the Dedham Public Schools' authority to discipline or take remedial action for conduct which the Dedham Public Schools deems unacceptable.

Internal Grievance Procedure

Informal Resolution of Discrimination and Harassment Complaints:

Before initiating the formal procedure, the student/parent/employee may wish, if possible, to resolve the complaint on an informal basis through discussion.

A student or parent can discuss the issue with his/her teacher or building Principal. An employee can discuss the issue with his/her immediate supervisor or the building Principal.

The person receiving the complaint shall attempt, within his/her authority, to work with the individual to resolve the issue fairly and expeditiously within ten (10) working days of receiving the complaint. If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below.

Contact information for building principals and for the Superintendent is located below.

Formal Resolution of Discrimination and Harassment Concerns:

A student, parent or employee who is not satisfied with the informal resolution process or who chooses not to participate in the informal resolution process may initiate the formal complaint procedure by putting the complaint in writing to the District Civil Rights Coordinator assigned for the specific type of discrimination/harassment that is alleged. An employee, at the request of the student, may put the complaint in writing for the student.

Who you should contact:

District Civil Rights Coordinator for Title IV (race, color, national origin); Title IX (sex); Section 504 (disability); Title II of the ADA (disability); Religion, Sexual Orientation and Age is:

Cynthia Kelly, Assistant Superintendent
100 Whiting Avenue
Dedham, MA 02026
781-326-5622

Students, parents or employees who wish to initiate the formal complaint process may also put their complaint in writing to the building Principal. Any Principal receiving such a complaint shall immediately forward the complaint to the appropriate District Coordinator listed above, who will then begin the formal procedure described below.

Any teacher or other employee who receives a formal complaint of discrimination or

harassment shall immediately forward the complaint to the building Principal. The Principal will then forward the complaint to the appropriate District Coordinator listed above, who will begin the formal procedure described below.

What the complaint should include:

The student/parent/employee's complaint should include: the name of the individual making the complaint, the name of the individual aggrieved, the name of the individual accused of committing the harassing or discriminatory practice, the location of the school/department where the alleged discriminatory practice occurred, the basis for the complaint, and the corrective action the student is seeking.

If the written complaint does not contain this information, the District Civil Rights Coordinator will ask the complainant for this information.

When to file a complaint:

Efforts should be made to file such complaint within twenty (20) calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. However, the Dedham Public Schools will investigate any complaint no matter when it is filed.

What will happen after a complaint is filed:

Promptly after receiving the complaint, the District Civil Rights Coordinator will conduct the necessary investigation. In the course of his/her investigation, the District Civil Rights Coordinator shall contact those individuals that have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and/or the appropriate authority involved. During this process, complainants will have the opportunity to present witnesses and other relevant evidence to the District Civil Rights Coordinator conducting the investigation.

Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the employees or students that are involved in the complaint are not immediately available. The District Civil Rights Coordinator, however, will make sure that the complaint is handled as quickly as feasible and will strive to complete the investigation within thirty (30) working days. When more than thirty (30) working days is required for the investigation, the District Civil Rights Coordinator shall inform the complainant that the investigation is still ongoing.

After completing the formal investigation of the complaint, the District Civil Rights Coordinator shall make a decision on the complaint, and shall inform the complainant and the person against whom the complaint was made, of the results of the investigation. If the District Civil Rights Coordinator finds that there is reasonable cause for believing that a discriminatory or harassing practice has occurred, the District Civil Rights Coordinator will refer the matter to Superintendent of the Dedham Public Schools and/or his or her designee for appropriate action, up to and including discipline for either the employee or the student(s) who engaged in the harassing or discriminatory conduct.

What you can do if you are not satisfied with the outcome of the formal complaint procedure:

If the complainant is not satisfied with the District Civil Rights Coordinator's decision, he/she can appeal the District Civil Rights Coordinator's finding to the Superintendent within five school days.

The Superintendent will review the information considered by the District Civil Rights Coordinator, collect any additional information he/she believes is necessary to make an informed decision and shall issue a written decision to the complainant and the person against whom the complaint was made. Again, strict timelines cannot be set for conducting the investigation because each set of circumstances is different. However, the Superintendent will make sure that the complaint is handled as quickly as feasible and will strive to complete the investigation within ten (10) working days.

