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Dedham Middle School's Mission Statement

Dedham Middle School is committed to the intellectual, social and physical development of all students. We will provide a nurturing and safe environment in which a challenging curriculum empowers all students to achieve. We will provide curricular and thematic units rich in activities and opportunities for students to use their multiple intelligences. We will develop many forms of assessment to monitor the progress of all students. We will continue to align our curricula with Massachusetts Frameworks.

We believe in activities that promote physical and mental health, healthful competition, and artistic expression. All students will use their experiences in the middle school as a foundation for academic success in the future and enjoyment of learning throughout life.

Intellectually, all students will

- demonstrate mastery of basic skills
- accept and pursue academic challenges with confidence and curiosity
- understand the connections among all the disciplines.

Socially, all students will

- navigate the challenges of the developmental stages of adolescence
- experience and appreciate the benefits of individuality and diversity
- demonstrate responsible citizenship.

Physically, all students will

- practice appropriate health habits
- increase awareness of healthful options for living positive and productive lives
- pursue activities that enrich leisure time.

The mission of DMS is to apply knowledge to the best of our abilities, to respect all cultures, and to exceed the expectations of our school.

Expectations

In order to fulfill its mission, we expect that our community, parents, faculty and administration, and young people will support the school's efforts to provide optimum educational opportunities for every student.

Dedham Middle School expects our community to:

- hold the children and their education as a top priority.
- serve as role models of good citizenship.
- provide the financial support needed to maintain a high-quality educational program.
- share their ideas on education with the school.
- support school programs.
- contribute resources and expertise as members of the business community or as individual citizens.

Dedham Middle School expects our parents to:

- enhance their children's educational and intellectual pursuits by knowing and supporting school rules and procedures, as well as classroom expectations.
- instill in the children recognition of responsibility and acceptance of consequences.
- become informed about services available to assist in student development.

Dedham Middle School expects our administration and faculty to set high expectations for all students and:

- create a positive school climate where all relationships are characterized by dignity and respect.
- continue to upgrade their education in their respective areas of expertise
- explore new methods of effective instruction.
- explore new methods for assessing the knowledge and skills of their students
- keep open the lines of communication within the school community.
- continue to use units and themes that integrate all disciplines.
- employ technology and multimedia in teaching.
- continue to enrich our community through local/regional service projects.

Dedham Middle School expects our students to:

- become proficient in all academic disciplines as required at each grade level.
- practice communication skills and study skills which include organization, note taking and problem solving.
- learn and practice skills in general computer use, word processing, and technology applications.
- demonstrate respect, self-discipline and kindness.
- demonstrate responsibility and accept consequences.

Dedham Middle School is an accredited member of the New England Association of Schools and Colleges.

DEDHAM PUBLIC SCHOOL ADMINISTRATION

June M. Doe
Superintendent of Schools

Cynthia Kelly
*Assistant Superintendent for
Curriculum, Instruction and Assessment*

Michael LaFrancesca
Assistant to the Superintendent for Business and Finance

Kathy Gaudreau
Director of Special Education

MIDDLE SCHOOL ADMINISTRATION

Debra Gately
Principal

Margo Fraczek, Ph.D.
Assistant Principal

MAIN OFFICE

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Telephone: (781) 326-6900
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Kathleen Timmons, Secretary to the Principal

Roberta Beck, Secretary to the Assistant Principal

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HEALTH OFFICE

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DEDHAM MIDDLE SCHOOL STRUCTURE AND PHILOSOPHY

“The overarching purpose of all schooling in our society is to help students become good citizens, lifelong learners, and healthy caring, ethical, and intellectually reflective individuals. The skills, knowledge, and personal competence that students acquire in school should enable them to be successful now and in the future.”¹

Dedham Middle School offers an environment that fosters the growth of the individual student and eases the transition from the elementary classroom to the specialized subject program of the high school.

Our school is designed to meet the unique educational, personal, physical, social, and emotional needs of adolescents. In addition to developing interpersonal relationships and respect for the values of others, each student has the opportunity for maximum growth in knowledge, confidence, and self-esteem.

We offer a comprehensive program of studies including extracurricular activities that encourage a student’s curiosity and willingness to learn while developing and strengthening basic skills. We provide a safe, inclusive environment that encourages student achievement, personal growth, and challenges all students.

The Middle School utilizes a team structure that is an effective organizational pattern used by many middle schools throughout the United States. Each student is assigned to an academic team composed of mathematics, English, science, and social studies and reading teachers. Interdisciplinary units and enrichment programs are coordinated and organized by the team teachers.

The faculty at Dedham Middle School welcomes the partnership with parents in the education of their children and encourages frequent and open communication between home and school. Parents benefit from the team structure, as it provides easy access to teachers. Parents are encouraged to meet with their child’s team teachers during a regularly scheduled team meeting. Parent-team conferences may be scheduled by contacting the student’s guidance counselor.

¹Excerpted from “This We Believe,” National Middle School Association, Columbus, Ohio

DAILY LIFE AT DMS

ANNOUNCEMENTS

Daily announcements are made during the homeroom period in the morning, at the close of the lunch period, and again, prior to dismissal in the afternoon.

ATTENDANCE POLICY

Student Absence

The faculty of Dedham Middle School believes in the importance of regular attendance by all students. Students not in homeroom or in their scheduled Band or Chorus class are marked absent for the day. Students reporting late for school must report to the office to assure the accuracy of the school's attendance records.

Excused Absences

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, that is, 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.** Notes will not be accepted beyond the two week period. 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.
2. Absence may also be excused (with proper documentation) for court appearances and 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 assigned by the School Administration Office.

Reporting Absences

Parents are requested to call in absences (326-6900) after 7 a.m. In order for an absence to be considered MEDICALLY EXCUSED, a note must be turned in to the main office upon the student's return.

Each day an attendance officer or other school personnel calls to check any absences not called in.

The following system of attendance checks and notification of absences for any reason will be followed:

- Attendance checks will be done at each progress report and report card time for the first three terms.
- A form letter will be sent, as determined by the administration, to the parents of students who have accumulated:
 - five or more absences for the first term
 - ten or more absences for the second term
 - fifteen or more absences for two third term checks
 - fourth term progress report check.

(School Committee Policy #5110)

Vacations

Vacations during the regular school session and early departures for or late returns from scheduled vacations are strongly discouraged. To do otherwise, gives the impression that daily attendance is not of the highest priority. Class discussion and classroom interactions often provide the main focus for learning and cannot be replicated through out-of-class make-up assignments.

A student who develops a pattern of frequent absences from school can never make up the instruction and learning that took place during the classes he/she missed.

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

Make-up work

It is the responsibility of the student and the parent to seek out and identify work that has been missed when a student is absent for any reason. It is the responsibility of the student to make up work.

If a student is absent for an extended period of time due to illness or injury, it is the responsibility of the parent or guardian to notify the guidance office as soon as possible to request assignments.

Any requests for homework for absent students require a twenty-four (24) hour notice.

Class Attendance

Any student who misses a class without permission will be referred to the office for disciplinary action.

Tardiness to School

A pupil who arrives in homeroom after 8:15 a.m. is considered tardy. The student must report to the main office to sign in before reporting to homeroom. Two tardies per term are allowed

without disciplinary action. A tardy student, without an **acceptable** written excuse, will be assigned one hour of detention for the third late arrival and each subsequent late arrival. Upon the third tardy, parents/guardians will be notified. **Students who accumulate five or more unexcused tardies within a quarter will be required to attend SATURDAY DETENTION.** This detention time will be offered one time per month at the middle school. A one-week notice will be provided to all parents/guardians of those students required to attend SATURDAY DETENTION. Students who fail to attend Saturday detention will be assigned an In-school suspension for one day.

Class Tardiness

The supervising teacher may have the student remain after school for an unexcused late arrival to class.

