

Student Handbook

Duxbury Middle School

2021-2022

Duxbury Middle School
Duxbury, Massachusetts 02332
781-934-7640
www.duxbury.k12.ma.us



School rules adopted by Duxbury School Committee May 19, 2021

THE DUXBURY PUBLIC SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF
RACE, RELIGION, COLOR, NATIONAL BASIS, SEX, SEXUAL ORIENTATION,
GENDER IDENTITY, DISABILITY, OR AGE IN ITS EMPLOYMENT, PROGRAMS, AND
ACTIVITIES

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OUR COMMUNITY

Middle School can often be one of the most challenging times in a student's education for a variety of reasons. Students learn and grow significantly during this three year period in a variety of academic, physical, and social- emotional ways. As such, Duxbury Middle School is focused on educating the whole child to ensure they leave DMS with a wide range of academic and social emotional skills, and we operate with a "relationships first" philosophy. We feel as though building relationships among our students, staff and families is at the heart of ensuring students' success and sense of belonging. Research has proven that students benefit greatly from having at least one positive and trusted adult connection in their school building, and we strive to ensure that each student who walks through our building has multiple adults they can rely on for support.

We want DMS to be a positive place where all students feel safe and welcome. We expect our students at DMS to show our commitment to our core values of inclusion and equity in our actions and words, because we value our diverse community and the strength that brings us. Our educational environment focuses on the whole child by not only building academic skills, but also by building social emotional skills such as self-awareness, self-management, responsible decision making, relationship skills, and social awareness. We hold our students to high expectations, while at the same time providing the support students need to meet those expectations, and the learning experiences that will help them grow when they make mistakes.

As partners in your child's education and personal growth, we are committed to collaborating with you to support your child and their academic and social emotional development over the course of their three years at DMS. Lastly, we invite you to join us in sharing your voice to ensure DMS is a positive, supportive, and effective space for learning for all of our students and their families.

Message from the Principal

Dear Students and Families,

At Duxbury Middle School, we believe in respect, responsibility, and academic excellence. We have set a mission ***to provide each student with the opportunity to achieve personal and academic excellence***. We uphold this vision: that every student in Duxbury Public Schools will be provided with a high-quality education aligned with the MA Curriculum Frameworks that includes opportunities to cultivate their individual interests and passions. We will prioritize students' social and emotional well-being in an environment that celebrates equity, inclusion, and life balance. And, students in Duxbury Public Schools will be empowered citizens who understand the interconnected social, political and cultural systems of the world. Additionally, we have a number of core values in the Duxbury Public Schools that highlight our mission and beliefs:

- **Students First**
- **Personal and Academic Excellence**
- **Integrity**
- **Equity and Inclusion**

This handbook serves as a resource for all students and families in the Duxbury Middle School community as a document that reflects these values and beliefs. Each year, the handbook is reviewed and updated by our School Council, which is comprised of parents, teachers, community members, and administrators. Within these pages, you will find information on our various programs, the structure of our school and daily life at DMS, operational guidelines, as well as academic and co-curricular information. The last section is our Code of Conduct, which outlines our expectations for behavior in our schools and is the same across all of our schools in the district.

As I welcome you all to the 2021-22 school year at Duxbury Middle School, I invite you to review this document as a family. I look forward to working towards our mission with all of the members of the Duxbury community, in particular our DMS students, as we kick off what is sure to be a fantastic year. Please feel free to contact me at any time, and I look forward to a successful school year.

Sincerely,

Sarah McGuire
Principal

DMS Schedule

8:00 - 8:15 Students should report to their Team Area.

8:15 - 8:20 Bell rings at 8:15 for passing to First Block Class

(Students arriving after 8:20 to their Block 1 class are tardy and must report to the Main Office to sign in.)

8:20 – 9:16 Block 1 (Daily Attendance taken at 8:20)

9:20 – 10:16 Block 2

10:20 – 11:16 Block 3

11:20 – 12:52 Block 4

11:20 – 11:48 1st Lunch

11:52 – 12:20 2nd Lunch

12:24 – 12:52 3rd Lunch

12:56 – 1:52 Block 5

1:56 – 2:49 Block 6

Rotation of Periods

Day	1	2	3	4	5	6	7	8
PERIODS								
Block 1	1a	7a	5b	3a	1b	7b	5a	3b
Block 2	2a	8	6b	4a	2b	8	6a	4b
Block 3	3a	1b	7b	5a	3b	1a	7a	5b
Block 4	4a	2b	8	6a	4b	2a	8	6b
Block 5	5a	3b	1a	7a	5b	3a	1b	7b
Block 6	6a	4b	2a	8	6b	4a	2b	8

SCHOOL TO HOME COMMUNICATIONS

The school community recognizes the importance of communication between school and home. The following is a summary of communication you can expect to receive in a given school year.

<i>Summer</i>	<ul style="list-style-type: none"> • List of suggested supplies for start of school if grade or team appropriate. • Bus schedules will appear in local papers: <i>Clipper</i>, <i>Reporter</i>, and <i>Patriot Ledger</i>. • Newsletter • Aspen portal listing student's teachers, and/or schedule if grade appropriate.
<i>First Month of School Communications</i>	<ul style="list-style-type: none"> • WEB (Where Everyone Belongs): an orientation program for all incoming sixth graders and students who are new to Duxbury and are enrolling at DMS. • Welcome letter and Open House schedule <ul style="list-style-type: none"> • Open House gives parents an opportunity to meet the Administrators, specialists and classroom teachers. This is a chance for teachers to give a curriculum overview and to review classroom procedures and expectations. • Student Handbook (<i>Online. Hard copy available in main office</i>) • PTO packet • Volunteer packet • Medical/Emergency Information updates • Co-curricular handout
<i>Monthly Communications</i>	<ul style="list-style-type: none"> • PTO Newsletter
<i>Weekly Communications</i>	<ul style="list-style-type: none"> • <i>Duxbury Clipper</i> Roster Page • School newsletter • School website: www.duxbury.k12.ma.us • News shared @Duxbury_MS on Twitter and Instagram
<i>As Scheduled Communications</i>	<ul style="list-style-type: none"> • Progress Reports and Report Cards (<i>Online</i>) • Parent-Teacher Conferences • Special grade level events
<i>Connect-ED®</i>	<ul style="list-style-type: none"> • Automated telephone communication network • Snow days, emergencies, absence verification, etc.

HOME TO SCHOOL COMMUNICATION – Whom to contact and when?

Duxbury Middle School recognizes the importance of two-way communication between families and school. Because there are many reasons for that communication, DMS offers this quick-reference guide for assistance.