If the complainant is not satisfied with the Superintendent's decision, or if he/she does not

choose either of the internal resolution processes, he she may follow the external grievance procedure described below.

Contact information:

June Doe, Superintendent of Schools	781-326-5622
Claire Sullivan, Principal, Avery School	781- 326-5354
Kathleen Kiewlicz, Principal, Greenlodge School	781- 461-5989
Holli Armstrong, Principal, Oakdale School	781- 326-5351
Doris Claypool, Principal, Riverdale School	781- 326-5350
Debra Gately, Principal, Middle School	781- 326-6900
Ron McCarthy, Principal, High School	781- 326-4773
Jessica Hammond, Principal, Curran Early Childhood Center	781-461-5978

External Grievance Procedure

Any student, parent or employee who chooses not to use the district's internal grievance procedures or who is not satisfied with the district's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

For complaints related to discrimination/harassment of students:

The Office for Civil Rights US Department of Education 8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921
Telephone: 617-289-0111 FAX: 617-289-0150 TDD: 877-521-2172
OR
The Massachusetts Commission Against Discrimination
One Ashburton Place, Sixth Floor, Room 601
Boston, MA 02108
Phone: 617-994-6000 TTY: 617-994-6196

For complaints related to discrimination/harassment of parents:

The Office for Civil Rights US Department of Education
8th Floor, 5 Post Office Square, Suite 900
Boston, MA 02109-3921
Telephone: 617-289-0111 FAX: 617-289-0150 TDD: 877-521-2172

For complaints related to discrimination/harassment of employees:

The Office for Civil Rights US Department of Education 8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921
Telephone: 617-289-0111 FAX: 617-289-0150 TDD: 877-521-2172
OR
The Massachusetts Commission Against Discrimination
One Ashburton Place, Sixth Floor, Room 601
Boston, MA 02108
Phone: 617-994-6000 TTY: 617-994-6196
OR
The Equal Employment Opportunities Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000

General Policies

1. No reprisals or retaliation shall be invoked against any person for processing, in good faith, a complaint, either on an informal basis or formal basis, or for participating in any way in these complaint procedures.
2. No reprisals or retaliation shall be invoked against any person who, in good faith, has testified, assisted or participated in any manner in any investigations, proceeding, or hearing of a complaint or for otherwise participating in any way in these complaint procedures.
3. Whenever possible, a conference should be scheduled during a time that does not conflict with regularly scheduled work and/or school programs.
4. The Dedham Public Schools will work with an individual who files a complaint of discrimination or harassment; including conducting an investigation and holding conferences, in order to fairly and expeditiously resolve the complaint.

DEDHAM SCHOOL COMMITTEE POLICY REGARDING HIV (HUMAN IMMUNODEFICIENCY VIRUS) AIDS (ACQUIRED DEFICIENCY SYNDROME) SCHOOL ATTENDANCE AND CONFIDENTIALITY OF INFORMATION

Epidemiological studies show that HIV/AIDS is transmitted via sexual contact or blood-to-blood contact. Research indicates that it is not transmitted through casual contact such as that found in a school setting. State and federal laws, which prohibit discrimination based on handicap, prohibit exclusion of students with HIV/AIDS. State and federal laws, which prohibit discrimination based on handicap, prohibit exclusion of students with HIV/AIDS from school unless their attendance would present an immediate danger to themselves or others.

Federal and state laws also protect the confidentiality of students with HIV/AIDS. These laws prohibit school personnel from requiring that students or their parents inform the school that a student has HIV/AIDS. Furthermore, if a parent or student chooses to inform school personnel, school personnel are prohibited from disseminating this information without the consent of the student or his/her parents.

Based on research indicating that HIV/AIDS is unlikely to be transmitted in school settings and legal requirements regarding student confidentiality, the following policy statement is approved by the school committee:

1. A parent/guardian is not required to inform school personnel if the student has HIV/AIDS. However, the parent/guardian is urged to inform school personnel regarding the infection, as informed school personnel may be able to better attend to the needs of the child.
2. If a parent or student chooses to inform school personnel regarding the student's HIV/AIDS infection, the staff member receiving the information may not inform other school personnel without the specific informed, written consent of the parent or guardian. If the student has independently sought HIV testing and informs school personnel of his/her HIV/AIDS status, the school staff member may not inform others without the student's specific, informed written consent. Due to its confidential nature, information regarding a student's HIV/AIDS status should not be kept in the student's record.
3. A student will not be excluded from school merely on the basis of his/her HIV/AIDS status. However students with HIV/AIDS are not exempt from exclusion under the board's policy of excluding from school all students who bleed in an uncontrollable fashion.