BOOK BAGS

In order to maintain safety in congested corridors, and stairways, and to assist students in the organization and care of books and materials, book bags may not be carried during the school day. The only time a bag is allowed is when a student is required to carry clothes and/or sneakers for Physical Education class. **Students will have time to visit lockers before and after school, and once during the school day prior to lunch.**

CELL PHONES

Cell phones are not allowed to be used during school hours. A phone is available at all times should a student need to use one. Should a parent require a student to bring a cell phone for after school use, the following procedure is to be followed:

- Students must turn off the cell phone and lock it in his/her locker for the entire school day.
- The locker must be locked.
- Cell phones are not to be in the student's possession during the school day
- Any student who disregards this policy will be subject to disciplinary action
- Cell phones are not to be in the student's possession during the school day. Should a student fail to observe this rule, their phone will be confiscated and turned into the main office.
 - First offense - the assistant principal or principal will meet with the student and the phone will be returned to the student.
 - Second and repeated offenses - Parent/guardian will be required to pick up the cell phone.

Students carrying cell phones during the school day do not contribute to maintaining a purposeful learning environment. The school day runs from 8:05 a.m. -2:35 p.m. This policy is in place for the safety and security of students and the building.

In case of emergency, parent messages are given to the student during the school day.

DISMISSALS

For reasons other than illness, early dismissals are discouraged if appointments can be made after school hours. If a dismissal is absolutely necessary, it can be authorized by the administration upon receipt of a note from the student's parents. Dismissal notes must be brought to the office prior to 8:15 a.m. Parents must report to the main office prior to the student's dismissal. **If a student does not return to school that day, he/she is not allowed to attend after school / evening school activities on the same day.**

If a student becomes ill during the school day and wishes to be dismissed, permission must be secured from the school nurse. Parents will be notified and transportation arrangements must be made with the nurse prior to dismissal.

DRESS CODE

Students that repeatedly violate the school dress code may be subject to disciplinary action.

Based on the premise that student dress should enhance the teaching-learning environment, the following are not acceptable:

- articles of clothing six inches or more above the knee
- all shirts must cover at least two inches of the student's shoulder on each side (i.e. no spaghetti straps)
- clothing that displays inappropriate, obscene, or profane emblems, slogans, or images
- excessively tight clothing (i.e. spandex, etc.)
- clothing allowing overexposure of a person's thighs, chest, or stomach (i.e. spandex, tank tops, mesh shirts, low cut tops, low riding pants/trousers, etc.)
- hats and outer clothing, such as coats and jackets, being worn in the building during school hours
- ripped, torn or other attire that may disrupt the proper order of the school or detract from the educational environment
- chains, metal decorations on clothing
- No pajama bottoms
- all jewelry which may cause a safety hazard during activities during physical education or field day activities should be removed prior to starting the activity.

In addition, safety regulations in classes require that shirts and tee shirts be able to be tucked into trousers or skirts. Trousers/pants belted or unbelted must be worn at the waist. Cuffs of trousers/pants must not touch the floor. Students will be required to change the inappropriate attire. If no such attire is available, a phone call will be made to the home of the student in order to acquire appropriate clothing.

If the health and safety of a student are endangered, or the student's attire or appearance may disrupt the proper order of school, the student will be referred to the administration and will not be permitted to attend class until appropriately attired. **(School Committee Policy #5128)**

FIELD TRIPS

Academic field trips may be held during the year. All eligible students are expected to attend. Notification, appropriate information, and permission forms will be sent to parents in advance of these trips. Students will pay necessary costs. If a student is potentially unable to participate in this program because of a financial situation, please contact the staff member in charge of the activity, or the administration, to determine if financial assistance is available. Eligibility for participation in field trips is contingent on meeting the team's expectations concerning work and behavior or other expectations established by the team prior to any trip. Any student who fails to meet these guidelines may have his/her participation restricted. **Notification will be made to the parents/guardians in the event that a student is not allowed to attend.**

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 and reviewed, and then becomes a part of a student's assessment.

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** projects 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.

Students in grades 6, 7, & 8 should be assigned homework each day for approximately two to two and one-half hours with a balance between their programs of studies. **(School Committee Policy, March 1997)**

LOCKERS

Each student is provided with a locker which is required to be locked at all times. Any cell phones brought to school must be stored in the secure locker. Dedham Middle School cannot assume any responsibility for lost or stolen articles. Valuables that must be brought to school should be turned in to the main office for safekeeping. Lockers should be kept clean and will be inspected periodically. Student lockers are the property of Dedham Middle School and may

be searched by a school administrator. Lockers cannot be decorated on the outside per Dedham Fire Code.

LOST AND FOUND

Items that are found should be brought to the main office. Students may check the lost and found box before or after school. Items will be discarded on a monthly basis.

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.

TELEPHONE

Students are encouraged to notify parents if they are required to remain after school. Students may request permission from an administrator to use the school telephone. The school telephones are not for personal calls, and conversations must be kept to a minimum.

TEXTBOOKS/MATERIALS ISSUED BY THE SCHOOL

Students are responsible for taking good care of their textbooks. All textbooks are to be covered at all times. Students must pay for any damaged or lost books. A lost/damaged book receipt will be issued to recover funds for textbooks and students will be charged for any other lost or damaged materials which were issued by the school.

TRANSPORTATION

The Dedham School Transportation Committee provides applications for transportation for seventh and eighth grade students living one and one-half miles from the Middle School. User fees are announced prior to the start of each school year.

Sixth grade students living in excess of two miles from the Middle School are eligible to apply for free bus passes. Eligible students will receive the passes and regulations for busing from the Superintendent's office. Any questions about eligibility should be directed to the Middle School main office.

Violations of the following rules may result in withdrawal of busing privileges for one or more days:

- Maintain order at bus stop; no pushing or shoving
- Remain seated on the bus; all books and other property are to remain on student's lap.
- Throwing anything inside or out of the bus is **prohibited**
- Arms, hands, and heads are to remain inside the bus
- Keep talk at a conversational level; excessive loudness is a distraction to driver
- Bus driver's directions are to be obeyed quickly and courteously
- A student **must have a pass** to board the bus in the morning and afternoon. Lost passes will

be replaced at a cost of \$5.00. Temporary bus passes will be issued before the late bell in the morning and during lunchtime on the day any students do not have their pass.

- Only students who have bus passes are allowed on their assigned bus; guests are not allowed.

VIDEO RECORDING & PHOTOGRAPHY

Occasionally, we may post class pictures or exemplary work completed by students on the DPS website, classroom web page or our private DPS Intranet. Additionally, digital video photography may be used to film school events that could appear on Dedham's local cable access station or local newspaper.

IF YOU DO NOT WANT YOUR CHILD'S IMAGE TO BE PHOTOGRAPHED OR VIDEOTAPED AND POSTED IN THE ABOVE NOTED MANNER, PLEASE CONTACT THE MAIN OFFICE AT THE MIDDLE SCHOOL SO THAT WE MAY PROVIDE YOU WITH A FORM FOR OUR RECORDS..

VISITORS

All visitors must check in at the main office and sign the visitor book. Students from other schools must have approval from the administration before permission to visit our school is granted.

WALKERS

Students who are walking to and from school are to walk on the sidewalks and not on the roads. During inclement weather, when conditions are slippery, extra caution should be taken. **All** students should respect the property of our neighbors by not cutting through yards or causing any damage to property. Littering or loitering on school property or neighbors' property is not allowed.

STUDENT CODE OF CONDUCT

All students are expected to practice self-discipline and conduct themselves in a courteous and polite manner that respects the rights and privileges of all members of the school community. This code of conduct is in effect on school property during school hours and at school related functions. Any student interfering with the proper operation of Dedham Middle School by constantly and/or deliberately misbehaving and violating rules and regulations shall be disciplined. Consultations with staff and parents will take place whenever a student's behavior warrants such action. Minor infractions of school rules will be handled in the afternoon office detention session. Improper behavior during detention will result in further action being taken by the administration.

Disciplinary consequences are cumulative in nature. First or second minor offenses typically result in a lunch detention, third through fifth result in office (afterschool) detention, and habitual inappropriate behaviors result in more severe consequences including in-school and out-of school suspensions.

Parents must be accountable for the care of their children; teachers must be concerned for the standards (intellectual and behavioral) of the students in their classroom; students must grow in the understanding of their responsibility for themselves.