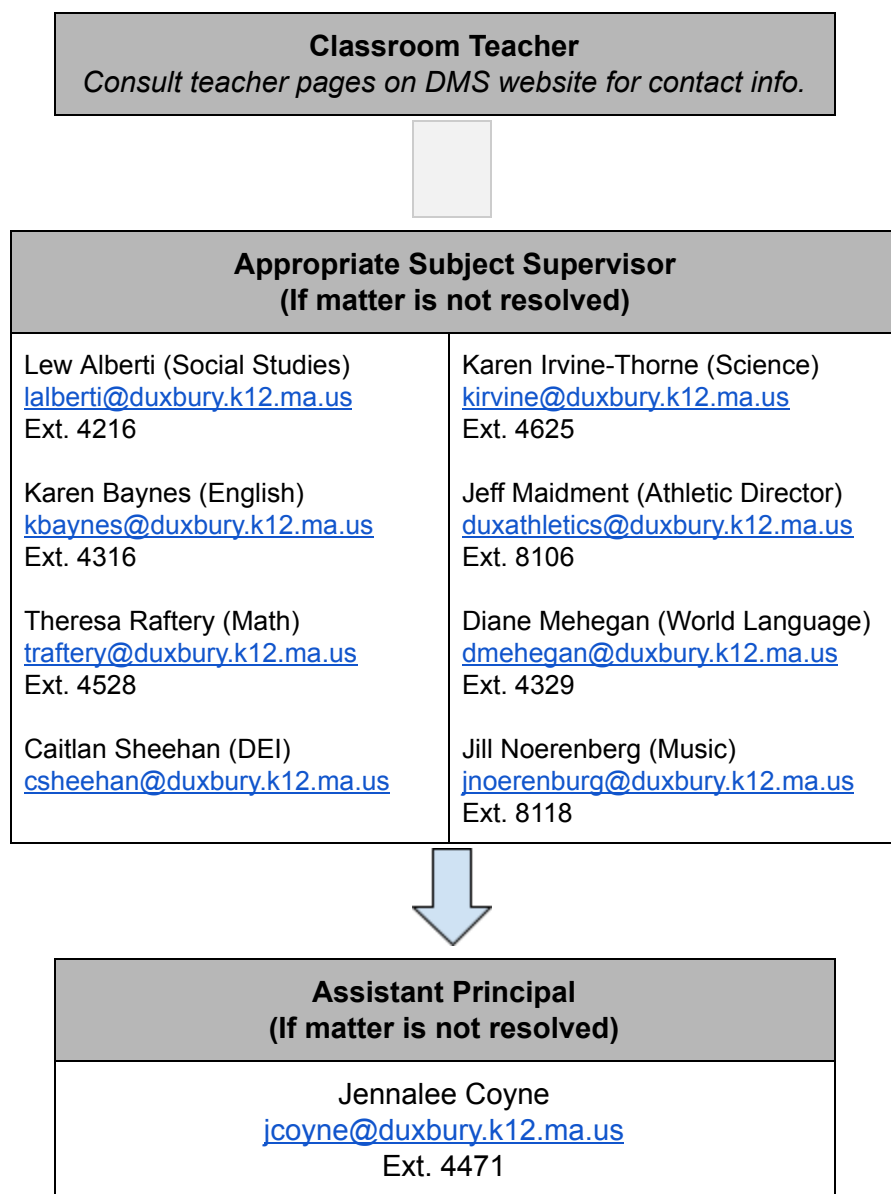
The DMS Main Office phone number is 781-934-7640.

COMMUNICATION OF ATTENDANCE MATTERS

	Contact Person
<i>Matters pertaining to daily absences, tardies, and documentation to excuse such</i>	<p>Maureen O'Neil moneil@duxbury.k12.ma.us Ext. 4468</p> <p>Maureen Leese mleese@duxbury.k12.ma.us Ext. 4470</p>
<i>Matters pertaining to extenuating circumstances for an absence</i>	<p>Jennalee Coyne, Assistant Principal jcoyne@duxbury.k12.ma.us Ext. 4471</p>
<i>Long term absences (support managing make up work, planning for return, etc.)</i>	<p>Shira Limmer (6th Grade Guidance Counselor) slimmer@duxbury.k12.ma.us Ext. 4477</p> <p>Mike Corbin (7th Grade Guidance Counselor) mcorbin@duxbury.k12.ma.us Ext. 4476</p> <p>Ashley Siffard (8th Grade Guidance Counselor) asiffard@duxbury.k12.ma.us Ext. 4475</p>
<i>Medical needs (as applicable)</i>	<p>Karen Doyle, School Nurse kdoyle@duxbury.k12.ma.us Ext. 4416</p>

COMMUNICATION OF CLASSROOM CONCERNS

Below is a chart outlining the process of communication for parents and students for any matter involving grades and assignments:



COMMUNICATION OF OTHER STUDENT CONCERNS

Concern	Contact Person
<i>Peer to Peer Relationships (Including Bullying/Harassment)</i>	<p>Shira Limmer (6th Grade Guidance Counselor) slimmer@duxbury.k12.ma.us Ext. 4477</p> <p>Mike Corbin (7th Grade Guidance Counselor) mcorbin@duxbury.k12.ma.us Ext. 4476</p> <p>Ashley Siffard (8th Grade Guidance Counselor) asiffard@duxbury.k12.ma.us Ext. 4475</p> <p><i>If warranted, please contact assistant principal to inquire about more serious concerns.</i></p> <p>Jennalee Coyne jcoyne@duxbury.k12.ma.us Ext. 4471</p>
<i>Student Discipline</i>	<p>Please contact Jennalee Coyne, Asst. Principal (see contact info above)</p> <p><i>NOTE: Disciplinary procedures and information are located in the Duxbury Public School Code of Conduct on the DMS Website.</i></p>
<i>Student Health & Well Being</i>	<p>Karen Doyle, School Nurse kdoyle@duxbury.k12.ma.us Ext. 4416</p> <p>Appropriate guidance counselor (see contact info above)</p> <p>Nicole Ochs, School Psychologist nochs@duxbury.k12.ma.us Ext. 4483</p> <p>Jennalee Coyne, Assistant Principal (see contact info above)</p>

ACADEMIC LIFE

Middle School Teams

At Duxbury Middle School we are committed to placing students into small communities, or teams of learners. Each grade level is therefore comprised of teams of students and teachers. Middle school teams are defined as; ELA, Math, Science, Social Studies, and Special Education. Students are placed on a team with a wide range of student performance to provide the best possible classroom environment.

Student Responsibilities

Students at Duxbury Middle School are expected to give priority to academic achievement and to assume significant responsibility for learning the content of each course. Classes are taught by competent, skillful teachers who design lessons to maximize student learning. Students are expected to work hard and to the best of their ability in all classes. Any student who experiences difficulty in a class should ask the instructor for extra help after school. Students must also complete all classroom and homework assignments daily, demonstrating high quality work. Student under achievement is often the result of absence from class and failure to complete all assigned work.

Academic Promotion and Recovery

As stated in “Student Responsibilities,” students are expected to give priority to academic achievement and to assume significant responsibility for learning the content of each course. Therefore, a student who fails any course for two or more terms during a school year will need to provide to the principal evidence of academic recovery in order to be promoted into the following year’s course. The principal, on a case-by-case basis, will determine appropriate evidence of academic recovery. Examples of appropriate evidence may include but are not limited to: STEP, summer school, Kahn Academy, personalized learning projects, and individual tutoring.

Integrity in School Work

The school promotes an environment where honesty is valued; students who cheat compromise that environment. Furthermore, to provide the best possible education for each individual student, it is important that a student’s work reflects his/her best effort. Cheating seriously hinders the ability of a teacher to diagnose or remediate the work of a student. Therefore, cheating will not be tolerated and will be addressed in the following manner:

There are situations in which individual classroom teachers have the responsibility to define appropriate and inappropriate sharing of information; for example, routine homework assignments, group work, and projects where parents may have some role. However, there are two areas in which there can be no “gray areas” and in which the rules are clear - testing and papers.

Tests and quizzes are designed to evaluate a student's knowledge of a particular subject area. To be fair to all students, it is necessary that the integrity of a testing period be maintained. Therefore, in testing situations, the following will constitute cheating:

- Looking at another student's paper
- Copying information from another student or from notes on one's person or in one's possession in any format, digital or physical
- Any communicating during a test or quiz
- Having a copy of a test or quiz prior to that test or quiz being administered in any format, digital or physical
- Giving or receiving any information among students during a test in any format, digital or physical
- Giving, receiving, or copying information about a test between or among students who have and have not yet taken the same or a similar test in any format, digital or physical
- Using any electronic device to provide or transmit answers or information on a test or quiz

Writing is an exercise in thinking. When a student writes a response, he is compelled to express his understanding of an idea or topic in language of his own devising, and thereby communicate his clarified thoughts to another. It is an invaluable learning process. Therefore, thwarting this process by passing off the ideas and/or written work of others, as one's own is a form of cheating called plagiarism.