Students Who Bleed in an Uncontrollable Fashion-School Attendance Policy

A number of serious infectious diseases are spread by contact with human blood, including Hepatitis B Virus and the Human Immunodeficiency Virus. Consequently, all students who exhibit the following conditions will be advised not to attend school until the conditions are resolved:

1. The student has weepy or bloody skin or mouth sores that cannot be successfully covered or controlled with medication.
2. The student exhibits the behavior of biting other individuals with unusual frequency or severity and there is likelihood that the actual transfer of blood from the biter will occur, or might happen only from a student with chronically bloody gums or mouth; or
3. The student exhibits bloody diarrhea.

These conditions are grounds for the exclusion of any student from a school setting, regardless of whether he/she is known or suspected to harbor a blood borne infection.

Universal Precautions for School Settings

In order to protect themselves from infection by blood-borne disease, such as Hepatitis B Virus and Human Immunodeficiency Virus, all staff should instruct students to avoid areas where body fluid spills have occurred in the school setting.

Release of Information

The Code of Massachusetts Regulations (“CMRs”) provides that a school may release some information included in student records without prior consent. 603 CMR 23.07 (4) provides that a school may release the following without prior consent: a student’s name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post high school plans. The release of this information is subject to one pre-condition: **before the school releases the information parents and students must be informed and allowed the right to request that this information not be released.** If you do not wish to have the above information released, notify the high school administration in writing and a block will be placed prohibiting release. Note: “A court order will override a block.”

Acceptable Use of Technology

STUDENT NETWORK ACCEPTABLE USE POLICY

Mission Statement

The primary purpose of the Dedham Public Schools instructional network (DPS Network) is to support and enhance teaching and learning by providing a network, computers and an Internet connection to allow electronic communications storage and access to information resources.

General Policies and Guidelines

It is the policy of the Dedham Public Schools that students shall utilize the network in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Dedham School Department for school-related purposes. The DPS Network is provided to support the educational mission of the district. All other uses are prohibited. The DPS Network is not a forum for personal opinion on any subject. Students are reminded that any use of the DPS Network must comply with this policy and all other applicable policies, procedures and rules of the Dedham Public Schools. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving an account to use the network. Failure to adhere to this policy and its guidelines below may result in suspending or revoking access to the network as well as other consequences as described below.

Guideline 1: Acceptable uses of the network are activities that support classroom teaching and learning, career development and limited high quality academic self-discovery activities.

Guideline 2: There shall be no anonymity in use of the network. All users must log in to the network with their given account name and password. No other user may use the network under that account.

Guideline 3: There are unacceptable uses of the network. Inappropriate uses can be classified into two categories: illegal and prohibited. Please note that some prohibited uses, in certain situations, can be illegal. Examples of illegal and prohibited activities follow. These lists are not to be viewed as comprehensive but as explanatory.

- Illegal activities will be referred to the appropriate law enforcement agency. Illegal uses include: obscenity, libel, threats, hate postings, sexual harassment, and copyright violations.
- Prohibited activities are based on the intended use of the DPS network. Examples of these include: promotion of personal views, pornography, profanity, plagiarism, commercial or political use, and anonymous messages. Additionally users are not to broadcast messages, download files or applications, send mass emails, encrypt files, raise unwelcome attention, show disrespect or violate commonly agreed upon etiquette when using the network.

Guideline 4: Staff members are responsible for teaching proper techniques and standards for participation, for guiding access to appropriate sections of the network, and for assuring that users understand that if they misuse the network, that consequences will be applied.

Guideline 5: It is the responsibility of students, parents, teachers and administrators to clearly communicate in order to support all guidelines.

Users of System

The student is responsible for what s/he says and does on the network. The following people are entitled to use the network in support of the Dedham School Department's mission:

- All Dedham School Department employees;
- All Dedham students under the supervision of a sponsoring educator and parent;
- Others working in K-12 education that request guest accounts from the Instructional Network Administrator, these requests will be reviewed on a case-by-case basis and will be granted as needs and resources permit.

