



Dedham Elementary School Handbook

Avery School
Curran Early Childhood Center
Greenlodge School
Oakdale School
Riverdale School



(Revised 9/2009)

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Dedham Public Schools

The School Day

ABSENCES

Excessive absences or tardiness have a direct impact on student achievement. Tardiness also disrupts the teaching/learning environment and impacts the teacher and the other students in the class. Please make every effort to have your child in school every day, take vacations during scheduled breaks, and be on time for school. Please call the school before 8:30 am for student absence.

- All absences require a letter to your child's teacher explaining the reason for the absence (s) on the day the child returns to school.
- Frequent absences or extended absences for five days or more require a doctor's note explaining the reason for the absences.
- Early dismissal requires a note. A parent must come into the school to meet the child and sign him/her out.
- Children who arrive at school at 8:45 AM must report to the office before going to class.

SCHOOL ATTENDANCE

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

Policy:

1. Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed cannot be made up in a completely satisfactory manner.
2. Absences are excusable for; illness, recovery from an accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a religious holiday, and such other good cause as may be acceptable to the Superintendent of Schools.
3. Absence for such reasons as vacations, non-school activities, or visiting is discouraged. Late night activities that cause a student to be tardy or absent the following day are also discouraged.
4. Dedham Public Schools discourages the scheduling of dentist or doctor appointments during school hours unless it is an urgent situation.
5. A student who arrives after 8:45 am will be reported as tardy. A student who leaves before 2:20 p.m. will be reported as an early dismissal.

Consequences:

1. At 7 days absent, tardy, and/or early dismissals, parents will receive a letter indicating the total days absent, tardy, and/or early dismissals recorded. The Principal will then confer with the parents to determine the circumstances surrounding the child's absences, tardy, and/or early releases to determine if further action is necessary.
2. At 10 days absent, tardy, and/or early dismissals, parents will receive a second letter indicating the total days absent, tardy, and/or early releases recorded. The parent and/or guardian must submit a written statement explaining the reason for the child's absences, tardy, and/or early releases.

3. At 15 days absent, tardy, and/or early dismissals, the Principal will meet with the parents to determine the need to submit a petition to the Court for resolution with assistance by the Court or Department of Youth and Family Services.

AFTER SCHOOL ACTIVITIES

The before and after School Program is provided by the YMCA. Hours are 7:00 to 8:30 A.M. and 3:00 to 6:00 P.M. Please call 617-323-3200 for more information.

Curran Center – Child Care Program

The childcare program provides opportunities to expand upon the classroom theme units through activities and experiences designed to enrich the curriculum. New themes and topics of interest are also explored. The daily schedule in childcare provides a balance of quiet and active experiences, with time for social interaction, creative arts, outdoor play, and free choice times. Rest schedules will be established as needed. A childcare parent handbook is available to all who enroll.

ARRIVAL/DISMISSAL

Curran Center – Hours of Operation

Preschool Program:

Morning Session: 8:45 – 11:15 AM

Afternoon Session: 12:30 – 3:00PM

Kindergarten Program:

Morning Session: 8:50 – 11:20 AM

Afternoon Session: 12:30 – 3:00 PM

The academic school day begins for grades 1 – 5 for all students at 8:45 a.m. Students who arrive late start off the day already behind. Please make every effort to have your child at school on time. Staff supervision begins at 8:30 a.m. and students will line up to enter the building at 8:35 a.m. For this reason, parents are requested not to allow children to arrive before 8:30 a.m. Children are dismissed at 3:00 p.m. Any change in dismissal plans must be communicated in writing *in advance* to the child's teacher. All students who are dismissed early must be signed out by a parent or guardian at the office with school personnel before dismissal.

BUS TRANSPORTATION

Pupils in Grades 1–5 who live more than two miles from the school are eligible for bus transportation. Payment of a user fee is required to receive a bus pass. Applications for a bus pass must be completed every year. The bus picks up and drops off students at the school. A school bus transportation pass is a privilege. It entitles pupils to bus transportation provided they conduct themselves properly while being transported to and from school. A bus pass may be revoked for behavior that is deemed dangerous or disrespectful by the bus driver.

Bus transportation is provided for all kindergarten students who wish to use this service. Bus routes are published in the Daily Transcript and the Dedham Times approximately two weeks prior to the opening of school. As buses arrive at the school, each group of children is met by a teacher and led into the building. Parents/guardians are responsible for the transportation of preschool students.