Plagiarism is the act of claiming as one's own the work of another. It is the responsibility of each student to identify the sources of the words, ideas and facts presented in a paper or similar project. Words taken directly from a source must be in quotation marks. Ideas and facts taken from a source must be credited to the author. The only exception to this is factual information that falls into the category of "common knowledge," e.g. that the Declaration of Independence was promulgated on July 4, 1776. The mechanics for citing sources will vary from course to course and teacher to teacher. It is the responsibility of the student to follow the rules of citation. Given a choice between over- and under-citation, students should always choose to over-cite and, thereby, eliminate the possibility of plagiarism. However, the basic point for all students to remember is that all work presented without citation is being presented as original work. If it is not in fact original work, it is plagiarism and is subject to the penalties herein described.

The simple rule to follow in all cases is that a student should be able to state honestly, "The words and ideas presented in this paper are my own unless otherwise indicated."

All incidents of cheating may be reported in writing to the appropriate administrator. Infractions will be entered into the computerized behavioral file of the student. These consequences are cumulative for grades 6 - 8.

First Offense

Zero on assignment, test, project, etc.; notification sent to parents.

Second Offense

Zero on assignment, etc.; parent, student, teacher, administrator conference.

Third Offense

Zero on assignment, parent, student, teacher and administrator conference; letter in guidance folder describing the cheating incident.

In cases where cheating is suspected but not documented, the teacher will discuss the matter with the student(s).

All documented offenses will be reported by the teacher to the Assistant Principal and appropriate guidance counselor. A letter documenting the cheating offense will be placed in the student's file in the guidance office. The teacher will notify parents of all cases of documented cheating in writing. A parent or student may request his letter be removed at a later date (please see Amendment of Student Record). Students and parents will have the opportunity to discuss all documented offense with the teacher, Assistant Principal and/or Principal.

Homework

The amount of time a student spends on homework will **vary considerably** based on pace of assignment completion, and the types of assignments provided. We believe that homework is an integral and important part of the student experience, and expect that work assigned outside of class be targeted and directly supportive of student learning. In addition, we value the other pursuits our students partake in outside of the school day such as extracurricular activities, jobs, time with family, and therefore have set maximum times students are to do homework as well. See guidelines below.

The teacher will instruct and explain so that the student understands how to do the homework. Students should be encouraged to begin an assignment and to complete as much of it alone as possible. However, parents are encouraged to support their student if they are having difficulty with an assignment, and to communicate with a teacher if these difficulties are persistent. A parent should always feel free to consult the teacher with any questions or concerns regarding assignments or workload. Parental supervision of homework is beneficial.

Recommendation by School Committee

The following is the established School Committee Homework Policy for grade 6 – 8, which can be found in School committee policy File IKB-R:

Grade 6	60 – 90 minutes per day (4-5 nights per week)
Grade 7	up to 2 hours per day (4-5 nights per week)
Grade 8	up to 2 hours per day (4-5 nights per week)

Teachers are encouraged to coordinate assignments on their team, limit homework to 15 minutes per subject, and not double up on homework in classes that will not meet for

two days. If a child encounters a homework assignment that is requiring an excessive, and likely unintended amount of time to complete, parents are encouraged to move their child onto another assignment, and inform the teacher ahead of the next class meeting of this decision.

Tests and Quizzes

Because a rotating schedule does not allow for the easy assignment of test days that existed under a traditional schedule, there will be no specific days set aside during which particular departments may test in grades 6, 7, and 8. Instead, teachers will announce tests at least three days in advance. The expectation is that students will not have three or four tests in one day. A test is defined as an evaluation lasting at least half of a block. As in the past, quizzes, announced or unannounced, may be given at any time. This policy will be reviewed if it fails to provide an appropriate educational environment.

Grading System

Grades of students at Duxbury Middle School are reported as letter grades on report cards. Each letter grade represents a range of numerical grades as follows:

A+	97 - 100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62
		F	below 60

INC. Incomplete Allows a student with an approved extended absence two additional weeks to complete assignments, quizzes, and tests.

Honor Roll for Grades 6, 7, and 8:

High honors consist of a term grade report containing nothing lower than some form of "A" (A+, A, A- or 90) in all subjects. **Honors** consist of a term grade report containing nothing lower than a "B-" (or 80) in all subjects.

Extra Help for Grades 6, 7 and 8

Teachers are generally available after school Monday through Thursday. Students should make prior arrangements to receive extra help.

Progress Reports

Ongoing student progress is available for viewing to all students and parents via the Aspen portal. A hardcopy of the Progress Report is available on request from a parent or guardian to the child's teachers.

Report Cards and Parent Conferences

Report cards will be made available for viewing to all students and parents/ guardians four times during the year, via the Aspen portal. Parent conferences are scheduled in the fall to review all student progress and discuss social/emotional growth and development, as well as academic progress and skills. Parent conferences can be scheduled at other times during the school year with individual teachers, as they are needed. Please note: Anytime you have questions or concerns regarding your child's progress, first contact your child's teacher. *A hard copy of Report Card is available upon request.*

Standardized Testing Program

Duxbury Public Schools implement standardized tests to measure curriculum and student achievement with state and national norms. Currently, the schools comply with state mandated testing in specific grades (MCAS). Students and parents are notified in advance of testing dates and procedures.

AWARDS

Honors, awards and scholarships will be consistent with the laws and regulations which prohibit discrimination on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, or religion.

The Duxbury Middle School strives to recognize students for their academic, character, and civic successes throughout the school year. This is accomplished by awarding the following awards:

Character Counts Awards

Character Counts Awards are given to those students who exemplify qualities such as: civic responsibility, resourcefulness, character, and accountability. Students who receive Character Counts Awards are invited to a breakfast with the school administration.

Principal's High Honors Awards

At the completion of the school year, students in Grades 7 and 8, who have received all A's for the first three terms of the academic school year are awarded the Principal's High Honors Award.

Hojlo Awards

At the completion of the school year, four students per team who exemplify the following characteristics are awarded the Hojlo Award in honor of the former DMS Principal Larry Hojlo: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Presidential Academic Fitness Awards

At the completion of the school year, those students who have received all A's for seventh grade and all A's for the first three terms of eighth grade receive the Presidential Academic Fitness Award.

Departmental Excellence Awards

At the completion of their middle school experience, students who have shown excellence in the various academic areas will be awarded the Departmental Excellence Award.

Project 351 Ambassador

A Project 351 Ambassador is an 8th grade student selected by his or her school for their exemplary ethic of service and demonstration of Project 351 values of humility, compassion, kindness, and generosity of spirit. In addition to participating in 2 days of leadership and service in the Boston area with over 400 peers from around the Commonwealth, the Ambassador also planned and led their own service project here in Duxbury.

ATTENDANCE POLICIES

Responsibilities and Expectations of the School, Students and Parents

Learning needs to be valued as an ongoing process that requires the daily interaction of students with their peers and teachers. Student absences do affect this learning process. While a student may make-up the work missed, he/she can rarely duplicate the learning experiences lost by that day's absence. When students are absent from a class for any reason, it is to their detriment. Since education is a cooperative effort and student's gain from their interactive discussion with one another, their absences also hurt the class.

Regular and punctual school attendance is essential for success in school. It is also a requirement of state law. *All absences (even those authorized by parents) are considered unexcused unless the required documentation is provided.*

Students may be excused temporarily from school attendance for the following reasons:

- medical excuse (with date specific medical documentation),
- bereavement or serious illness in family,
- observance of major religious holidays,
- legal (with documentation from the court, lawyer etc.),
- students may be excused for up to two days for private school visits. Verification and/or documentation from the school visited is necessary.
- other – a student may be excused for other absences with approval from the school administrator.

Documentation (i.e. a doctor's note) for the above absences should be provided to the school principal or designee within ten (10) school days of the absence. Documentation provided after 10 school days may require a meeting with the principal or his/her designee.

The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children between the ages of 6 and 16 attend school regularly, in accordance with state law.