Limitation of Liability

The Dedham School Department (DSD) makes no guarantee that the functions or the services provided by or through the system will be error-free. The DSD will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of service. The DSD is not responsible for the accuracy or quality of the information obtained through or stored on the system. The DSD will not be responsible for obligations (financial, legal or other) arising through the authorized or unauthorized use of the system.

Users of the system understand that some efforts are made to block inappropriate material but that it is impossible to block all offensive material; therefore, the DSD is not responsible for any information that is transferred through the Internet.

Additional Disclosures

Email is insecure and may be read by authorized enforcement personnel (see Email Policy for future details). Please note this only a limited expectation of privacy within the network, just as there is for any storage facility in the schools. Similarly, there is only a limited freedom of expression on the network: the school department has the discretionary right to "edit" publications within its jurisdiction everything posted or transmitted via the DPS is a "publication."

In support of our educational mission, students' work, image, voice and identification may be transmitted through the instructional network, including but not limited to, postings on the Dedham School Department's Intranet and Internet site. Restrictions on such use should be submitted in writing to the building principal.

Consequences

Network use in the Dedham Schools is an appropriate application of our instructional program. Supervision and monitoring of student use will be a staff priority; however, there may be episodes of inappropriate student use. In this event, consequences will be applied.

Consequences for Inappropriate Use:

In the event of inappropriate use of the network, a building administrator will apply consequences. Consequences may consist of any or all of the following, as determined by the administrator following severity of the infraction.

- Parents will be contacted and informed of the violation.
 - The student will lose her/his network access rights immediately. A conference with the building administrator, the student and parents will be held. Access privileges may be revoked permanently.
 - A disciplinary report will be written, with a copy for the parents and a file copy.
 - The student may be suspended or expelled from school.
 - All illegal activity will be reported to local law enforcement.
- If you have any concerns or questions about network use, please contact your child's assistant principal.

Use of Electronic Devices

It is the policy of the DPS that no audio or visual recording may be made on DPS property without the permission of an authorized representative of the DPS. By way of example, the use of cameras on school property is prohibited without such permission.

It is the policy of the DPS that electronic devices should not be on or visible during the school day. No communication with electronic devices between students is allowed. For example, text messaging between students is prohibited. Violations of this policy will result in consequences ranging from detention, school suspension or possible legal prosecution.

Examples of the types of electronic devices included in this policy are listed below. These examples are provided as a reference. The policy is not limited to this list.

Personal electronic Devices that should not be on, used or visible during the school day:

- MP3 Players such as Ipods
- Mobile telephones other wireless telephone devices
- Digital still or video cameras including cameras integrated into a mobile telephone
- Digital voice recorders including those integrated into handheld devices
- Beepers

DEDHAM PUBLIC SCHOOLS SEARCH & SEIZURE POLICY STATEMENT

It is necessary that we have a procedure in place within our school system for search and seizure whenever such action is reasonable and appropriate.

Under the fourth Amendment to the U.S. Constitution, students are protected from unreasonable searches and seizure conducted by school officials and teachers. An unreasonable search may invalidate any disciplinary action that was taken and potentially could lead to a claim for monetary damages.

Reasonable searches are conducted when:

- a. There are reasonable grounds for suspecting that the student has violated or is violating the law or the rules of the school.
- b. The search is conducted in a manner that is appropriate to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- c. If a search of the student is necessary for the safety of the student, student body and/or school personnel, the search must be conducted by the building administrator in the presence of another school administrator, nurse etc. of the opposite sex (if the student being searched is of the opposite sex of the school administrator). If the building administrator determines that the police must be involved and the administrator requests that the police do the search, then a

search warrant must be issued. Under **no** circumstance should a school administrator search a student without requesting permission from the student. If a student chooses not to be searched he/she should be notified that he/she will be detained until a police officer arrives with a search warrant. Parents must be notified.

d. Reasonable grounds for a search may include personal observation that a student possesses contraband material on school property. Additionally, reasonable grounds would be constituted when a reliable source reports the presence of contraband material on school property. In very serious cases (e.g. possession of a weapon) an anonymous report would be considered reasonable grounds. The manner of the search must be tailored to the circumstances. The search is to be limited to areas and objects that reasonably could be expected to contain the contraband material being sought. The search may include random drug search by the County Sheriff's office canine division.