CLASS PLACEMENT

Each spring, the principal joins with classroom teachers and specialists to place children into classrooms for the following school year. Every attempt is made to balance each class academically, socially, historically, (mixing populations of previous classes), and by gender. Requests by parents for specific teachers are not allowed. If you have specific concerns regarding your child's placement please submit them for consideration by April 15th in writing to the principal.

EMERGENCY INFORMATION

An Emergency Information Card is sent home with every student at the beginning of each school year. This information is extremely important and must be kept up to date. Therefore, any change of information during the year should be brought to the attention of the school office. The information asked consists of the following: Home telephone number, Name and telephone number of physician, Names and telephone numbers of two other persons to contact in case the parent/guardian cannot be reached, Place of employment of the parents/guardian and their work telephone numbers, Authorization to provide medical attention at the hospital if the parents/guardian cannot be reached.

LOST AND FOUND

Every school has a lost and found area in the building. Please label outer clothing, lunch boxes and school bags with your child's name. The Dedham School Department is not responsible for lost, damaged or stolen articles on school grounds prior to, during or after school hours.

LUNCH/SNACKS

Lunch is offered for full time students. The elementary schools offer a choice of two lunches and milk daily. A lunch menu order form is sent home each month. The menu and money are collected on Mondays, one month ahead. You can order weekly or monthly. Applications for free and reduced rate lunch will be sent home early in September

A midmorning snack is common in most classrooms each day. We suggest students bring a piece of fruit or some other healthy snack. We encourage you to send in a well-balanced lunch for your child.

PUBLICITY

At times, a student's photograph and name may appear in the local newspapers, on cable television, or on the school web site. If you do not wish your child to receive this type of publicity, written notification must be given to the principal at the beginning of each new school year.

RECESS

Students have an outdoor recess daily. Please dress children appropriately.

SCHOOL INSURANCE

The Dedham School Committee endorses the concept of providing an opportunity for quality student accident insurance through a reputable company at a reasonable cost. The student insurance program is voluntary with application forms available in early September.

SCHOOL PICTURES

Individual student pictures are taken yearly. Prior notice of dates of the photography will be sent home. Parents must prepay for the photos.

BEHAVIOR

It is expected that all students will be thoughtful of others, respect school property and property of others and be conscientious. Students are expected to respect their peers and teachers, parents, police, traffic officers, bus drivers and other school personnel. We are all working together toward a “Hands – Off” policy and mutual respect.

Our intention is to work with students in this conflict resolution process as an important part of their learning experience and to communicate with parents about the process.

DRESS CODE

Children need to wear clothes that are clean, comfortable and appropriate for the weather. The school reserves the right to question the appropriateness of a student’s dress when such dress interferes with the learning environment, the student’s health, and /or safety.

Student dress should enhance, not interfere with the teaching-learning environment. Any article of clothing that endangers the health and safety of students or interferes with the teacher-learning process is prohibited. This includes, but is not limited to:

- Clothing that displays inappropriate, obscene, or profane emblems, slogans or images.
- Excessively tight clothing
- Spandex, tank tops, mesh shirts, halter tops, etc.
- Hats and outer clothing, such as coats and jackets, being worn in the school building during school hours.
- Any other attire that may disrupt the proper order of the school or distract from the educational environment (School Committee Policy 5128)

Academic Program

ACADEMIC ASSESSMENT

Academic assessment occurs regularly throughout the year in all classes to monitor student progress and to inform instruction. At any time parents are welcome to make an appointment to discuss their child’s performance and progress with his/her teacher or the principal. Teachers schedule individual parent/teacher conferences twice a year. Standards Based Progress Reports are issued three times a year in grades 1 – 5. They are issued two times a year in Kindergarten. Fall open house is scheduled in September for parents to meet teachers.

ELEMENTARY CURRICULUM

The elementary education program focuses on the academic, social, and physical growth of a child through the Massachusetts Curriculum Frameworks and the Dedham Curriculum. A wide range of materials is used to meet the individual needs of the students, including manipulative, the visual arts, games, storytelling, field trips, computer technology, and music. These are integrated into the language arts, mathematics, science, and social science curricula to make learning meaningful and important concepts understandable.