Excellence through education must include the proposition that all students should learn as early as possible that they shall always be held accountable for their actions.

We believe that:

Each teacher has a *responsibility to **teach***;

Each student has a *responsibility to **learn***.

Therefore, these rules will be followed at DMS:

Respect yourself and the school community;

Be on time and be prepared to learn;

Behave. Do not disrupt teaching or learning.

Take pride in your school by keeping it clean and safe for everyone.

ALCOHOL/DRUGS

Any students found with alcohol in their possession or suspected of being under the influence of alcohol or drugs (other than drugs prescribed by a physician) will be sent directly to the school nurse or office, as proper in each case. The student's parents will be contacted and corrective action up to a ten (10) day suspension will be taken. Readmission will follow,

provided that the parents have attended a school conference and the student, parents, and school representative have developed a corrective plan for behavior modification. **(School Committee Policy #5132) (See Appendix B, State Laws, Chapter 227, Drug Free School Zone and Appendix A, Memorandum of Understanding between Dedham Public Schools and Dedham Police Department).**

According to the Massachusetts Education Reform Act of 1993, students found with drugs in their possession on school property or at school related events, are subject to expulsion. **(See Appendix B, State Laws, Expulsion)**

ASSAULTS

According to the Massachusetts Education Reform Act of 1993, students may be expelled for assaulting a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school related events. **(See Appendix B, State Laws, Expulsion)**

BEFORE AND AFTER SCHOOL (Organization of Students)

Before School - Each morning students are required to gather in a designated area per grade. This area will be identified to the students on the first day of school. Students will remain outside, in front of the building, on days when there is not inclement weather. During the months of November - March, students will be assigned to areas inside of the building. Please note that students may stay outside during these months when the weather is warm.

After School - Upon dismissal, bus students should immediately locate the appropriate bus and students who walk to school should immediately leave the school grounds. Students who stay after school for homework club or a school-sponsored activity are to wait outside for transportation and are allowed to remain inside during inclement weather.

BULLYING

What is a bully? A bully is someone who tries to control others by verbal, emotional, or physical intimidation.

What does a bully do? A bully may threaten, taunt, tease, call names, hit, push, kick, punch, restrain another, gesture, intentionally exclude someone from the group, or refuse to comply with another person's reasonable expectations, repeatedly and over time.

Where can bullying occur? Bullying can occur at the bus stop, on the bus, in the corridors, in the lavatories, in the classrooms, in the gym, in the locker room, in the cafeteria.

What can you do if you are being bullied? Tell a parent, teacher, advisor, counselor, principal, or the nurse, who can help you.

What happens if you bully someone? If you bully someone, you will be held accountable for your behavior. Your parent or guardian will be called. Bullying is considered harassment and may include:

- E-mail

- Social networking sites such as MySpace.com and Facebook
- Internet
- Text messaging

Bullying/Harassment Complaint Process

Bullying and Cyber-Bullying:

Bullying and Cyber-Bullying are strictly prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses or other vehicles owned, leased or used by the Dedham Public Schools, or through the use of technology or an electronic device owned, leased or used by the Dedham Public Schools and at a location, activity, function or program that is NOT school-related, or through the use of technology or an electronic device that is not owned, leased or used by the Dedham Public Schools, 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 school.

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 the victim that causes physical or emotional harm to the victim or damage to the victim's property, places the victim in reasonable fear of harm to himself or of damage to his property, 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.

Cyber-Bully is defined as bullying through the use of technology or any electronic communication, which shall include but is not limited to electronic mail, internet communications, instant messaging, posting on social networking sites, or facsimile communications. Cyber-bullying includes creating a web page or blog in which the creator assumes the identify of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution by electronic means or communication of messages that meets the definition of bullying above, whether distributed directly or creating a posting that may be accessible by one or more persons.

Hostile Environment is 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 a student's education.

Retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is strictly prohibited.

Procedure for Reporting Bullying:

If a student witnesses, is made aware of, or suspects that an incident of bullying has occurred, the student is required to report the bullying, either verbally or in writing, to the building Principal or the staff member within the school who has been designated by the Principal for purposes of reporting bullying. Students may make the report anonymously although a

student should be aware that the Administration cannot take disciplinary action against a student based solely on an anonymous report.

Once the report is made, the Principal or his designee will initiate an investigation in accordance with the Dedham Public Schools' Anti-Bullying Policy, which can be found on the Dedham Public Schools website.

Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action.

Discipline for Bullying, Cyber-Bullying and Retaliation

Students who are found through investigation to have bullied, cyber-bullied or retaliated against a student who reported acts of bullying will be subject to disciplinary action. Discipline imposed, dependent on the nature and severity of the bullying, cyber-bullying or retaliation can range from a verbal warning to expulsion, subject to applicable policy, procedures, and regulatory requirements.

School Administration will notify local law enforcement if it believes that criminal charges may be pursued.

Nothing in this section prevents the Dedham Public Schools from imposing disciplinary sanctions on a student whose behavior does not meet the definition of bullying, cyber-bullying or retaliation but which nonetheless violates school policy.

CAFETERIA

Any violation of the following rules will result in detention and/or isolation from the cafeteria or loss of cafeteria privileges for a specified period.

- Students will sit by homeroom until notified by administration of any seating changes. At that time, students may sit where they wish.
- Every student is to remain seated, in the **same** seat, throughout the lunch period.
- Tables accommodate up to 12 students. Speak at a conversational level.
- Please keep the cafeteria a clean place to eat. Food should not be left on the tables or floors.
- All members at a table are responsible for cleaning the area.
- Be sure to finish your food before you leave the cafeteria.
- Students are responsible for placing trash in designated recycling areas or barrels, and cleaning the table and floor before dismissal.
- Throwing food will result in detention, loss of cafeteria privileges, or suspension.
- At the signal for dismissal all students are expected to stop talking and be attentive to announcements. Students will be dismissed from cafeteria by administration.

CHEATING

At Dedham Middle 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* embraces any action wherein 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
- Allowing another to copy work or assignment
- Giving information about a test to members of another class who have the same course
- 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 telephone the parent.

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.

The consequence for plagiarism will be loss of credit for the project/assignment.

The staff member will report the incident in writing to the appropriate administrator and telephone the parent. *In cases involving academic integrity, an administrator will hold a conference with the parent, student and staff member so that all facts are clear and consequences are known.*

CLASSROOM/BUILDING CARE

Students should take pride in Dedham Middle School by not defacing desks, books, or other school materials and property in any way. All areas should be free from papers and other items before leaving classrooms or lockers.

CLASSROOM BEHAVIOR

Each teacher has his/her own rules, but, essentially, teachers want our students to avoid interfering with other people's learning. The rules are simple: be in class, have your materials,

be on time and don't interfere with instruction and learning. Do cooperate, do participate, and do contribute positively.

CORRIDORS

Traffic moves on the **RIGHT** side of the corridor. Loitering is not allowed in the corridors or staircases. Students are to be in classrooms **ON TIME**. Students must have a **PASS** to be in the corridors during class time.

DETENTION

Students who commit infractions of the discipline code of the classroom or the school may be assigned detention. Students who are assigned teacher detention stay for the teacher for a time and number of days designated by the teacher. Students who are assigned to office detention stay for a number of days determined by an administrator based upon the seriousness of the offense. Office detention is held after school from 2:35-3:30 p.m. Monday - Thursday. Bus students are given twenty-four hours notice before serving detention. Students may call parents prior to staying for detention. Students who exceed the designated number of tardies during a quarter will be required to attend Saturday detention. (See Attendance Policy - Tardiness to School)

DUE PROCESS

Due process is the protection of rights. All students are entitled to full consideration and protection under law - particularly concerning suspension and expulsion. The due process procedure assures that every aggrieved student receives oral or written notification of any charges and a fair hearing and judgment.