A student search (including a locker search) that is conducted by a police officer will, in all likelihood, be upheld if a valid warrant is held. However, searches including locker searches by administrators are allowed, without a warrant if he/she has reason to suspect that a student has violated or is violating the law of the rules of the school. General Laws Chapter 71 Section 37H requires every School Committee to file with the Commissioner of Education its rules and regulations pertaining to the conduct of teachers or students before they become effective. These rules must be made available to teachers and students at no cost.

Substance Abuse

A. Alcohol/Drugs

Any student with alcohol or drugs in his/her possession, except those prescribed by a physician, or who is suspected of being under the influence of these drugs, will be sent directly to either the school nurse or to the office as proper in each case. The student's parent/guardian will be contacted, and corrective action will be required prior to re-admission to the regular school program. Re-admission will follow suspension provided that the parent/guardian has come into school for a conference and a corrective plan for behavior modification has been developed by the student, parent/guardian and school representative.

1. Established use, possession or being present when and where there is use of non-medical drugs or alcohol while under school supervision or at a school event regardless of quantity, location or time will result in a three-to-ten day suspension for the first offense.

2. Established sale of drugs or alcohol will result in a ten-day (10) suspension and / or expulsion for the first offense.

3. First offense students will not be allowed to attend or participate in any school events or extra-curricular activities (music, athletics, drama events, etc., prom, class day, graduation) for forty-five (45) calendar days.

4. Students in a leadership position (class and club officers, captains) will be required to relinquish their positions for the remainder of the school year.

5. Any additional recurrence will result in a ten-day (10) suspension from the school with a referral for expulsion. In addition, the student will be excluded from attending or participating in any school events or extra-curricular activities for ninety (90) calendar days.

6. Any established use, possession or sale of non-medical drugs or alcohol would be reported to the police, as mandated by State Law.

7. The law pertaining to a drug-free school zone is stated on page 12 under Chapter 227 in this Handbook.

8. Disciplinary action pertaining to substance abuse, sale and/or possession may be taken against students with IEP's, for the purposes of educational programs and activities. As is permitted, circumstances may require a drug/alcohol-testing program as a condition for delivery of SPED services.

B. Smoking

Any individual using tobacco products on school grounds and/or at an off-site school sponsored activity (e.g.) field trip, prom, social, etc., will be reported to an administrator for disciplinary action. Any student carrying smoking materials on his/her person will be given office detention. The penalty for smoking is, for the first offense, a \$100.00 fine or participation in a smoking cessation program. For second and subsequent offenses the penalty is a \$100.00 fine for each offense. Additional disciplinary consequences may apply.

Memorandum of Understanding

Part VIII - Memorandum of Understanding between Dedham Public Schools and The Dedham Police Department (adopted 9/2004)

Statement of Purpose

We agree that alcohol and other drug abuse is a national and societal problem reaching into our community of Dedham. To maximize the effectiveness of our efforts to achieve a drug-free community, we recognize that the coordination and cooperation of the community as a whole are essential. Therefore, the Chief of Police, with the support of the Board of Selectman, and the Superintendent of Schools with the support of the School Committee, pledge to follow the agreed upon procedures for communicating incidents of drug and alcohol use, possession, and distribution. We further agree to coordinate our efforts, when appropriate, with the District Attorney for Norfolk County and the Department of Education.

An agreement such as this is necessary as administrators, teachers, and other staff members are increasingly relied upon to observe and to report student behavior that may indicate involvement with or use, possession or distribution of alcohol and drugs. The Role of Police officers and school officials toward our goal of a drug-free community must be clarified and clearly understood by all parties

Reportable Acts

This memorandum of understanding addresses the reporting of "Mandatory Reportable Incidents" which shall include:

- *Any incident in which any individual is reasonably suspected of, or determined to be, in possession of, selling or distributing alcohol, inhalants, or any controlled substance as defined in M.G.L., C.94*
- *Any incident, excluding accidents, which results in serious personal injury or significant property destruction, theft or loss, or where there is a threat of such activity*
- *Any possession or threatened use of a firearm or dangerous weapon, as defined in M.G.L., C.269 S.10, or any other object capable of causing concern, alarm, harm or disrupting the general welfare of the school community*
- *All sexual assaults and rapes; instances of serious accosting or hazing; annoying or serious harassment of persons on the basis of, but not limited to, race, sex, national origin, religion, handicap or sexual orientation*
- *Any incident involving domestic abuse, dating violence, or a violation of M.G.L., C.209A restraining order*
- *Any incident involving the physical or sexual abuse of a child*
- *Any incident involving an actual or suspected hate crime or a violation of civil rights*
- *Any incident or threat of fire-setting or involving incendiary devices or explosives*
- *All "Mandatory Reportable Incidents" listed above will be reported to the Designated Police Liaison if such incidents involve a student/students of the Dedham Public Schools and occur anywhere in the community including outside of Dedham*

It should be noted here that certain school officials are not protected under the confidentiality statutes of the Commonwealth and, if called on to testify in court, they would be obligated to reveal any information relating to drugs and alcohol.

This memorandum of understanding also concerns the response of law enforcement agencies in a school setting to acts of delinquency within the scope of G.L.c.119, Section 52, and to incidents that constitute reportable acts as defined herein.

Procedures and Responsibilities:

1.0 The School Superintendent designates the *school administration* as the responsible school official in each school for handling all reportable acts and the Chief of Police designates the Juvenile Officer the official responsible for handling all reportable acts. (The term “drug,” used herein, shall include controlled substances as provided by M.G.L.c.94c including drug paraphernalia and alcohol.)

2.0 The parties and personnel referred to in this memorandum of understanding agree to the following:

2.1 All school officials are required to report any and all reportable acts, as defined herein, by students to the school principal.

2.2 The *school administration* will be responsible for reporting the reportable acts to the Juvenile Officer and the parents of the student or students involved, in writing.

2.3 Use, manufacture, distribution, dispensing, possession, and/or trafficking in controlled substances are **to** violations of school rules, and the law if they occur in the school building, on school grounds, or within one thousand, (1,000) feet of the real property of the school grounds, on school buses, and at or around the school bus stops, during loading and unloading procedures or on the way to or from school. **Every reasonable effort will be taken by school officials and the Police Department insure that the educational program of students is not disrupted.**

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

3.0 Participation in our Athletic Program, as well as all school activities, is a privilege extended to our students, not a right.

3.1 For incidents involving Drug/Alcohol use beyond school property at non-school supervised events the Dedham Police Department, through the Juvenile Officer, will report to the Superintendent of Schools or the administration of the student’s respective school, any student arrested or taken into protective custody for violation of any drug law. Such notifications shall take into consideration Police Department Policy, the provisions of the Educational Reform Act, and applicable laws concerning juvenile justice.

A police officer may take into protective custody for not more than four hours any person whom the officer reasonably believes is under seventeen (17) years of age if that person is found present where controlled substances in Class A, Class B, or Class C are kept or possessed and the child knows of the presence or possession of the controlled substance. Chapter 94 C, Section 36. If a person under the age of seventeen is taken into protective custody under these circumstances, every reasonable effort shall be made to notify the child’s parent or guardian or other person having lawful custody.

3.2 To deter students drug/alcohol use, any student found to be **PRESENT** (First Offense) where underage drinking or drug use is taking place the Dedham Police Department will record the names, addresses, ages, and telephone numbers of all youths found to be present at the scene, and notify the parents as soon as practical after the incident to offer resource information and to assist in the design of a plan to modify the behavior and prevent a re-occurrence. The Juvenile Officer will notify the School Department of the incident where a student was **PRESENT** where alcohol or drugs were found, and the identity of the student (s) involved.

3.3 First Offense: When the School Administration confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall be subject to disciplinary action determined by the School Administration. Such actions may include a suspension from all school activities for a period of two (2) weeks and other consequences to be determined by the School Administration.

3.4 Second and Subsequent Offense: When the School Administration confirms, following an opportunity for the student to be heard, that a second or subsequent offense has occurred, the student shall be subject to disciplinary action determined by the School Administration. Such actions may include a suspension from all school activities for a period of four (4) weeks and other consequences to be determined by the School Administration.

4.0 This Memorandum of Understanding shall be in effect when school activities commence each August, continuing until the conclusion of school activities in June.