Preschool Program – The preschool curriculum is designed to meet the needs of three and four year olds as they develop socially, emotionally, physically, and cognitively. A variety of developmental activities provide opportunities for the child to create, explore, communicate, and learn at his or her own pace.

Kindergarten Program- The kindergarten curriculum continues the focus on the social, emotional, physical, and academic growth of the child through a developmental approach to learning. The major goals of the kindergarten year are to foster curiosity, the desire to learn, self-confidence in ability to learn, the learning of skills, the application of skills learned, the willingness to take risks, and the acquisition of general knowledge.

The kindergarten curriculum integrates reading/language arts, mathematics, science, history and social science, music, art, physical education, and library activities in a thematic structure.

FIELD TRIPS

In order to supplement the curriculum and provide enrichment programs in the arts, students have the opportunity to participate with field trips for each grade. The PTO supports field trips for each school. The decision to go on a field trip is jointly made by the classroom teachers and the principal. Field trips are a privilege. Students who have, by their actions, shown a negative behavior pattern may be excluded from this privilege after consultation with the teacher, principal, and the student and his/her parents/guardian. The student is, however, expected to attend school. The teacher will provide regular class assignments for the child on that day.

HOMEWORK GUIDELINES

The School Committee, Administrators, and Faculty believe that homework assignments are important to a quality education and to develop independent work habits. A hierarchy developed by Lee and Pruitt provides an excellent model for classifying assignments. They set forth four major categories of homework for:

- **Practice:** to support the mastery of specific skills and to reinforce material presented in class.
- **Preparation:** to prepare students for upcoming classroom lessons.
- **Extension:** to transfer new skills and knowledge to new situations.
- **Creativity:** to integrate many skills and ideas into a new product or performance that involves planning and analysis over several days or weeks.

Homework is an extension of the school day. Homework assignments are expected to be developmentally appropriate and meaningful. Students should read every night for 15-30 minutes depending on the age and reading level. The homework assignment each day is as follows:

- **Grades 1 & 2:** Approximately 15-20 minutes with a balance between language arts and math according to students' individual needs.
- **Grade 3:** Approximately 30 minutes with a balance between language arts, math, science and social science.
- **Grade 4:** Approximately 30-45 minutes with a balance between language arts, math, science and social science.

- Grade 5: Approximately 1 hour with a balance between language arts, math, science and social science.

Children need a special time and place to do their homework. Help your child establish a regular time to do homework each day. Provide him/her with a quiet place where homework can be completed without interruptions.

Please be reminded that children in the upper grades are often given long-term assignments. Check regularly to make sure they have organized their time well so those assignments are not left until the last minute to complete.

LIBRARY

The Elementary grades 1 – 5 Library Media Specialist directs information technology and the library program. Each class visits the library at least once per week for instruction on library and research skills, for exposure to literature and new books, to select independent reading, and for introduction to computer skills. Parent volunteers handle cataloging, assist children with book selections, and read aloud.

TRANSITION

FIRST GRADE - Each spring, the Curran Center kindergarten teachers prepare information about children entering first grade for the four elementary schools. First grade teachers meet with the Curran Center kindergarten staff to become familiar with the classes. The kindergarten teachers accompany students on a visit to their elementary school to provide a smooth transition. Each spring students will have an opportunity to meet their new principal, tour their new school, and visit the first grade classrooms.

MIDDLE SCHOOL- Each spring the Dedham Middle School conducts several meetings with fifth grade students and parents to provide a smooth transition. Students have an opportunity to meet the principal, tour the building and visit the classrooms.

Communication

NEWSLETTER / WEBSITE

A newsletter and district calendar will keep you informed about school events. PTO may submit announcements to the newsletter for community activities. These communications may also be found on the school's web site, www.dedham.k12.ma.us/.

NO SCHOOL / DELAYED OPENING ANNOUNCEMENTS

In case of inclement weather, school closings and delayed openings will be announced on Boston area radio and television stations. Please don't call the school, police or fire departments for information. The Dedham Public Schools will announce delays or closings on the following stations: WBZ, WBMX, WHDH, WBUR, WROR and TV channels 4, 5, 7 and 56.