Attendance Reporting

State law requires the school system to investigate cases of excessive school absence. Interventions may include contact with parents, school conferences, case management services and service referral.

When a student is absent from school and the parent or guardian has not advised the school of the absence, the school notifies the parent or guardian of the absence. Should a student be absent for three consecutive days and the parent or guardian has not contacted the school about the absences, the school will send another notification to the parent or guardian of the three-day consecutive absences. In addition, the school will notify a parent or guardian of a student who has:

- missed 2 or more periods unexcused over at least 5 days in a

- school year, or
- missed 5 or more school days unexcused in a school year. The school principal, or designee will make reasonable efforts to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop an action plan for student attendance.

Parents

When your child is absent, you will receive a computerized message from *Connect Ed*® confirming the absence. ***Upon the child's return to school, write a note to be presented to the main office including the date(s) of absence, reason, and the parent's signature. Any medical documentation explaining an absence should also be submitted at this time.***

Tardiness

Students

Students are expected to be in the building by 8:10 and passing to their First Block class at 8:15. Students must report directly to the main office upon arrival to school **after 8:20 A.M.** Students will be assigned general detention upon accumulation of **5 tardies within a term and a detention will be assigned with each tardy thereafter until the close of the term, if they are not excused tardies (Please refer to the list of what is excused in the absent language).** Students who have not signed into school, but are seen in or around the school, will be subject to the consequences of the Code of Conduct. Teachers will notify the main office of students' attendance. Missed tests, quizzes, writing assignments, labs, etc., must be made up at the teacher's discretion.

Parents

All tardies (even those authorized by parents) are considered unexcused unless the required documentation (as referenced on the previous page) is provided. Students may be excused temporarily from school attendance for the reasons detailed in the absent section on the previous page. *Parents should submit a note and any required documentation, which includes date, and reason for tardiness in order to excuse the tardy.* This will be reviewed by the administration.

Dismissal

Parents must sign students out for dismissal. The school will keep court documents such as restraining orders, custody agreements, etc., that have been supplied by the appropriate parties, on file in the school office so that your student/s are released only to a parent or guardian who has legal custody.

Students

Students must have written permission from their parent or guardian to be dismissed. This permission must include the date, time of dismissal and reason for the dismissal. The student must show the note to his/her classroom teacher at the time of dismissal and come to the main office and wait for his/her parent or guardian to come to the main office to sign him/her out. Any student who leaves school without being properly dismissed is subject to the consequences of the Code of Conduct.

End of the day: Students

When dismissed by the teacher of the last period, students go to their lockers and leave the building immediately. Students who remain after school for detention, co-curricular activities or athletics, should go to their lockers and report to their after school activity promptly. Generally, students should not be in the school after school hours unless remaining for detention or a school related function.

Parents

Dismissal notes should include the same information as absence notes, and should indicate if a student plans to return to school that day. Student dismissals raise safety concerns to the school and disrupt the academic work of the classes. Therefore, dismissals should be confined to those of medical, legal or emergency nature.

When dismissing a student the parent or guardian should come to the main office and introduce himself/herself to the school secretary. In the case of an emergency call the school office (934-7640) so that the necessary arrangements to have the student ready for dismissal can be made.

Truancy Class Cutting

Make-up work will not be provided. The Code of Conduct will be enforced.

Students

May not make-up work missed; will receive a zero ("0") for class work missed due to cutting class. Will be subject to the Code of Conduct.

Parents

Have the responsibility of assuring that students between the ages of 6 and 16 years of age attend school regularly during the hours and terms of the school as required under Massachusetts General School Law.

Make Up Homework

One class day will be provided to make up work for each day of absence. The school nurse will act as a liaison, if necessary, between home and school in the event of illness or injury.

Extended Absences

The attendance policy is not to be interpreted as permission to be absent from school. Absence should be only for a serious reason. Multiple days of absence creates academic consequences.

The attendance policy is designed for academic, not disciplinary, reasons to maintain the integrity of academic excellence at Duxbury Middle School. Parents and guardians are encouraged to discuss the attendance policy with an administrator at any time.

In the event of an absence from school it is the students and parent's responsibility to complete and return to all teachers the work missed within a period of time equal to the absence (i.e. one week absent one week to complete work). Students and parents are encouraged to check teacher websites or contact other students for missed work or; upon return to school arrange to make up work with the teacher. In the event of an extended absence due to illness (more than three consecutive days) a parent may request work by calling the main office (781-934-7640) by 2:00 pm and the work will be available by 3:00 pm the following day.

In the case of **Voluntary Absence (i.e. family vacation etc.)**:

- The parent or student may request work to be completed during the period of absence; ***one week's notice must be given in order to allow ample time for the preparation of assignments by the faculty.*** The Student must complete and return the requested work to all teachers ***on the day he / she returns to school.*** This is the responsibility of the student and the parent/guardian.
- If work is not requested or assigned, the student must complete and return to all teachers any work missed within a period of time equal to the absence (i.e. one week absent, one week to complete the work). This is the responsibility of the student and parent/guardian.

In the case of **Absence Due to TBI / Concussion**, refer to Health Services, page 12.

In the case of **Absence Due to Religious Holidays**, please refer to School Committee policies ICA and JED-1.

GUIDANCE AND HEALTH SERVICES

Guidance and counseling program

The guidance and counseling program provides direct services in student scheduling, educational planning, social emotional learning and development, and navigation of the school environment. The guidance counselor works with students to provide social, emotional, and behavioral support. Students are taught strategies and are provided with guidance in the areas of problem solving, anger management, coping skills, social skills, and self-regulation. Guidance counselors can also provide families and students with information about other local resources for support. Guidance counselors link together the many people involved in a student's education. It is important that students and parents/guardians communicate with the counselor as concerns regarding the student arise. Students are encouraged to meet with their counselor as often as needed.

The guidance department is open to all students and teachers from 8:00A.M. to 3:00pm and to parents by appointment during those hours. To speak with a counselor, parents/guardians can call 781-934-7640 or email them directly.

School Psychologist, Social Worker, School Adjustment Counselor

The school psychologist/ Social Worker/ SAC works with students to provide social, emotional, behavioral, and academic support. Students are taught strategies and are provided with guidance in the areas of problem solving, anger management, coping skills, social skills, and self-regulation. The school psychologist/ social worker/ SAC helps families and the Duxbury Middle School community to identify barriers that impact student success; by identifying these areas, diagnostic recommendations and social, behavioral, therapeutic, or academic interventions can be made to facilitate and promote student achievement and well-being.

Confidentiality of Records

All information regarding your child is confidential. Volunteers sign a confidentiality statement at the beginning of each school year. We emphasize that no adult will discuss a specific child except on a need to know basis.

With a few exceptions, no individuals or organizations but the parents, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

Teachers have a responsibility to protect the well-being of their students. For this reason, students should be aware that some information they share with school personnel cannot remain confidential. This includes any information which is reported to a staff member which could result in personal harm to the student or others such as

abuse or neglect, drug use, suicide, etc. All Public School employees are mandated reporters of suspected neglect or abuse.

Destruction of records

State law mandates that the school keep the student records for 60 years. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Health Services

The health office is available to students during the school day. A full-time registered nurse is available for health counseling, emergency health services when a student is ill, and for intervention regarding any student's health concerns.

The health office provides emergency care to students who become ill or are injured during the school day. When a student becomes ill, he/she should obtain a pass from the teacher and go to the health office. If a student is sufficiently ill, the parent or guardian will be notified and the student dismissed to the parent/guardian or designated adult. In cases of extreme emergency, students should report directly to the health office. Any student released from the health office who does not return to class will be considered as cutting that class and will be subject to the consequences of the Code of Conduct.