4.1 Penalties shall be cumulative each academic school year. If the penalty period is not completed during the academic school year, the PENALTY shall carry over during the next academic school year.

To the extent possible, precaution must be taken by both police and school officials at all times to insure that the educational process is not disrupted, that the student is provided his/her applicable "due process" rights and that every attempt be made to offer counseling, resource information, and support when dealing with these issues.

Chapter 150. AN ACT RELATIVE TO WEAPONS CARRIED ON HIGH SCHOOL GROUNDS - STATE LAWS AND SCHOOL COMMITTEE POLICY INVOLVING SCHOOL CONDUCT - Whoever not being a law enforcement officer, and not withstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm or hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearms" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

FOR DISCIPLINARY MEASURES TO BE TAKEN IN CASES INVOLVING THE POSSESSION OR USE OF ILLEGAL SUBSTANCES OR WEAPONS, THE USE OF FORCE, VANDALISM, OR VIOLATION OF OTHER STUDENT'S CIVIL RIGHTS (SEE EXPULSION).

Chapter 209A – AN ABUSE PREVENTION ORDER

An Abuse Prevention Order sometimes called a "209A order," "protective order," or "restraining order," is a civil court order that seeks to provide protection from physical or sexual harm caused by force or threat of harm from a family or household member. The Abuse Prevention Order has recently been expanded to include substantive dating relationships.

Unless there are specific conditions excluding contact on school grounds or in specific classes from the terms of the order, a 209A order must be obeyed by the abuser during school hours

and on school grounds. A violation in any way of certain terms of a Temporary or Permanent 209A Protective Order is a criminal offense and the proper authorities will be notified.

Once the school is notified in writing or by a copy of the order that a Protective Order exists between students, a separate meeting will be scheduled by administration, with each student involved to review the order and outline the steps that will be taken by the school to implement the order.

A "Safety Plan" will be established with the victim to address his/her needs, including "Safety Stops," and staff to report to if concerns arise or a violation occurs. Schedule changes and other adaptations such as changes of lockers, seating assignments, etc. may need to be made to avoid face-to-face contact with the defendant. In such cases, the victim's schedule will be accommodated, not the abuser's. The local police will be notified immediately if it is believed that any violation has occurred.

Chapter 227 DRUG FREE SCHOOL ZONE

The controlled substance act provides that any person convicted of possessing, selling or using drugs within 1,000 feet of public or private school (elementary, vocational, middle or secondary) whether or not in session shall be punished by a minimum of a two-year term of imprisonment.

The registrar shall suspend, without a hearing, the license or right to operate a motor vehicle of a person who is convicted of violation of this statute, however, that the period of such suspension shall not exceed five years; provided further that any person who is under the age of eighteen (18) and who has violated this provision shall not be licensed to operate a motor vehicle until such person reaches the age of 21 years.

Chapter 269, AN ACT PROHIBITING THE ACT OF HAZING MGL ch269, s17

Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean only 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 food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

MGL ch269, s18.

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

MGL ch269, s19

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating or on in conjunction with its campus or school, and to every member, pledge or applicant for membership in such group or organization, a copy

of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general such institution which fails to make such report.

Excerpts from the Education Reform Act of 1993

MGL CH71, 37H: Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to the 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, no school or school district within the commonwealth shall be required to admit such student or to provide educational service 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. **Amended by** St.1987, c.285; St.1989, c.603; St.1992, c.133,§ 430; St.1993, c71§ 36; St. 1993, c.380§ 1; St.1994, c.51.

MGL CH71, S37H ½: Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time

determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

2010 – 2011 School Council Members

Jacob Santamaria, Principal – Co-Chair	Loretta Chin, Community Representative
James Forrest, Assistant Principal	Madeline Merino, Parent
John J. Murray, Assistant Principal	Denise Connell - Parent
Brian Coakley, Student	Maureen Totino, Parent
Carmen Dellolacono, Student	Maria Widmaier, - Co-Chair

Liz Merino, Student	Laura Tucci - Teacher
Chris Carucci - Teacher	Carol Margolis, Teacher
Margaret Connolly – Parent	Tracey Driscoll – School Committee

Thank you to all the School Council members for their diligence and commitment to revising the Student Handbook