Most radio stations have no school announcements beginning at 6:00 am. In case school is not called off during bad weather, parents should exercise their own discretion about sending their children to school after considering the distance involved and the best interests of their children's health and safety. If the child is kept home, refer to the absence policy. If there is a delayed opening, listen carefully as to whether the Dedham Public Schools are operating on a one-hour delay (9:45 opening) or a two hour delay (10:45 opening).

ECEC

When the Dedham Public Schools delay opening for 1 or 2 hours:

There will not be morning kindergarten or preschool.

There will be afternoon kindergarten or preschool.

Full day kindergarten will begin after the 1 or 2 hour delay.

Child care will open 1 or 2 hours later, as do the schools.

When the Dedham Public Schools cancel school:

There will be no morning kindergarten or preschool.

There will be no afternoon kindergarten or preschool.

Child care will be closed.

SCHOOL SECURITY

Each school throughout the system has a built-in security system. The system is equipped with a television monitor that allows the Principal/Secretary to control entry into the school building. All doors remain locked during the school day. All parents, volunteers and visitors must enter through the front door, sign in at the office, and wear a Visitor badge while in the building. Entry through other doors is not permitted.

SCHOOL VISITS

Parents and friends of Dedham Public Schools are welcome to visit the buildings, volunteer in classrooms, and are encouraged to meet with teachers.

PARENT TEACHER ORGANIZATION

Each elementary school has an active Parent Teachers' Organization (PTO) that sponsors a variety of school activities and programs that enrich students' educational experience, support the implementation of the School Improvement Plan, and build a strong community spirit. The PTO raises funds for student field trips and arts programs. The PTO also maintains the school playground and makes other improvements to the school.

ROOM PARENTS

Each classroom has Room Parents. Room Parents assist teachers with various needs and classroom events over the year, communicate with parents should the needs arise, support fundraising efforts of the PTO, and communicate with the PTO board about school functions.

SCHOOL COUNCIL

The Massachusetts Education Reform Act of 1993 dictates that a school council will oversee the goals of all schools. Consistent with this, the Dedham School Committee voted that each public school shall have a school council subject to the Open Meeting Law and shall meet in the evening no less than four times a year and no more than seven times a year. The council shall be established early in the school year so that its first meeting can be held no later than forty calendar days after the start of the school year.

Membership shall include the principal as co-chair of the council, parents, teachers and other interested parties. Membership may include persons from municipal government, business and labor organizations. Council members may serve no more than two consecutive terms and are elected to either one or two year terms.

The Council writes a School Improvement Plan that contains the goals and expectations for each school. These goals include plans to improve student performance, school climate, home school communication, and facilities. In addition, the School Council reviews programs for staff development, the school budget, and other important relevant school concerns. Anyone interested in serving on the School Council should

contact the principal or a member of the PTO Board. An election is held each year at the Open House in the September. Meetings are generally in the evenings at the school.

Student Services

ENGLISH TO STUDENTS OF OTHER LANGUAGES (ESOL)

The ESOL program is designed to integrate limited English proficient students into all facets of the mainstream curriculum. In one-to-one, small group, and whole class sessions, the fundamentals of the English language are presented in an arena of inclusion where the important tenets of multicultural education are fostered. There is much reciprocal learning between the international students and the native English speakers making our community a place where cross-cultural communication is encouraged and diversity celebrated.

EVALUATIONS

To be eligible for specialized instruction through Chapter 766, a student must first be found to have a disability, which prevents him/her from making effective progress in school. The school district is not required to refer students for an evaluation solely because they are at risk of being retained or have failed the MCAS.

OCCUPATIONAL / PHYSICAL THERAPY

Occupational and physical therapists provide special education and consultation services for students, teachers and their families in the following areas:

- Fine motor skills - dexterity, tool usage (pencil, scissors) and visual motor skills
- Gross motor skills - postural stability, balance, muscle strengthening and motor planning
- Sensory motor integration - including accommodations to facilitate attention

READING AND MATH SUPPORT SERVICES

Each elementary school has a full time Reading Specialist who works in classrooms to support teachers with reading and writing initiatives as well as to provide short-term remedial support to students in English Language Arts. Some schools have Title One support personnel who provide in class assistance for students in reading and math. These students are typically six months to a year below grade level and need some extra help in a small group. Title One teachers provide reading services and math support across the grade levels.