TBI / Concussion

The school nurse manages the medical portion of a concussion. Please alert the health office if your child has sustained a concussion. Upon return to school, please provide the school nurse with medical documentation. Keep the health office apprised of follow-up appointments and the status of the recovery. The nurse will communicate with your child's guidance counselor and team of teachers to keep them apprised of any changes. The guidance counselor will then manage the academic plan based on feedback from the school nurse.

Medication should ideally be given at home. However, if a student needs to take medication during the school day, he/she may do so after consent forms (available at the health office) are completed by a parent/guardian and the physician, and the medication is brought to the health office by a parent. Any medication needs to be in a labeled pharmaceutical container. Students are not to carry medications on the bus or to have medication on their person.

Dr. Muido, the school physician, is available for consultation with students and parents. If a student wishes to meet with him, he/she can make an appointment in the health office. The health office and the nurse are available to students as a resource on any health-related matter. There is material available to students regarding a wide variety of health-related issues and concerns.

Since the attendance policy has been in effect, a need has been indicated for more communication between parent/guardian and school around medical issues. Even for students who have always enjoyed good health, adolescence is often a time of new and/or long-term medical problems (i.e. asthma, bronchitis, mononucleosis, strep throat, etc.). Please keep the school nurse informed of any health problems that arise so that appropriate services can be provided and teachers notified. The school nurse can then be a liaison for parents/guardians throughout the year.

If a student needs to be dismissed from physical education class for one or two classes, a note from the parent or guardian should be submitted to the nurse. Long-term exemptions from physical education require a doctor's note of explanation. When a student is excused for an extended period, the physician's note is brought to the school nurse and appropriate educational adjustments are made. If a student is injured and is using crutches, he/she should report to the school nurse. Parents or guardians should notify the school nurse of all extended illnesses.

SEVENTH GRADE MANDATORY HEALTH POLICY

All students upon entry into the 7th grade are required by Massachusetts Department of Public Health School Regulations (105 CMR220.000) to have the following:

- Varivax (immunization against chicken pox) or physician certified history of chickenpox
- Tdap (Tetanus, Diphtheria, Pertussis) booster if more than 5 years since your last one
- 2 MMRs (Measles, Mumps, and Rubella)
- Completed Hepatitis B series
- Meningitis (Meningococcal) Vaccine
- A physical examination on record within the past year (completed during 6th grade or the summer before 7th grade). M.G.L. c.71, s.57.

In the spring of 6th grade written notification of needed records and/or immunizations will be mailed to each individual student's parents or guardians to the address of record. Prior to the start of the school year, a physician certified, completed immunization record and physical examination must be submitted to the middle school health office. Any student found not in compliance will be excluded from school. Exemptions: requests for exemptions are permitted, in writing, for medical and religious reasons.

Screening

Vision and hearing screenings are conducted on all grade 7 students and on any student upon request by parent or teacher. Growth screenings, which include height and weight measurements and corresponding body mass index, are done on all students.

Through the mutual cooperation of the Physical Education and Health Service Departments, postural screening to detect possible scoliosis is done for all students in grades 6 - 8. Those with positive findings are re-checked by the school physician.

Parents are notified prior to each screening, and also if test results indicate further evaluation or a student's results are outside normal parameters. **Exemptions from screenings can be made for religious reasons or by providing a note to the school nurse indicating the name of the physician who provides these services.**

STUDENT LIFE

Co-Curricular Activities & Philosophy

Co-curricular activities are those activities which, though they are not addressed in the classroom setting, form an integral part of the school's educational program. More student-centered than the rest of the program, co-curricular activities include student government, student publications, music, drama, subject-related clubs, assemblies, as well as social, political, hobby and service organizations. The co-curricular program provides each student with an opportunity to pursue established interests and to develop new interests.

Through participation, students are encouraged to form productive and satisfying relations with others based on respect, trust and caring. Experiences that foster leadership, cooperation and a sense of community educate young people for citizenship in a democratic society. Co-curricular activities enable students to exercise their creative capacities, to use leisure time wisely, to develop school spirit, to supplement or enrich classroom experiences, and to learn through achievement the respect of peers, school personnel, parents and the larger community. Perhaps most importantly, students involved in the co-curricular program can have fun.

User Fees

1. Students who participate will pay an annual user fee of \$110.00 allowing them to participate in all activities.
2. User fees will be paid prior to participation in any club or activity using the Unipay website. By regulation of the Department of Education, a user fee may not be applied to elected activities such as Student Council and Homework Club.

Student Activities Officer

The Coordinator of Co-curricular Activities is Jennalee Coyne, Assistant Principal. She will be available during the school day. The co-curricular schedule is available in the main office and on the DMS website for anyone who has questions or concerns about policy, activities or advisors.

Coordinator of Co-curricular Activities, Advisors and the Principal

Each has the authority to restrict the participation of students in any school activity for reasonable cause. The reason for such action may range from misbehavior, unexcused absence from school or practice sessions, or failing to perform within the guidelines for participation.

Contracts for Services

Negotiations on contracts for co-curricular activities, contests, concerts or other events must first be approved by the faculty advisor of the student organization and then by the Principal.

DMS Co-Curricular rules

1. Co-curricular activities are available ONLY to DMS students in good standing. Upon request of the advisor or coach, the Principal may make the following exceptions: a) alumni games, b) younger students in the Duxbury Public Schools, special needs students whose tuition is paid by Duxbury Public Schools, faculty, alumni and adult residents who may perform in concerts or plays in fill-in or minor roles.
2. A student may not participate in any co-curricular meeting or event on a day when he/she was absent from school unless exception is made by the Coordinator of Co-curricular Activities or Principal after consultation with the student's parent or guardian.
3. A student must be recorded as present by 9:00 A.M., and he or she must remain in school for the day, in order to participate in a co-curricular event unless excused by the Coordinator of Co-curricular Activities or Principal.
4. A student will be held accountable for all materials issued and must return said materials promptly at the request of the advisor. A student who does not meet his/her responsibility in this area will be denied awards and further participation in the co-curricular activity until full restitution is made.
5. Co-curricular advisors may make rules governing the conduct of participants and the requirements for memberships, rehearsal or performance. These rules must be approved by the Coordinator of Co-curricular Activities and shared with participants in writing before they are in effect.
6. All participants must ride the bus to and from school sponsored co-curricular events unless excused by the Coordinator of Co-curricular Activities or Principal.

Code of Conduct for Co-Curricular Participation

Student co-curricular participants are subject to school rules and regulations governing student behavior as cited in the DMS *Family/Student Handbook*. All participants are reminded that they must be good school citizens in order to represent their school and community in co-curricular activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in co-curricular activities for the length of the suspension and any associated social probation

Activities

The DMS co-curricular program may include the following activities:

After school Sports	Math Team
Aquaculture Club	Knitting/Scrapbooking Club
Art Club	Peer Mediation
Book Club	Players Club
Computer /Robotics Club	Respect All People (RAP)
Dragon Tales-Literary magazine	School Improvement Club
Drama Backstage	School Store
Drama Club	Student Council
Homework Club	Variety Show
International Culture Club	Variety Show Backstage
Junior Symphony Orchestra	Were Everybody Belongs (WEB)
Junior Jazz Club	Yearbook
Junior Jazz Band Ensemble	
Junior Chamber Singers	
Percussion Ensemble	

MISCELLANEOUS**Animals**

If students wish to bring animals to school for educational purposes, permission must be received from the classroom teacher and an administrator. If permission is granted, the animal will be kept in a cage or appropriate container. After the animal has been shown in a class, it will be brought to the main office to be brought home immediately.

Assemblies

We periodically hold assemblies to gather students for special presentations, to celebrate progress together, and to review expectations or key information for students. Plays are presented occasionally by individual classrooms and parents are notified of these presentations by the classroom teachers so that they have an opportunity to attend.

Assemblies are designed to be enrichment activities that support and supplement normal school functions. Attendance at assemblies is a privilege and student conduct is expected to be courteous and respectful. At designated assembly times, the classroom teacher will escort the class to the assembly area.