FORBIDDEN ITEMS

Any inappropriate items will be confiscated if brought on to school property:

Some items considered inappropriate are:

<i>Any aerosol spray</i>	<i>MP3 players/iPod</i>
<i>Bomb bags</i>	<i>Open containers (any type of beverage)</i>
<i>Breath Spray/Mouthwash</i>	<i>Over the counter medicines</i>
<i>Cameras</i>	<i>Pagers (Beepers)</i>
<i>Candy</i>	<i>Pajamas</i>
<i>Cologne/Aftershave</i>	<i>Permanent markers</i>
<i>Gum</i>	<i>Radios</i>
<i>Hair Dye</i>	<i>Skateboards</i>
<i>Hair Spray</i>	<i>Snaps</i>
<i>Headphones</i>	<i>Stink bombs</i>
<i>"Heelies"</i>	<i>Tape Recorders</i>
<i>Large amounts of money</i>	<i>Toys</i>
<i>Laser Pointers</i>	<i>Valuables</i>
<i>Lollipops</i>	<i>YoYo's</i>

HARASSMENT

Dedham Middle School endeavors to maintain an environment free from all forms of harassment and discrimination. **All** members of the school community are expected to act in an appropriate manner and to show respect for others.

Harassment includes any remarks, gestures, physical contact, bullying, verbal or physical intimidation, and the display or circulation of materials derogatory to race, ethnicity, religion, age, gender, and all handicaps.

Harassment can result in suspension or other disciplinary action.

Students who feel that they have been subjected to harassment should immediately report the incident to a staff member.

(See Appendix A, School Committee Policy, Sexual Harassment.) The use of the Internet, e-mail, MySpace.com for harassment purposes is also forbidden.

SEARCH AND SEIZURE

Searches may be conducted based on reasonable grounds including personal observation or a report from a reliable source, that a student possesses contraband material on school property. In very serious cases, (e.g. possession of a weapon) an anonymous report would be considered reasonable grounds. **(See Appendix A, School Committee Policy, Search and Seizure.)**

SMOKING

According to the Massachusetts Education Reform Act of 1993, the use of any tobacco products within school buildings or facilities, or on school grounds or buses, by any individual, is prohibited. In addition, no minor may be in possession of a tobacco product on school property in the Town of Dedham. Students in possession or using a tobacco product are required to attend a tobacco education class or pay a \$100 fine to the Town of Dedham. **(See Appendix A, School Committee Policy, Smoking)**

SUSPENSION

Suspension means that a student is sent home or assigned in-school suspension for a specified period of time. During an out-of-school suspension, the student is not allowed on school property and may not participate in any school activity. During an in-school suspension, the student attends school, but reports to the In-School Suspension room, where daily work will be completed. The student is not allowed to participate in classes or attend any school activity during an in-school suspension. Students will be held accountable for all work assigned during the suspension period. A parent conference must be held following out of school suspension before the student is readmitted to the regular school program.

The following breaches of discipline cause a suspension from Dedham Middle School:

1. Fighting and/or provoking a fight, or assault on a student or teacher
2. Rough housing or 'play fighting'
3. Smoking on school property
4. Vandalism of school property (will also require proper restitution)
5. Possession and/or sale or use of alcohol or drugs while under school supervision, during regular school hours or at a school event
6. Disruption of general school progress, such as bomb scares, false alarms, or any false information
7. Bringing any kind of weapon, dangerous item, or explosive device on to school property or school buses or being in possession of such an item
8. Leaving school without permission
9. Continued disregard of school rules
10. Disrespect, disobedience, and insubordination
11. Continued or severe bus violations
12. Hazing or any act of harassment or violence.
13. Using abusive, profane, threatening, or obscene language.
14. Theft
15. Bullying and Harassment
16. Skipping/cutting classes

TRUANCY - Unauthorized Absence from School

Any student who is truant receives:

First offense - five hours of office detention

Second offense - one-day suspension

Third offense - three-day suspension

After four or more offenses of truancy, the attendance officer files a complaint in accordance with Massachusetts General Laws, Chapter 76, Section 2, which requires children under the age of sixteen to attend school.

WEAPONS

According to the Massachusetts Education Reform Act of 1993, students may be expelled for possession of a dangerous weapon on school property, school buses, or at school events. Pursuant to the law, the incident will be reported, in writing, to the Superintendent of Schools, who shall file copies of the report with the Chief of Police, Department of Social Services, and the School Committee. The student shall be referred to a counseling program.

The Dedham School Committee considers a weapon any item that could inflict harm to an individual.

(See Appendix B, State Laws, Expulsion.)

DISCIPLINE FOR SPECIAL NEEDS STUDENTS

All students are expected to meet the requirements for behavior as set forth in this handbook. The following additional requirements apply to the discipline of special needs students:

- 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 all notices.
- If a student with an IEP is suspended for eight (8) cumulative days during an academic year, a review of the IEP will be scheduled.
- If a student with special education needs is suspended for more than ten (10) cumulative days, a review of the IEP will be scheduled. Parents of students with IEPs have the right to appeal to the courts on decisions for suspensions that exceed ten (10) cumulative days, since judicial approval is required for such action.

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.

EXTRACURRICULAR ACTIVITIES

AFTER SCHOOL ACTIVITIES

There are several after school activities that are offered to students by the middle school staff, and the Youth Commission. Activities and clubs are announced each term. Students should have parental permission to stay after school. Students will be held accountable to maintain appropriate grades and behavior in order to participate. Students who are in academic need will be required to sign a contract and complete weekly progress reports. Example:

Contract to Participate in Extra-Curricular Activities

You have been identified as a student in academic need. You will be required to follow the guidelines noted below if you take part in the activity through try-outs or selection:

1. Mandatory attendance at homework study hours after school with a team teacher.
2. Completion of a weekly progress chart to be initialed by all teachers. This chart is due to the Principal by the Friday of each week.
3. When progress reports are issued mid-term, any student failing one subject will be suspended from the team, organization, cast, or club until report cards or until the grade is brought up to a passing level.
Any student failing two subjects will be asked to leave the team, organization, cast, or club.
4. Any student referred to the office for disciplinary reasons will be held accountable according to the rules of the handbook. Students may be required to miss a meeting, practice or a game due to serving a detention. Any student suspended during the season will automatically be asked to leave the team, organization, cast, or club.

CLUBS/ORGANIZATIONS AT DMS

Culture/Foreign Language Club

Electronics Club

Games Club

Homework Club (Mon – Thurs 2:35-3:45)

Literary Magazine

Open Gym

School Newspaper

Student Council

Yearbook Club

Seasonal Sports, intramural and interscholastic

Other program to be determined - please check monthly newsletters

INTRAMURALS

Dedham Middle School offers a diversified intramural/open gym program throughout the academic year. Program calendars are posted monthly throughout the year.

INTERSCHOLASTIC

7th and 8th grade students are encouraged to participate. DMS is a member of the Middlesex Middle School League.

STUDENT COUNCIL

Student government is a learning experience that teaches responsible leadership to students. Dedham Middle School has an active advisory board of student homeroom representatives who comprise the Student Council. Peers in their homerooms elect student representatives. The student body elects school officers.

YEARBOOK

The yearbook is a reflection for all students of each year at Dedham Middle School. The Yearbook Club is open to sixth, seventh and eighth grade students. This club meets after school.

SAFETY CONCERNS

FIRE DRILLS

Fire drills are of paramount importance to the safety of our students and others. Regulations are as follows:

1. Fire drills must be responded to immediately and seriously. They are practiced for our protection.
2. Fire drill instructions are posted in each room.
3. Students and faculty are to be aware of the evacuation plan, alternate exits, and the routes from all classes.
4. Students will be led from the building by the 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.

PROTECTION OF CHILDREN

Any student who has reason to believe he/she is a victim of abuse, in any form, by a parent or guardian has the right, by law (**Chapter 51A**), to report the alleged offense to a physician, medical intern, medical examiner, dentist, nurse, teacher, administrator, guidance counselor, probation officer, social worker, or police officer. These people have a legal obligation to

report alleged abuses to the Department of Social Services. If any student has any question as to what represents child abuse, the student is to speak with the principals, guidance counselors, nurse, psychologist, or adjustment counselor.

COMMUNICATION AND REPORTING

CALENDAR/NEWSLETTERS

Each month a calendar is distributed to all students with lunch menus, letter day rotation and any activities. The information is also posted on our website www.dedham.k12.ma.us. Teams will send home newsletters with team news. A monthly newsletter will also be sent home from the office of the Principals.