SCHOOL ADJUSTMENT COUNSELOR (SAC)

The School Adjustment Counselor is the link between home, school, and the community. The counselor promotes and supports students' academic and social development by providing services that include:

- Individual, family, & group counseling
- Crisis prevention & intervention
- Family and developmental histories
- In class programs
- Collaboration with service professionals, community agencies, & organizations
- Advocacy for students, parents, & the school

The counselor helps parents and families identify and meet their children's social and emotional needs as well as use school and community resources more effectively. Finally, the Adjustment Counselor helps educators develop and implement plans to enhance student's success in school.

SPECIAL EDUCATION: CHAPTER 766

The Dedham Public Schools offer a variety of specialized education and support services to children as mandated by the Individuals with Disabilities Education Act, IDEA 1997. Diagnostic evaluation, special education instruction, speech and language therapy, occupational therapy, physical therapy, counseling and consultation are among the many services available to children, their parents, and teachers. Inclusion of special education students through team teaching and specialized instruction provides students with the opportunity to access the curriculum, to participate successfully in the regular education setting, and to meet their academic potential.

Special needs support is provided to students in many ways. Students may receive any one or combination of the following: individual tutoring, small group instruction, classroom instructional support, modified assignments, study groups, alternative materials, MCAS accommodations, teacher's consultation, and homework support.

SPEECH / LANGUAGE THERAPY

Speech and language therapy is a special education service that addresses identified student communication disorders. Specifically, the instruction gives students strategies for speaking, listening, and following directions as well as an ability to understand language, vocabulary and inferences that promote learning in the regular education classroom. The speech and language therapist consults with parents about communication skills.

Health Services

AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME)

School Attendance and Confidentiality of Information

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

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

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

- A parent/guardian is not required to inform school personnel if the student has HIV/AIDS. However, the parent/guardian is urged to inform school personnel regarding the infection, as informed school personnel may be able to better attend to the needs of the child.

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

HIV (HUMAN IMMUNODEFICIENCY VIRUS)

Students Who Bleed in an Uncontrollable Fashion

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

The student has weepy or bloody skin or mouth sores that can't be successfully 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. A student who bites others may be suspended or expelled for disciplinary reasons.

The student exhibits bloody diarrhea.

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

ISOLATION AND QUARANTINE REGULATIONS

Chickenpox: Isolation from school is required for 5-7 days or until all eruptions have scabbed over. Before being readmitted to school, students must be examined by the school nurse

Scarlet Fever (including strep throat): A child may return to school after being on adequate, specific treatment of medicine for at least 24 hours and his/her temperature has returned to normal.

Lice: All elementary students are checked for head lice at the beginning of the school year. If a child is infected, he/she will be sent home for treatment with medicated shampoo. After being treated, the child may return to school with a parent/guardian and will be checked by the school nurse. If the child is nit free, he/she may return to class. If you discover your child has head lice, please contact the school. The school nurse will then check his/her class. We cannot eliminate lice, but with everyone's cooperation we hope to control it.

Conjunctivitis: No pupil shall be readmitted if he/she shows any evidence of discharge from the eyes, specifically infectious conjunctivitis. If your child has itchy eyes and purulent discharge, consult your physician and obtain medication. Medication must be used for 24 hours for his/her protection as well as others at the school.

NURSING SERVICES

In case of serious accident, the nurse will be called to attend to the victim. The parents and Superintendent of Schools will be promptly notified. Parents should ensure that an emergency form is on file for such purposes. An accident report is required in cases of serious accidents.

The school nurse also administers medications to any students that might require it during the day. Medication prescribed or over the counter, may be given only in school after parents have supplied the following information:

- A signed physician's order attesting to the need for school administration of the medicine and authorizing the school nurse to give the medication. (State law requires this).
- A complete and signed parental permission slip.
- The medication supplied in the original, labeled, pharmacy container. Only the doses needed for school administration should be included.
- For purposes of safety and effective monitoring of medications or drugs, students should not carry or self administer any medication during the school day. While this procedure may in some ways be inconvenient for parents or be counter to the philosophy of encouraging a child to assume responsibility for his or her own health, the need for administrative control of drugs in schools has stronger weight. This is a protection for your child and the other students.

If you have any questions regarding the health regulations set down by the state of Massachusetts and the Dedham Public School, please do not hesitate to call either the principal or school nurse.