1. Teachers will remain with and be responsible for students in their class throughout the assembly.
2. Students will enter the assembly area in accordance with directions given by teachers and the administration.
3. Student misbehavior at an assembly may result in immediate removal from the program, exclusion from future assemblies, and other action prescribed by the Code of Conduct.

Books and Materials

All books and materials are loaned to students by the school and must be returned in good condition or paid for before the start of the next school year. Books lost during the year must be paid for before new ones can be issued. The school cannot assume responsibility for books that are lost, and or damaged or stolen. Students should not leave books and materials lying around unattended, especially in the cafeteria. Books and materials that are lost must be paid for according to the replacement cost to the school.

Building Use

Duxbury Middle School is a community-owned building and is available to students and townspeople for activities and programs after the normal school day. All organizations, school-oriented or other, must file an "Application for Use of School Facilities" form if that use will occur after 4:00 P.M. on weekdays and anytime during the weekend. This application must be returned to the business office at least one week before the scheduled event.

All student groups must have faculty or parental supervision while using the facilities after school and must follow the "General Instructions and Regulations" found on the back of the application.

Bulletins and Announcements

All notices of club meetings, athletic and social events, general information and specific instructions will be read over the intercom, and posted on the schools website and tweeted @Duxbury_MS. Strict attention should be given to these announcements as they contain important information. All announcements must be filled out on a form provided by the office and approved by an advisor or one of the principals.

Care of School Property

The appearance of the school building and grounds should be representative of the quality and amount of responsibility that is practiced by the students at Duxbury Middle School. The responsibility for maintaining privileges, such as the outside area, is placed squarely upon students. They must be responsible enough to clean up after themselves and insist that others do the same. Students witnessing acts of vandalism or theft should report their observations to a faculty member.

Cell Phones, Portable Audio Products, and Electronic Devices

All personal electronic devices (barring those with a medical purpose) must be powered off from the morning warning bell at 8:15 AM until dismissal at 2:46 PM. Students may use the office phone during school hours. To maintain the integrity of the educational environment and to foster communication within the school community, use of personal phones, or any other handheld electronic devices will not be permitted on school grounds during the school day. Students will store the device(s) upon entering school. The only exception to this rule will be the allowed use of smart phones, portable audio products, and

handheld electronic devices within a classroom with teacher supervision for educational purposes. If a student is found to be in violation of this rule, he/she will be subject to the following disciplinary actions:

First Offense:

The device is taken from the student, turned into the office and the student may obtain it from the principal/assistant principal at the dismissal of school

Second Offense:

The device is taken from the student, turned into the office and a parent/guardian will be called to pick up the device.

Third Offense:

The device is taken from the student, turned into the office. A parent/guardian will be called to pick up the device. An administrative request will be made to the parent to not allow student to bring the phone to school. Conversely, the student could be asked to leave the phone in the main office during the school day.

In addition, if a reasonable suspicion exists that a student's cell phone or other devices were used to violate any element of our Code of Conduct, including but not limited to cheating or harassing/embarrassing any member of our school community, the student will be asked to surrender the cell phone or device so that its contents may be inspected as part of a thorough investigation. The inspection of the device will be carried out immediately to minimize the risk that relevant content is deleted, thus compromising the integrity of the investigation. In the context of an investigation by school administrators into cheating, harassment or other violations of the Code of Conduct, a request for the surrender of a student's cell phone or device is considered reasonable by the school administration and is sanctioned by existing law. Therefore, students are expected to comply with the teacher or administrator making the request or face consequences as outlined in Appendix I.

Change of Address

Any time a student changes his/her address, telephone number, or email address, parents should contact the central office at registration@duxbury.k12.ma.us. If a student is moving from Duxbury, the parent must come to the school office to sign a records release form and have a transfer card completed for their child. The new school district will request the student's records soon after he/she has registered with them. Student records cannot be furnished to the new school without written permission from the parent/s.

Classroom Area Restrictions

A good school climate demands an educational process free from distractions. Students are to avoid being in unauthorized areas and/or corridors when classes are in session. An unauthorized area is defined as any area in school which is unsupervised or in which the student does not have permission from a staff member to be at that time such as the loading dock, parking lot, etc. Students causing distractions to classes

during lunch or at any time of day will be subject to the consequences of the Code of Conduct.

Classroom Guidelines and Regulations

Teachers have the authority to establish classroom guidelines and rules and regulations governing student behavior, provided that these limits do not violate any portion of this Handbook nor violate a student's constitutional rights. Every student must report on time to every class with the necessary materials to participate in the class. Students do not have the right to go to a locker after class begins.

Teachers have broad discretion to establish classroom expectations and to implement measures to maintain a positive classroom atmosphere. Each teacher will explain these standards at the beginning of the school year. Students have the obligation of fulfilling all academic and behavioral expectations of each of their teachers. Failure to comply with teacher expectations will be subject to the Code of Conduct.

If a student has a question or concern about classroom guidelines or expectations she/he should discuss the matter with the teacher, with parents, or with a guidance counselor after following the directions of the teacher.

Code Of Conduct

See Appendix 1 Code of Conduct

Detention

There are two types of detentions assigned to students, a teacher detention and an office detention. A teacher detention can be assigned whenever a teacher feels that student behavior is not appropriate, or when academic work is not complete. An office detention is assigned only by an administrator for behavior which violates the Code of Conduct. Students who are assigned a detention will be given 24-hour notice. Students are expected to remain for detention for the day it is assigned.

Students who fail to report to a teacher's detention are assigned two (2) office detentions. Students who fail to report for any office detention will be assigned a work detail or in-school suspension. Students who are asked to leave detention for inappropriate behavior will be subject to the Code of Conduct.

Discipline Definitions

Our rules and regulations are based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases of second and third offenses. In determining the severity of the penalty or suspension, the principal or assistant principal may consider all relevant factors, including but not limited to the following:

- the student's previous disciplinary record,
- the severity of disruption of the educational process,

- the degree of danger to self, others, and the school in general,
- the degree to which the student is willing to change his/her inappropriate behavior.

All rules and regulations are subject to review through the Handbook Committee and School Council. Students and teachers are encouraged to discuss the rationale and enforcement of our rules, which are intended to make the school a humane and rational institution.

Conference

A formal conference with a teacher or school administrator is when a group of invested individuals meet to discuss the common goal of helping a student find success academically, behaviorally, and socially.

Teacher Detention

A teacher requires that a student report after school to satisfy an obligation. Failure to appear will result in a telephone communication to the parents by the teacher and may result in additional detention assignments.

Office Detention

If the student has committed an offense that goes beyond the supervisory limits of the classroom teacher, detention will be served in the office or other designated supervised location. The duration is at the discretion of the administrators. Failure to appear will result in a parental telephone call and a double detention assignment. The 2nd incident could call for the imposition of In-School Suspension.

Loss of Privilege

A student may be denied permission to participate in specified extra-curricular activities such as dances, event nights and other extended-day activities. Loss of lunchroom privileges and bus transportation are included in this category.

Social Probation

Generally used in conjunction with Suspensions, this includes the loss of privileges but is set for a specified length of time (i.e. 1-9 weeks).

Work Detail

Reporting after school for an extended period of detention (three hours or more) as an alternative to a suspension.

In-School Suspension

Removal of a student from classes. This suspension is served at school in the office. A student is given schoolwork to work on during this time, (typically lasts from 1-3 days).

Suspension

Removal from school for a defined number of days. A letter citing all details is sent to the superintendent and parents. A parent conference is required.

Expulsion

Permanent removal from the Duxbury Public Schools

Dress

Students are expected to dress appropriately for a school setting and in a manner that is conducive to learning and safety at school and school-related events. The Principal or designee reserves judgement on the appropriateness of student clothing. Articles of clothing that advocate or display violence, weapons, alcohol or other drugs, illegal behavior, or expressions of vulgarity are not allowed. Excessively revealing clothing, or clothing that exposes undergarments, midsections, backs, chests, and buttocks is prohibited. Students are required to wear shoes. A parent/ guardian will be called to bring a change of clothes for their child if necessary.