HANDOUT DAYS

Any information that needs to go home to parents will be distributed on Thursdays in a large white envelope. Parents are asked to sign the large manila envelope to indicate that they have received the notices.

HONOR ROLL

The Honor Roll is determined at the end of each term by a review of students' grades. The Honor Roll has two classifications. To receive High Honors a student must attain grade levels of A- or above in all subjects. To receive Honors a student must attain grade levels of B- or above in all subjects.

The Honor Roll is displayed on a bulletin board at DMS and is published in the newspaper.

MIDDLE SCHOOL PARENT GROUP (DMSPG)

The Parent Group is involved in our school and supports the student body through a variety of activities. Its success is dependent upon parents taking an active part through membership and participation. Information regarding the MSPG and sponsored activities will be sent home throughout the year.

NO SCHOOL/DELAY ANNOUNCEMENTS

When school is delayed or cancelled, announcements are broadcast over WBZ-1030AM, WBMX-98.5 FM, WBCN-104FM, WHDH-850AM or watch Channels 4, 5, or 7. Students are advised to listen to these stations after 6:30 a.m. on days with inclement weather. In the interest of public safety, please **DO NOT** call the police or fire department.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled in October, however parents are urged to call the school to meet with the teachers whenever they so desire. Individual parent conferences may be scheduled with the student's team of teachers and the student's guidance counselor. Parents may contact the guidance counselor to make arrangements for these team meetings which are valuable opportunities for home/school communication.

PROMOTION POLICY

It is required that a student receive a passing final grade in English, mathematics, and a minimum of two other major subjects including science, reading, social studies, and French/Spanish. A six week program for Math and English will be offered at Dedham Middle School. A student who fails three major subjects is not eligible for summer school and must repeat the grade.

A student who fails English and/or math must attend summer school if he/she is eligible. To be eligible for academic make-up in summer school a student must pass two terms during the school year. If a student needs summer school make-up in a major subject area other than English or math to meet promotion requirements, he/she must attend summer school if eligible and if the program is available.

Students must successfully complete failed courses in summer school to be eligible for promotion to the next grade.

All costs including transportation and registration for summer school are the responsibility of parents and students.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued quarterly, in November, February, April, and at the end of the academic year. The first three are hand carried home to parents and are to be signed and returned within three days of the issue date. The final report card will be distributed the last day of school. At approximately the mid-term, progress reports will be issued to notify parents of the student's performance.

SCHOOL COUNCIL

The School Council is a representative, school building-based committee composed of the principal, parents, teachers, and a community member. Establishment of councils in each school is a requirement of the Education Reform Act of 1993.

The Middle School Parent Group elects parent members of the School Council for two-year terms.

The function of the School Council is to assist the school principal in the following areas:

1. Adopting goals that are consistent with local educational policies and statewide student performance standards.
2. Identifying the educational needs of students.
3. Reviewing the annual school operating budget.
4. Formulating a school improvement plan.

School Council meetings are open and posted in advance at the town libraries, Town Hall, and Middle School.

STUDENT RECORDS/REGULATIONS

The confidentiality of a student's permanent record, as required by state statute (Chapter 71, 34E of 1973) is respected. A parent or legal guardian may inspect the contents of their child's record by filing a written request at the school office. A staff member will review the record with parents. **(See Appendix B, State Laws, Access to Student Records)**

TRANSFERRING TO ANOTHER SCHOOL

When relocation from Dedham is definite, parents should contact the guidance office as soon as possible to make appropriate arrangements and complete all necessary forms.

SERVICES

CAFETERIA

School lunch is served every day that school is in full session. A varied menu is offered daily with a meal cost between \$2.50 and \$2.75. Milk is available for 40 cents. A la carte items and individual desserts are also available. Free and reduced lunch forms will be distributed at the beginning of the school year and may be completed during the year by any interested parent. Parents may pre-pay monthly for school lunches.

COUNSELING/GUIDANCE

As students go through Dedham Middle School, they will receive guidance from many people; among them are parents, teachers, peers, and guidance counselors. The services of the guidance counselors are offered to all students and parents. Guidance counselors help to enrich personal development as well as assist with educational and vocational plans. Students will be assigned to a guidance counselor and they should feel free to seek all services offered. Students are welcome to visit the guidance office before and after school to make appointments with their counselor to discuss any problems they have. The counselors will arrange regular appointments with students during the school year. In addition, each student

has an advisor as part of the Advisory Program.

HEALTH SERVICES

Accidents

All accidents are to be reported to the school nurse. Accident reports are filed for all incidents and copies will be forwarded to school administration.

Emergency Cards

Emergency information cards must be completed annually and continually updated by the parent.

Health Insurance

Insurance forms from an outside agency are available to all students from homeroom teachers at the beginning of the school year.

HIV/AIDS POLICY

I. School Attendance and Confidentiality of Information:

Epidemiological studies show that HIV/AIDS is transmitted through sexual contact or blood-to-blood contact. Research indicates that it is not transmitted through casual contact normally found in a school setting. State and federal laws that prohibit discrimination based on handicaps, also 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 information that any student has HIV/AIDS. Furthermore, if a parent or student chooses to inform school personnel, this information cannot be disseminated without the consent of the parent or student.

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

- A parent/guardian is not required to inform school personnel if a 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.
- If a parent or student chooses to inform school personnel regarding HIV/AIDS infection, the staff member receiving the information may not inform other school personnel without the specific informed, written consent of the parent/guardian. Due to its confidential nature, information regarding a student's HIV/AIDS status will not be kept in the student's record.
- Students will not be excluded from school solely on the basis of 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.

II. Students Who Bleed in an Uncontrollable Fashion-School Attendance Policy:

A number of serious and 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:

- The student has weepy or bloody skin or mouth sores that cannot be covered or controlled with medication.
- 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, as might happen only from a student with chronically bloody gums or mouth; or
- The student exhibits bloody diarrhea.

These conditions are grounds for exclusion of any student from school settings, regardless of whether the individual 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. Staff should use the following precautions when the clean up of body fluid spills is necessary:

- Treat all blood spills with caution.
- Clean up blood spills promptly.
- Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean up. Latex gloves contribute an added measure of protection, but are not essential if skin is intact.
- Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution.
- Wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body. Be especially careful not to touch your eyes before washing up. Soap and water will kill HIV.
- Unless grossly contaminated with blood, other body fluids such as urine, vomits, or feces do not pose a significant risk of infection and can be cleaned up in the usual manner.

Nurse

A full-time nurse is on duty from 8:05 a.m.-3:05 p.m., in the health office located on the first floor near the main office.

In case of illness or a need for first aid, students 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 given to the school nurse. Parents provide transportation when necessary.

Crutches

Should a student become injured and require the use of crutches, he/she will not be allowed to come to school without a written note stating the reason the child is on crutches and the length of time the student will remain on crutches. Bus students are not allowed on the school bus with crutches. Medical transportation can be arranged if needed. All other students on crutches must be picked up from school by a parent or parent's designee in the Main Office. The student must come into the school prior to the start of the day and wait in the office or clinic until the bell rings.

Elevator

A student is allowed to use the elevator for an injury provided he/she has a note signed by a physician stating what the injury is and how long the student will require the use of the elevator. This note must be presented to the school nurse.

Immunization

The Department of Public Health immunization requirements for seventh grade students are as follows: 2 doses MMR (measles, mumps, rubella), 3 doses Hepatitis B, Td (tetanus/diphtheria) booster within the last 5 years, 1 dose of Varivax or documentation from physician of chickenpox disease. There is also a requirement for a physical exam by November 1 of the seventh grade year. All documentation must be given to the school nurse by June 1 of the student's sixth grade year.

Medication

Any medication that is to be taken during school hours must have a written order from the physician. This includes prescription medication and over the counter medication such as Tylenol, Advil, etc. All prescription medication must be labeled with the name of the student, doctor, drug, and pharmacy, as well as dosage and time(s) to be taken. All non-prescription medication must be unopened and in the original medicine bottle, labeled with the student's name. All medication must be brought to the clinic as no student is allowed to carry any type of medication, including inhalers, with him/her.