PHYSICAL EXAMINATIONS (VISION / HEARING)

State law requires that schools administer annual vision and hearing exams. Parents are notified where impairment is suspected. State law mandates postural Screening for all fifth grade students. The Physical Education Department and School Nurse carry this out. All new students are required to have physical exams conducted by their family physicians. Mandated school physicals are required for all fourth (4) grade students either by their private pediatrician or the school physician.

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 cleanup of body fluid spills is necessary:

- Treat all blood spills with caution.
- 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 promptly.
- 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 your hands. Soap and water will kill HIV.

- Unless grossly covered with blood, other body fluids such as urine, vomit, or feces do not pose a significant risk of infection and can be cleaned up in the usual manner. (Policy adopted by School Committee 4/28/93).

VACCINATION REQUIREMENTS

Vaccinations requirements are as follows:

- Hib – 1 - 4 doses
- DPT: 5 doses are required (the fourth between age 4 and 6). Boosters are required between 5 10 years.
- Polio: 3 - 4 doses.
- MMR: 2 doses Measles 1 dose Mumps 1 dose Rubella
- Hepatitis B: 3 doses
- Tuberculosis: PPD or TB Screening is required for all students before entering school.
- Varicella: 1 dose (children who have not had the disease).

Dedham Public School Policies

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 will be required before readmission to the regular school program. Readmission will follow five (5) days suspension, provided that the parents have attended a school conference and the student, parents and school representative have developed a corrective plan for behavior modification.

DEDHAM SCHOOL DEPARTMENT'S INSTRUCTIONAL NETWORK

ACCEPTABLE USE POLICY

Dedham Public Schools Student Instructional Network Acceptable Use Policy

Mission Statement

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

General Policies and Guidelines

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

Failure to adhere to this policy and its guidelines below may result in suspending or revoking access to the network as well as other consequences as described below.

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

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

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

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

Guideline 4: 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 student is responsible for what s/he says and does on the network. The following people are entitled to use the network in support of the Dedham School Department's mission:

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

Limitation of Liability

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

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

Additional Disclosures

The DSD reserves the right to examine all data stored on computers or any storage media that is the property of the DSD to ensure that users are in compliance with these regulations. Email is insecure and may be read by authorized enforcement personnel. Please note this only a limited expectation of privacy within the network, just as there is for any storage facility in the schools. Similarly, there is only a limited freedom of expression on the network; the school department has the discretionary right to "edit" publications within its jurisdiction everything posted or transmitted via the DPS is a "publication."

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

Consequences

Network use in the Dedham Schools is an appropriate application of our instructional program. 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.

In general:

- Parents will be contacted and informed of the violation.
- The student will lose her/his network access rights immediately. A conference with the building administrator, the student and parents will be held. Access privileges may be revoked permanently.
- A disciplinary report will be written, with a copy for the parents and a file copy.
- The student may be suspended or expelled from school.
- All illegal activity will be reported to local law enforcement.

If you have any concerns or questions about network use, please contact your child's principal.

Please note:

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

In support of our educational network, including but not limited to, postings on the Dedham School Department's Intranet and Internet site may also be inspected. Requests for restrictions on such use should be submitted in writing to the building principal.

If you have any concerns or questions about network use, please contact your school's administration. Approved August 18, 2004 by the Dedham School Committee.

COMPUTERS

School computers are to be used only for academic purposes. While the school fully supports computer and Internet use at home, parents are strongly urged to limit and monitor computer use as well as television viewing and telephone usage. Parents should supervise email and "chat rooms" by their children as well.

SEARCH AND SEIZURE POLICY STATEMENT

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

Reasonable searches are conducted when:

- There are reasonable grounds for suspecting that the student has violated or is violating the law or the rules of the school.
- The search is conducted in a manner that is appropriate to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- If a search of a student is necessary for the safety of the student, student body and/or school personnel, the search must be conducted by the building administrator in the presence of another school administrator, nurse, etc., of the opposite sex (if the student being searched is of the opposite sex of the school administrator). If the building administrator determines that the police must be involved and the administrator requests that the police do the search, then a search warrant must be issued. Under no circumstance should a school administrator search a student without requesting permission from the student. If a student chooses not to be searched, he/she should be notified that they will be detained until a police officer arrives with a search warrant. Parents must be notified.