Field Trips

Field trips may be scheduled by teachers to enhance the curriculum. Requests for field trips are approved by the Principal and the Superintendent, and in some cases, by the School Committee. The cost of transportation, lunch and admission fees must be provided by parents. Scholarships may be provided. Permission slips must be signed before students will be allowed to participate in the field trip. Any questions or concerns about a field trip should be directed to the teacher providing the trip. Chaperones are required to fill out a CORI form to participate on any field trip.

Fire Drills & Lock Down Drills

Fire & Lock Down drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly, clears the building or takes shelters by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Food and Drink

Food and drinks are not allowed in hallways, Team Areas, Gymnasiums, Library, Presentation Hall, or Performance Arts Center. Food and drink should also not be removed from the cafeteria. Snacks may be eaten within the classroom at the discretion of the classroom teacher. Students may keep water with them throughout the day. Other beverages, such as sport drinks, coffee, hot chocolate, etc are permitted in the cafeteria **only**, not in the classrooms.

Gum Chewing

Gum chewing is allowed at the discretion of the teacher.

Harassment and Bullying Policy and Reporting Procedure

The Duxbury Public Schools is committed to maintaining a school environment free from harassment based on race, color, religion, national origin, age, gender, sexual orientation, and disability. Such harassment in the workplace or school environment is unlawful and absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors, and other individuals in school or at

school-related events. Further, any retaliation against an individual who has complained about harassment or against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Harassment includes communications such as jokes, comments, innuendos, notes, e-mails, voice mails, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, gender, disability, age, sexual orientation, gender identity, or disability, when such communications or conduct is sufficiently serious to deny or limit the ability of a student to participate in or benefit from the educational program or the ability of a staff member to perform his/her duties.

A student who believes that he/she is the victim of harassment should report the matter to a teacher, counselor, or administrator who in turn will notify a complaint manager in the school. As an alternative, a student may report directly to a complaint manager. Notice of each school's complaint managers will be posted in a prominent location in the school. The complaint manager for Duxbury Middle School is Jennalee Coyne, Assistant Principal who can be reached at 781-934-7640, and jcoyne@duxbury.k12.ma.us.

All employees of the Duxbury Public Schools must respond to suspected harassment and to complaints by students or harassment by notifying the building principal or an appointed complaint manager. Employees are expected to take every report of harassment seriously.

A **student** may also file a complaint alleging harassment by contacting:

Mrs. Heather Tucker, Administrator of Special Education
Duxbury Public Schools
71 Alden Street
Duxbury, MA 02332 (781) 934- 7643

If a student does not wish to discuss the issue with other school staff or feels that the staff is not addressing the problem in an effective manner, the student/student's parent or guardian should contact the Interim Superintendent of Schools, Dr. Danielle Klingaman, or Interim Assistant Superintendent of Schools, Dr. Elizabeth Wilcox at (781) 934-7600. The staff members listed above are also available to provide information about this policy and the Duxbury Public Schools complaint process.

The Duxbury Public Schools urges all individuals in the school community to bring any complaint of harassment to the attention of school personnel (e.g. teacher, counselor, or administrator) so that they can resolve the issue. The Duxbury Public Schools will promptly investigate every complaint, observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. If it determines that harassment has occurred, Duxbury

Public Schools will take appropriate action to end the harassment and to ensure that it is not repeated.

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622. Retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation is unlawful and prohibited.

State agencies that enforce laws prohibiting harassment or receive complaints include:

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place
Boston, MA 02108
(617) 994-6000

Massachusetts Department of Education (DESE)
350 Main Street
Malden, MA 02148-5023
(781) 338-3700

Federal agencies responsible for enforcing federal laws prohibiting harassment are listed below:

Equal Employment Opportunity Commission
JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
1-800-669-4000

U.S. Department of Education, Office for Civil Rights (OCR)
5 Post Office Square
Boston, MA 02109-3921
(617) 289-0111

The Duxbury Public Schools' Policy Prohibiting Harassment can be found [here](#).

Please visit <http://www.duxbury.k12.ma.us/Page/7404> for information and all Duxbury Public School Committee Policies on Bullying and Bullying Prevention.

Title IX

The US Department of Education revised the investigation procedure for Title IX Investigations (which includes but is not limited to allegations of sexual harassment) in August of 2020. To review what constitutes a Title IX violation and the process Duxbury Middle School will follow when such violations occur, please refer to the following

School Committee Policies to ACAB

(<https://www.duxbury.k12.ma.us/cms/lib/MA01001583/Centricity/Domain/80/ACAB%20%20HARASSMENT%20POLICY%2010.16.20.pdf>) and ACAB-R

(<https://www.duxbury.k12.ma.us/cms/lib/MA01001583/Centricity/Domain/80/ACAB-R%2010.16.20.pdf>).

Hazing

Any conduct or method of initiation into any student organization or team which endangers the physical or mental health of a student is against the law in Massachusetts and punishable by fine and/or imprisonment. (Chapter 269, Section 17 of the General Laws) This behavior includes whipping, beating, forced exercise, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance. Other forms include any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student to extreme mental stress, including sleep deprivation or isolation.

Anyone who is aware of hazing and/or is at the scene where hazing takes place is required to report the crime to an appropriate law enforcement official as soon as reasonably practical. Failure to report such a crime is punishable by a fine of not more than one thousand dollars. (Chapter 269, Section 18)

Health Education Grade 8 Parental Notification

At the beginning of each school year, in accordance with M.G.L. 71, Section 32A, all parents/guardians will be notified of courses in the curriculum that primarily involves human sexual education or human sexuality issues. At Duxbury Middle School, human sexuality issue as related to AIDS is contained in the grade 8 health course.

Parents may exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

Parents may also inspect and review program instructional materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school. Appeals to the Principal's decisions are directed to the Superintendent per Duxbury School Committee Policy IHAMA.

Internet: DUXBURY PUBLIC SCHOOLS ACCEPTABLE USE GUIDELINES

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these

guidelines in their own homes. Duxbury Public School (DPS) provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance Millennial Learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. DPS electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for Millennial Learners' to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Guideline is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Guideline is written for all those who use school provided Network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school Network space.

The following is a statement of rules and guidelines for the acceptable use of electronic information resources. It is provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are the rules and guidelines under which all members of the DPS community (students and staff) will be held accountable.

USAGE GUIDELINE

DPS provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. DPS uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. DPS realizes this fact and takes every effort to monitor online activity.

Student Safety. Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Images and products of K-12 students may be included on district/ school/ classroom websites without identifying captions or names unless parental permission is denied.

Extended Safety K- 5. Teachers of students in grades K-2 will access appropriate websites for their students. Students in grades 3-5 may not attempt to access any Internet resource without the prior consent of the teacher.

Password Protection. Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy. E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of 'seven years'.

Online Etiquette. Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

Messaging. Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

Blogging/Podcasting. Use of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

Plagiarism/Copyright/Licensing. Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of

plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons agreements to share, remix, and reuse media.

Proxies. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Illegal Activities. Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

TERMS OF AGREEMENT

The Duxbury Public Schools reserve the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Duxbury Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

RESPONSIBILITIES & EXPECTATIONS OF THE SCHOOL, STUDENTS AND PARENTS

Learning needs to be valued as an ongoing process that requires the daily interaction of students with their peers and teachers. Student absences do affect this learning process. While a student may make-up the paperwork missed, he/she can rarely duplicate the learning experiences lost by that day's absence. Absence from a class for any reason is academically detrimental to students. Since education is a cooperative effort and students gain from their interactive discussion with one another, their absences also hinder the class.