7th and 8th Grade Eligibility for Interscholastic Sports

Any seventh or eighth grade student playing an interscholastic sport is required to have a current physical (within the last 12 months) on file in the Health Office.

Handicap Accessibility

The Middle School is handicap accessible.

LIBRARY/MEDIA

The school library is open from 8:05 a.m.-3:30 p.m. on Monday. On Tuesday, Wednesday, Thursday library hours are 8:05 a.m.-4:00 p.m. Students are responsible for returning any books borrowed and must pay for any books not returned.

SCHOOL PICTURES

School pictures are taken in the fall. Information will be sent home in advance of this activity.

SPECIAL EDUCATION

The Special Education department offers a variety of services to any student who has been evaluated and found to have physical, emotional, or learning needs that interfere with progress in school. **The Student Assistance Team** or a parent can refer a student for evaluation. The purpose of the evaluation is to gather information that explains the reason(s) for the student's lack of progress. Based on the results of evaluation, a TEAM, consisting of school staff and the student's parents, will evaluate eligibility for services and, if appropriate, develop an Individualized Education Plan (IEP).

STUDENT ASSISTANCE TEAM

The Student Assistance Team serves as a Pre-Referral Team when a student experiences academic failure or has significant difficulty academically, socially or emotionally. The Pre-Referral Team may suggest and monitor modifications or strategies to meet the child's needs within the regular education program. Teachers, teams, guidance counselors, and/or parents refer students to the Team. If the student continues to have significant difficulty, despite the Team's recommendations, the Team may refer the child for a Special Education evaluation, which will only be performed after parental consent is obtained.

Parents may contact the SAT through the guidance office.

APPENDICES

SCHOOL COMMITTEE POLICIES, STATE LAWS AND FEDERAL LAWS

APPENDIX A

SCHOOL COMMITTEE POLICIES

MEMORANDUM OF UNDERSTANDING BETWEEN THE DEDHAM PUBLIC SCHOOLS AND THE DEDHAM POLICE DEPARTMENT

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, by school officials, of "reportable acts" which shall include assaultive behavior, property destruction or thefts, and in situations in which there is reasonable suspicion to believe (1) a student, regardless of age, is under the influence of drugs, including alcohol or steroids; (2) a student, regardless of age, is in possession of any controlled substance (G.L.c94c), including prescription drugs, without specific permission of the school principal or his or her designee and alcohol (3) where there is reasonable suspicion to believe that a student, regardless of age, has sold, offered for sale, distributed, or possessed with intent to distribute any controlled substance (G.L. c.94c), including prescription drugs and alcohol.

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 which constitute reportable acts as defined herein.

Procedures and Responsibilities:

1.0 The Superintendent of Schools designates the school principal 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 “drugs,” is 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 principal will be responsible for reporting the reportable acts to the Juvenile Officer and the parents of the student or students involved, in writing.

3.0 Use, manufacture, distribution, dispensing, possession, and/or trafficking in controlled substances are 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.

3.1 Alcohol/Drugs - Any student with alcohol or drugs in his/her possession, except those prescribed by a licensed physician, or who there is a reasonable suspicion to believe is under the influence of these drugs, will be sent directly to either the school nurse or to the office as deemed appropriate under the circumstances of each incident. The student’s parent/guardian will be contacted, and corrective action will be required prior to re-admission, if any, to the regular school program. Re-admission will follow suspension, as set forth below, provided that the parent/guardian has come into school for a conference and a corrective plan for behavior modification has been cooperatively developed by the student, parent/guardian and school representative.

- A. Use, possession or being present** when and where there is use of drugs or alcohol **while under school supervision or at a school event regardless of quantity, location or time** will result in a three-to-five day suspension for the first offense. In addition, appropriate counseling and/or community service may be recommended.
- B.** Dispensation, distribution and/or sale of drugs or alcohol will result in a ten (10) day suspension for the first offense. In addition, appropriate counseling and/or community service may be recommended.
- C.** Middle and high school students in a leadership position (class and club officers, captains, etc.) will be required to relinquish their positions for the remainder of the school year.
- D.** Any additional recurrence will result in a ten-day (10) suspension from the school with a referral for expulsion.
- E.** Use, possession or sale of drugs or alcohol will be reported to the police, as mandated by State Law.

F. The law pertaining to a drug-free school zone is stated under “State Laws Involving School Conduct” in the Student Handbook.

Disciplinary action pertaining to substance abuse, sale and/or possession may be taken against students under Chapter 766, in connection with participation in educational programs and activities. As is permitted, circumstances may require a drug/alcohol testing program as a component of delivery of SPED services.

Every reasonable effort will be taken by school officials and the Police Department to insure that the educational program of students is not disrupted.

3.2 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.

3.3 For incidents involving Drug/Alcohol use beyond school property at non- school supervised events the Dedham Police Department, through the Juvenile Officer, will report any student arrested or taken into protective custody for violation of any drug law any student in the Dedham Public Schools to the Superintendent of Schools or the principal of student’s respective school. Such notifications shall take into consideration Police Department policy, the provisions of the Educational Reform Act, and applicable laws concerning with 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 94C, 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.

Regardless of where the student is arrested or taken into protective custody, paragraph 3.1 will be followed for all high school students as if the offense took place on school property with the exception that no suspension from school will be imposed.

3.5 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 assist in the design of a plan to modify the behavior and prevent a re-occurrence. No names will be forthcoming from the police department to the school.

For second and all subsequent offenses 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.

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.

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

At the beginning of each school year, each school principal shall provide to every custodial parent or guardian a written description of any curriculum, which primarily involves human sexual education or human sexuality issues. Such notification shall also list any program instruction materials for said curriculum. Custodial parents or guardians of students who enroll in a school after the beginning of the school year shall be provided with such notification during their orientation to the school. If the curriculum should change during the school year, custodial parents or guardians shall be notified of this fact in a timely manner prior to implementation.

Upon request, said materials shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review.

Custodial parents or guardians shall have the right to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption. (Adopted: September 19, 1996)

DEDHAM PUBLIC SCHOOLS
NON-DISCRIMINATION POLICY AND GRIEVANCE PROCEDURE
Title VI, Title IX, Section 504, ADA, Age Discrimination Act M.G.L.c. 76 §5,
M.G.L. c.151C, 603 M.R. §26.08

I. Introduction

The Dedham Public Schools has a commitment to maintaining an educational environment where bigotry and intolerance, including discrimination such as harassment on the basis of race, color, national origin, sex, sexual orientation, religion, disability, or age, are not tolerated. Discrimination, including harassment, is 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 and procedure, "school" includes school - sponsored events, trips, sports events, similar events connected with school or employment. Any retaliation against an individual who has complained about discrimination, including 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, including 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.

II. Definition of Discrimination and Harassment

"Discrimination" includes conduct that excludes a person from participation in, denies an individual the benefits of, or otherwise subjects an individual to different treatment on the basis of race, color, sex, religion, national origin, sexual orientation, age, or disability. Harassing conduct involving these bases can be a form of discrimination.

"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.

Examples of harassment include:

- 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 (ii) 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.

III. Grievance Procedure: Reporting Complaints of Discrimination and Harassment

a. Introduction

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 or receive reports of 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 Civil Rights 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.

b. Grievance Procedures

i. District Contact

District Civil Rights Coordinator for Title VI (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 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 District Coordinator listed above, who will begin the formal procedure described below.

The District Coordinator shall handle the investigation and resolution of the complaint, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the chairperson of the school board, who should consult with legal counsel concerning the handling and investigation of the complaint.

ii. Internal Grievance Procedure

1. 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.¹

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

2. 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 at any time by putting the complaint in writing to the District Civil Rights Coordinator. An employee, at the request of the student, may put the complaint in writing for the student.

a. What the complaint should include

¹ Informal resolution may not be appropriate in all cases, including but not limited to more severe or egregious allegations of discrimination or harassment.