Parents and students are reminded of the following:

- Desks and cubbies are school property on loan to students.
- Certain items may not be stored in desks, cubbies or other receptacles including weapons, penknives, Swiss Army knives, (etc.), stolen property, etc.
- Dedham Schools retain the right to inspect desks and cubbies periodically for compliance with these rules and to maintain health and sanitation standards.
- A student search that is conducted by a police officer will, in all likelihood, be upheld if a valid warrant is held. However, searches including locker searches by administrators are allowed without a warrant if he/she has reason to suspect that a student has violated or is violating the law or the rules of the school.

SEXUAL HARASSMENT POLICY

All students of the Dedham Public Schools have the right to an educational environment free from any type of discrimination, including freedom from sexual harassment.

The term "sexual harassment" means any sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature when:

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

Sexual harassment of students, in any form, is a major offense and may result in serious disciplinary action up to discharge for employees or dismissal for students. This policy applies to all employees, students, vendors, contractors, customers and visitors. All complaints of sexual harassment must be reported immediately to the building principal or directly to the Superintendent of Schools. (Adopted by School Committee 4/29/97).

SMOKING POLICY

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 at all times.

With the support of the Board of Health, the Dedham Public Schools, Schools and the Dedham School Committee, the following measure will take effect immediately:

Any Dedham Public School student found smoking in the building or on school grounds will be subject to the following consequences:

1st Offense: \$100.00 fine or Smoking Education Class
Parent notification
Notification to sports and activity directors

2nd Offense & thereafter: \$100.00 fine
Parent notification
Notification to sports and activity directors

Failure to pay the \$100.00 fine after twenty-one (21) calendar days will result in a suspension from school.

SUSPENSION AND EXPULSION

A suspension is when a student is excluded from school and school related activities for not more than ten school days. After each suspension, a student must have his parent/guardian come to the office to confer with the principal before he/she may return to class. The following actions may be a cause for suspension:

- Leaving school grounds without permission
- Destruction of school property or property belonging to a staff person or a student

- Fighting
- Insolence or disrespect for authority
- Any other conduct, which, in the judgment of the principal, seriously interferes with the education process.

An **expulsion** is when a student is excluded from school and school related activities for more than ten school days. Please refer to Dedham School Committee Policy Relative to Weapons on School Property, School Buses, or at School Events. Policy appears at the end of this handbook.

SUSPENSION AND EXPULSION PROCESS

If it is considered necessary to suspend or expel a pupil, the following procedures shall be followed with the understanding that a student facing suspension or expulsion has the following Due Process rights:

- The student shall be given an opportunity to present his/her side of the story.
- The student shall be given oral or written notice of the charges against him/her.
- Two adults should be present during the entire process if at all possible.
- If the student denies the charges, the student shall be given an explanation for the evidence the authorities have.
- The parent or guardian shall be notified in writing within 24 hours of the suspension or expulsion. This notice will clearly state the reason and length for the suspension or expulsion. The parent will be notified of the procedure and the date the student should return to school.
- A brief note outlining the action taken and the process followed should be on file.
- No suspension will exceed ten school days.
- As a general rule, the notice and hearing should take place prior to a suspension from school.

As previously stated, the notice and hearing should precede the removal of the student from school. However, a student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be immediately removed from school. In such cases, the necessary notice and hearing shall follow as soon as practicable. When a student is suspended or expelled from school, the parents or guardian shall be called in for consultation with regard to the actions of their child and possible solutions to help solve the problem.

WEAPONS

DEDHAM SCHOOL COMMITTEE POLICY RELATIVE TO WEAPONS ON SCHOOL PROPERTY, SCHOOL BUSES, OR AT SCHOOL EVENTS CHAPTER 269

Crimes against Public Peace

CH. 269, S. 10. Prohibition against Firearms in School

(j) 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 as hereinafter defined, loaded or unloaded or other dangerous weapon 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, imprisonment of 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. Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars. Amended by St. 1987, c. 150, s. 2: St. 1989, c. 648. The Dedham School Committee considers a weapon any item that could inflict personal harm to an individual. a. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal. ¶.b. Any student who assaults a principal, assistant principal, teacher, teachers' 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/her discretion, decide to suspend rather expel a student who has been determined by the principal to have violated either paragraph a or b; provided however, that any principal who decides that said student should be suspended shall state in writing to the school committee his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.

¶.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 at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this section.

¶.e. When a student is expelled under the provision 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. (Policy adopted by School Committee 6/29/93).