GOOGLE WORKSPACE APPS AND NON-WORKSPACE APPS

The Duxbury Public Schools have been using Google Apps collaboration tools for many years. The apps have made it possible for both staff and students to work together virtually on documents, presentations, and projects via the web. These tools allow direct access to instructional content, assignment and event calendars, and the ability to electronically submit work. Email accounts allow students and teachers to communicate and collaborate in a safe and structured manner while also providing access to many web based educational tools to create stories, concept maps, edit videos, and develop visual presentations.

Recently, Google reorganized some of their apps for education into a Google Workspace core list of apps that are approved for use by students under the age of 18. However, there are a host of additional Google Apps that we have used regularly in the classrooms that now require parent permission. These apps include, but are not limited to: Google Maps, Google Earth, and Blogger, among others. [Here](#) is a link to Google's explanation and list of Workspace apps and non-approved apps.

The use of Google Apps for Education represents a very important step towards developing a modern learning approach. These tools support the high levels of communication, collaboration, and creativity required in today's classroom while preparing students for the skills they're going to need in the future.

Please note, our digital classroom environment is a district-managed service. For the protection of your children, district administrators have the ability to monitor and audit the contents of student accounts.

If you do not want to have your child/children utilize the non-Workspace Google apps in the classroom, please email clewis@duxbury.k12.ma.us stating that you do not want your child using non-Workspace Google apps in the classroom and include student name and grade.

Liability

Students are personally liable (responsible) for actions which result in the loss or damage of property of others or the school and for behavior which interferes with the rights, civil rights, and education of other students. Any student experiencing or witnessing such violation of rights or property is obligated to report such incidents to a member of the faculty or administration.

Library Media Center

The library is open Monday through Friday, 8:00A.M. to 3:30 P.M. The library has a large collection of materials, fiction and nonfiction, a reference section, books on tape, videos, copy machines and other audio-visual services (computers for word processing and Internet use). The librarian can be consulted for details on any of these matters.

Lockers

All students will be assigned a locker each year. **Students should not give locker combinations out to anyone.** Students are expected to store all valuables and other belongings in their lockers during the school day. Students should be sure that their lockers are secured when not in use and should not share combinations with anyone. Should a school locker become inoperable, students should report the problem to the main office as soon as possible.

Lost and Found

Students who find lost articles should take them to the office, where they can be claimed by their owners. A Lost and Found Center is located outside the school cafeteria. Parents and students are encouraged to check this area periodically for lost articles. Valuable items (jewelry, watches, money, eyeglasses) which have been lost are returned to the main office.

Lunch (Nutrislice)

Parents can make payments, check the balance, and view a history of what their child is eating through the Nutrikids program. Parents can also set up a "new balance alert" through e-mail that alerts you when your child's lunch account balance is low. It's extremely important that you keep a balance in your account to avoid an interruption in service. To set up your My Nutrikids account you will need to put in a student ID number. You must call the DPS Food Service Director, Kellie Prince at 781-934-7669 for that number.

Parking

When visiting the school, please park in the designated visitors' area in the parking lot near the front of Duxbury High School and enter through the DHS main door. There is no visitor parking in front of DMS.

Passes

To ensure the safety and security of students, students will be required to use passes to leave a classroom within a class period or to enter a classroom late from another class, nurse's office, counselor's office, etc. Students must have a pass to go to the nurse's office or guidance counselor's office during class time.

Physical Examination

Physical examinations are required for:

- All new students if no physical examination is recorded within a year of entry;
- Any child who has had frequent unexplained illnesses/absences;
- Upon entry into 7th grade a physical exam needs to be on record as completed during the past year (during 6th grade or the summer before 7th grade).

The school physician is available for consultation with students/parents. Any parent who would like to meet with the physician may make an appointment through the health office (781-934-7640).

Professional Development Days

Professional Development Days for teachers are scheduled throughout the school year. Please refer to the current school calendar for the respective Professional Development Days.

Restraint Procedures

Restraint is not a form of treatment or punishment and will only be used as an emergency procedure. Preventative techniques will typically be utilized to avoid the need for restraint. De-escalation techniques including redirection, removal from the situation or offering emotional support from an appropriate adult should be attempted prior to physical contact. Restraint is to be used only as a last resort when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others.

All staff receives an annual review of the school's restraint policy and procedures. Training will include a focus on prevention and behavior support as well as individual crisis planning. A number of staff will receive extended training providing them credentials in both avoiding restraint and its proper implementation should it be unavoidable.

The district complies with all state required reporting. Any restraints lasting longer than 20 minutes will receive approval by the building principal before continuing. Through the principal or designee, reasonable efforts will be made to orally notify a parent within 24 hours of the use of restraint.

Complaints will be received and investigated by the building principal or designee. Parents will be engaged in prevention of restraint through ongoing intervention plans created for individual students that only include restraint in emergency situations.

The following restraints are prohibited: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion and the use of physical restraint in a manner inconsistent with 603 CMR 46.00.

These procedures comply with Duxbury School Committee Policy JKAA and M.G.L. 603 CMR 46.00.

Security Cameras

In order to maintain a safe and secure school environment, security cameras are present throughout the schools. They may be in use in any area, inside or outside of the school buildings, where there is no expectation of privacy. Students identified on

security cameras in violation of School Committee policies will be subject to disciplinary action.

Sexting

Possession and/or dissemination of sexually explicit photographs or videos (“Sexting”): It is against the law to possess and/or disseminate sexually explicit photos or videos while on school property. Such acts can be charged as a felony crime. Students found to be in possession of sexually explicit photographs or videos or who are found to solicit those items will receive appropriate disciplinary consequences including police notification.

Social Activities

Social activities are school functions and are subject to all school rules and the following regulations:

- Proper behavior and dress is required from students at all times or they will be uninvited.
- Students may not leave the building at any time during the activity.
- Food or beverages will not be taken into the gymnasium.
- Only students at Duxbury Middle School will be allowed to attend a dance or social activity.
- In order to go to a social activity, students must attend school on that day or receive special permission from an administrator.
- Any student found drinking, possessing or appearing to be under the influence of alcohol or drugs will be removed from the activity area and will wait for his/her parent or guardian and will be subject to consequences according to the DMS Code of Conduct.
- Students must wear soft-soled footwear to protect the gym floor.
- Chaperones who volunteer their time as a favor should be treated with consideration and appropriate courtesy.
- Students ***MUST*** make a prior arrangement to be picked up by a parent or guardian at the end of a scheduled event. Failure to do so may result in exclusion from future social activities.
- DSU events, while promoted by DMS, are not supervised by Duxbury Middle School personnel.

Student Introductions

The climate of a classroom is clearly enhanced when students know and accept one another. Students who are new to Duxbury and the school should be formally introduced and have the opportunity to meet others. Whenever a new student joins a class, teachers will initiate a meaningful introduction of the new students. This practice will help to promote mutual respect.

Volunteers

Duxbury Middle School recognizes the diverse talents and skills represented in the community and welcomes the volunteer assistance of citizens in helping the professional staff carry out the instructional program of the schools. Volunteers may assist in the classrooms by tutoring individual students or working with small groups; may assist in developing and maintaining collections of instructional materials; and may perform other services of assistance to students and teachers. For further information, please refer to School Committee policy IICC.

The basic requirement for volunteer services will be an interest and enjoyment in children and a belief that they can learn. All volunteers must sign a confidentiality statement. The Principal will assume responsibility in cooperation with the Coordinator of Volunteers and the PTA, for selection, training and supervision of the volunteers at DMS.

All volunteers who are in direct contact with children will submit to a CORI check as required by Massachusetts' law. CORI forms are available in the schools main office. *Please be aware that a CORI forms can take up to 5 weeks to be processed.* Worker's Compensation Insurance does not cover volunteers.

The Duxbury Public Schools does not tolerate discrimination based on race, color, national origin, sex, disability, age, sexual orientation, gender identity, or religion.