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(s) 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, witnesses (if any) 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.

b. 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.

c. What will happen after the complaint is filed

Promptly after receiving the complaint, the District Civil Rights Coordinator will conduct the necessary investigation, including making good faith efforts to gather all relevant evidence for consideration. 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; interviewing witnesses; and considering relevant documentation. During this process, complainants will have the opportunity to present witnesses and other relevant evidence to the District Civil Rights Coordinator conducting the investigation.

The District Coordinator or designee should use appropriate interim measures during the investigation of a complaint to ensure that the student is free from discrimination and/or harassment during the pending investigation.

Barring extenuating circumstances, the District Civil Rights Coordinator, will 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 within fifteen (15) working days and shall inform the complainant and the person(s) against whom the complaint was made, of the results of the investigation in writing. 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 the 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.

d. 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 for the Superintendent and the building principals is:

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, Early Childhood Center..... (781) 461-5978

iii. 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.

1. 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

2. 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

3. 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: 627-994-6000
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

IV. 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.

**RULES AND REGULATIONS AFFECTING THE USE
OR POSSESSION OF TOBACCO PRODUCTS ON
SCHOOL PROPERTY**

SECTION I Statement of Purpose

Conclusive evidence exists that tobacco use is a leading public health problem in the Town of Dedham and throughout the United States; tobacco use causes cancer, respiratory disease, various cardiac diseases, negative birth outcomes, allergies and irritations to the eyes, nose and throat of the smoker and non-smoker exposed to secondhand smoke; more than eighty percent (80%) of all smokers begin smoking before the age of eighteen (18); and more than three thousand (3,000) people begin smoking every day in the United States. In addition, the United States Department of Health and Human Services concluded that nicotine is as addictive as cocaine or heroin. As a result, the Town of Dedham recognizes the need to curtail the use of tobacco products by minors, and therefore, enacts the following:

SECTION II Authority

The Dedham Board of Health, pursuant to the authority granted under Massachusetts General Laws Chapter 111, Section 31, hereby adopts the following regulation to protect the public health of the community:

SECTION III Definitions

“Minor(s)” Person(s) under eighteen (18) years of age.

“Tobacco Products” Cigarettes, cigars, chewing tobacco, snuff or any other form of tobacco.

SECTION IV Youth Possession Prohibited

No minor may be in possession of a tobacco product on school property within the town of Dedham.

SECTION V Penalties

The enforcing person(s) shall:

1. In the case of a first violation:

a) notify the violator’s parent(s) or legal guardian(s) of the infraction; and at the violator’s option:

i) require that the violator attend a tobacco education class, e.g. TEG & TAP Program; or

ii) write the violator a ticket for one hundred dollars (\$100.00) payable to the Town of Dedham within twenty-one calendar days.

2. In the case of a second or subsequent violation:

a) notify the violator’s parent(s) or legal guardian(s) of the infraction; and

b) write the violator a ticket for one hundred dollars (\$100.00) payable to the Town of Dedham within twenty-one (21) calendar days. If the violator fails to pay the fine, he/she will be suspended from school.

SECTION VI Non-Criminal Method of Disposition

Whoever violates any provision of this regulation, the violation of which is subject to a specific penalty, may be penalized by the non-criminal method of disposition as provided in Massachusetts General Laws, Chapter 40, Section 21D or by the filing of a criminal complaint in the appropriate jurisdiction and venue.

SECTION VII Enforcement

Dedham school officials designated by the Dedham Board of Health to be their agents for this purpose shall be responsible for the enforcement of this regulation.

SECTION VIII Severability

If any paragraph, provision or section of this regulation is found to be illegal, against public policy, or unconstitutional, said findings shall not affect the legality of any remaining paragraph(s), provision(s) or section(s) in force.

SECTION IX Effective Date

This regulation shall take effect upon its passage. Adopted 2/23/99.

SEARCH AND SEIZURE STATEMENT

Reasonable searches are conducted when:

1. There are reasonable grounds to suspect that a student has violated or is violating the law or school rules.
2. The search is conducted in a manner appropriate to its objectives and not excessively intrusive in light of the age and sex of the student, and the nature of the infraction.
3. The search is necessary for the safety of the student, student body, and/or school personnel. This search must be conducted by the building administrator and witnessed by another school administrator. If the student and building administrator are opposite sexes, the witness must be the same sex as the student. If the building administrator determines a need for police involvement and requests a police search, a search warrant must be issued. Students choosing not to be searched will be notified that they will be detained until the police arrive with a warrant. Parents will also be notified.

WEAPONS

The Dedham School Committee considers a weapon any item that could inflict harm to an individual.

DEDHAM SCHOOL DEPARTMENT'S INSTRUCTIONAL NETWORK ACCEPTABLE USE POLICY

Mission Statement: A primary purpose of the instructional network is to support and enhance teaching and learning by providing electronic communications and sharing information resources.

General Policies and Guidelines

It is the policy that the network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Dedham School Department. 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.

The school system has the responsibility for supervision, safety, and delivery of education; therefore, the school retains the right to inspect data at any time in support of these efforts.

In support of our educational mission, a student's 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 sites. Restrictions on such use should be submitted in writing to the building principal.

Guideline 1: Acceptable uses of the network are activities, which support classroom teaching and learning, career development and limited high quality 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.

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

The following list is meant to provide some examples of unacceptable and inappropriate uses, but is not to be viewed as comprehensive. **It is unacceptable to:**

Violate the rights to privacy of students and district employees. Private information about a person cannot be sent. Personal information about oneself such as addresses and telephone numbers cannot be given out.

Use profane, obscene, threatening, disrespectful language or other language which may be

offensive to another person including language that is harassing and discriminatory. This applies to public and private messages.

Plagiarize. This includes reposting personal communications without the author's prior consent.

Copy commercial software without paying for it. It is a violation of copyright law. Copyrighted work cannot be used without the permission of the copyright owner.

Use the network for private or commercial business (financial) gain, political or religious purposes or illegal activity. Activities that do not conflict with these are those that support learning such as appropriate student council use or student government day.

Spread viruses through computer systems. Deliberate attempts to degrade or disrupt systems performance will be viewed as criminal activity under applicable state and federal laws. Files should always be checked for viruses.

Download, store, access or print files or messages that are profane, obscene, advocate violence, profess hate messages or that use language that offends or degrades others.

Over-burden the system by downloading large files (unless absolutely necessary and permission has been granted), engage in chain messages, send messages to a very large group of people, subscribe to many news groups, or leave messages unchecked for long periods of time.

Engage in any illegal activity, including but not limited to attempting to gain unauthorized access to the Dedham School Department's secured network or any other computer system. This includes attempting to log in through another person's account or access another person's files.

Encrypt files. Storage of electronic documents on school equipment is basically the same as storing any other item at school. Attempting to hide what is stored here is not acceptable.

Violate the rules of common sense or etiquette. Care must be taken when using sarcasm and humor; without face-to-face communications, a joke may be misinterpreted or viewed as criticism.

Guideline 4: All users will be sponsored. Sponsors of accounts 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 use of the network is a privilege. The user is responsible for what he/she 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 who 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.

INTERNET SAFETY

This Internet Safety Policy is a supplement to our current Instructional Network Acceptable Use Policy. The Internet Safety Policy is to clarify issues pertaining to filtering and Internet monitoring for the users of the network and to be in explicit compliance with the Children's Internet Safety Act (2001).

Filtering: The Dedham Public Schools maintains a single point of access to the Internet through a central connection to an Internet Service Provider. At this access point a filtering system is maintained to block material inappropriate to children. Among the items filtered are visual depictions that are obscene, child pornography, or material harmful to minors. It should be noted that due to the nature of the Internet no filtering system is perfect. The DPS subscribes to a service that provides a preliminary list of blocked sites that are regularly updated. The Dedham Public Schools has the ability to add additional blocked sites or to remove sites we find to be inappropriately blocked.

Monitoring: The teacher or staff member supervising the child has the primary responsibility of monitoring the Internet for student safety and appropriate use. Students are prohibited from using a computer without direct supervision of a teacher or staff member. The DPS network has a monitoring system to record Internet sites accessed. The technology staff reviews this list periodically.

Messaging: Messaging includes posting items such as text to a bulletin board, discussion group, use of email, and "chat" features including instant messaging. Students are prohibited from using messaging except within the password protected, web-enhance Intranet classroom between the teacher and the students enrolled in an individual class. Additionally, teacher-sponsored email accounts for groups such as the high school newspaper journalists and those that maintain the Dedham Public Schools website are allowed. These accounts are under the direct supervision of an assigned teacher. The Dedham Public Schools maintains the right to monitor all messaging on its system.

Responsibility: Each user and his/her parent/guardian must have signed the Instructional Network Acceptable Use policy. Each user must take responsibility for his or her use of the computer network and Internet and avoid inappropriate sites. If a student finds that other student users are visiting offensive or harmful sites, he/she should report such use to the supervising staff member.

Identification of Students on the Web: Student work published on the web by children under age 18 will not be identified by his/her last name.

Security: The Dedham Public Schools provides a secure network for the school community. As stated in the Instructional Network Acceptable Use Policy, hacking attempts or other illegal activities are monitored and strictly prohibited.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254[h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, on actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Confidentiality of Student Information: Personal information concerning Dedham Public Schools students will not be disclosed or used in any way on the Dedham Public Schools web

site without the specific permission of a parent or guardian or if the student is age 18 or over, the student. Users are strongly discouraged from providing private or confidential information about themselves or others on the Internet. The school administration may authorize the release of student information, as defined by state law, for internal administrative purposes or approved educational projects and activities.

Recommendations for the home:

Personal Safety for Children: When using the Internet do not reveal personal information such as your name, home address or phone number or any information that might allow a person to locate you. Never agree to meet a person that you “meet” on the Internet face-to-face without your parent’s permission and without an adult being present. If someone attempts to arrange a meeting with you through the Internet, you must report this communication to your parent or guardian. Instant messaging should not be used at home unless explicitly approved by and supervised by parents. Screen names should be chosen carefully (e.g. Soccer_Kicks is better than Pretty Sally13). Never phone an online ‘acquaintance’ without parental permission, caller ID can trace a phone number and from that the address can be found. Do not reply to harassing, threatening or sexual messages and report any such communication to the police.

Filtering at home: There are a number of filtering programs that allow parents to block sites and monitor a child’s use of the Internet including the time of day, number of hours and types of access such as chat, web, or newsgroup activities. It is recommended that parents use this type of filtering if their child will use the Internet without direct parental supervision. Filtering can be set to restrict all Internet use when parents are not home. For more information refer to <http://www.getnetwise.org/> and <http://www.safekids.com/>

Location of Computer: Place the computer in a heavy traffic area in the home. The best place for a home computer used by a child is in an area such as the living room or kitchen while the worst place is a child’s bedroom.

Parent - Child dialog: Encourage constant dialog with your child about what they are doing online. Have your child show you what they are doing. Consider an acceptable use policy for the home.

Violations: The Internet has much value in today’s world and is available in many public places including our libraries. Try to establish consequences that use violations as a teachable moment rather than “pulling the plug” on all home Internet access.

Reporting: Report illegal or suspicious contact with your child to appropriate law enforcement and/or Cybertipline (1-800-843-5678) or <http://www.cybertipline.org>. If a child is in danger, call the police.

Approved by School Committee April 16, 2008

Limitation of Liability

The Dedham School Department makes no guarantee that the functions or the services provided by or through the system are 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 Dedham School Department is not responsible for any information that is transferred through the Internet.

Additional Disclosures

The school system has the responsibility for supervision, safety and delivery of education; therefore, the school retains the right to inspect data at any time in support of these efforts.

The DSD reserves the right to examine all data stored on computers or disks that is the property of the DSD to ensure that users are in compliance with these regulations. E-mail is insecure and may be read by authorized enforcement personnel. (Please note: There is 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 on the net is considered a “publication.”

In support of our educational mission, student’s 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 sites. 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. Staff members are responsible for instructing students on proper usage of the network. 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 there are any concerns or questions about network use, parents should contact the school administration.

APPENDIX B

STATE LAWS

CHAPTER 269. AN ACT PROHIBITING THE ACT OF HAZING

Section 17 Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than 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 any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of 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.

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

CODE OF MASSACHUSETTS REGULATIONS 23.07. ACCESS TO STUDENT RECORDS

1. Log of Access. A log shall be kept as part of each student’s record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- authorized school personnel under 603 CMR 23.02 (9) (a) who inspect the student record;
- administrative office staff and clerical personnel under 603 CMR 23.02 (9) (b), who add information to or obtain access to the student record; and
- school nurses who inspect the student health record.

2. Access of Eligible Students and Parents. The eligible student or the parent shall have access to the student record. In no event shall such access be delayed more than two

consecutive weekdays after the initial request, unless the requesting party consents to a delay. Upon such request for access, the entire student record regardless of the physical location of its parts shall be made available.

- Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, 34A to receive a copy of his/her transcript.
- The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

3. Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

4. Access of Third Parties. Except for the provisions of 603 CMR 23.07 (4) (a) through 23.07 (4) (h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07 (4) (a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- A school may release 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 without the consent of the eligible student or parent: provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.
- Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

- A school may release information regarding a student upon request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, SS 51B, 57, 69 and 69A respectively.
- Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
- A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, S 37L and M.G.L. c. 119, S 51A.
- Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, S9.
- If the appeal concerns statements by an employee of the school committee, such person(s) shall have the right to be present and to have an advocate of his/her own choosing.
- Nothing in 603 CMR 23.00 shall abridge or limit any right of an eligible student or parent to seek enforcement of 603 CMR 23.00 or the statutes regarding student records, in any court or administrative agency of competent jurisdiction.

CHAPTER 150. AN ACT RELATIVE TO WEAPONS CARRIED ON SCHOOL GROUNDS

Whoever not being a law enforcement officer, and notwithstanding 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 elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or 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, "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

AN ACT ESTABLISHING THE EDUCATION REFORM ACT OF 1993 EXPULSION

According to the Education Reform Act of 1993, students may be expelled from school for the following reasons:

- (a) Any student who is found on school premises, or at school- sponsored or school-related

activities, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, or a controlled substance as defined in chapter 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). (Effective October 1, 1994)

(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 factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

CHAPTER 71. SECTION 37L. POSSESSION OR USE OF DANGEROUS WEAPON

Any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment. A student transferring into a local system must provide the new school system with a complete school record of entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act. (Adopted by the Dedham School Committee, June 29, 1993)

CHAPTER 209A. AN ABUSE PREVENTION ORDER

An Abuse Prevention Order, sometimes called a “209 A 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 209 A 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 209 A Protective Order is a criminal offense and the proper authorities will be notified.

Once the school is notified 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.

M.G.L. c. 71 Section 37H1/2

Felony complaint or conviction of student; suspension; expulsion; right to appeal

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

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar

days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such 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.

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 282 OF THE ACTS OF 1993. CHAPTER 76. SECTION 5.

It is a policy of the Dedham Public Schools to comply with Chapter 282 that prohibits discrimination on the basis of race, color, religion, national origin, or sexual orientation.

Chapter 282 makes it clear that all aspects of public school education must be fully open and available to members of both sexes and all minority groups. No public school may exclude a child from advantages, privileges, or courses of study available at that school on account of

race, color, religion, national origin, or sexual orientation of that child. (Effective March 10, 1994)

AN ACT TO PROTECT CHILDREN AND FAMILIES FROM HARMFUL PESTICIDES

Pesticides shall not be applied indoors while children are on the property, except for anti-microbial pesticides such as bleach; rodenticides placed in tamper resistant baits; insecticidal baits; ready-to-use dusts, gels, or powder formulations; and certain lower risk pesticides. Until November 1, 2001 other pesticides can be applied indoors when children are NOT present on the property.

Pesticides shall not be applied on the outdoor property of a school, day care center or school age child care program while children are located in, on or adjacent to the area of the pesticide application.

All parents, staff and children will have to be provided with standard written notification of any pesticide application that is made outdoors on school property. The notification will also have to be posted in a common area. The information to be contained in the standard written notification will be obtained from the licensed pesticide applicator who performs the work.