



Dedham Middle School

Student Handbook

2021 - 2022

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District and School Leadership Team

Central Administration

Michael J. Welch
Superintendent

Ian Kelly, Ed.D.
*Assistant Superintendent for
Curriculum, Instruction and Assessment*

Edward Gotgart, Ed.D.
*Assistant Superintendent for Business and
Finance*

Elizabeth L. O'Connell
Director of Special Education

School Administration

Karen R. Hillman
Principal

Shelly Pagnotta
Interim Assistant Principal

Meghan Armstrong
Educational Team Leader

Main Office

Kathy Timmons
Administrative Assistant to Ms. Hillman
781 - 310 - 7019

Alysia DiMuzio
Main Office Secretary
781 - 310 - 7001

Kate Murray
Administrative Assistant to the Guidance Office and Registrar
781 - 310 - 7017

Health Office

Donna Farrar BSN RN.
School Nurse
781 - 310 - 7008

Guidance Office

Kevin Quaranto
Guidance Counselor
Grade 8 & Grade 7 L to Z
781 - 310 - 7014

Elizabeth Pedersen
Guidance Counselor
Grade 6 Grade 7 A to K
781 - 310 - 7013

Christie Parker
School Psychologist
781 - 310 - 7016

Kristen Mitchell
Adjustment Counselor
781 - 310 - 7015

Alison Burke
School Psychologist
781 - 310 - 7012

Dedham Middle School's Mission Statement

It is the mission of Dedham Middle School, with the support of our families and community, to prepare students to meet the demands of our local and global community, technological world, and innovative education. We will expect and encourage students to apply their best efforts and creative abilities.

Intellectually, all students will...

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

Socially, all students will...

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

Physically, all students will...

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

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

Supporting Our Mission

Expectations

In order to fulfill its mission, we expect that our community, parents, faculty, administration, and young people will support the school's efforts to provide optimum educational opportunities for every student. Dedham Middle School is an accredited member of the New England Association of Schools and Colleges.

Dedham Middle School expects our community to...

- hold the children and their education as a top priority.
- serve as role models of good citizenship.
- provide the financial support needed to maintain a high-quality educational program.
- share their ideas on education with the school.

- support school programs.
- contribute resources and expertise as members of the business community or as individual citizens.

Dedham Middle School expects our parents to...

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

Dedham Middle School expects our administration and faculty to...

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

Dedham Middle School expects our students to...

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

DMS Structure and Philosophy

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

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

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

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

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

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

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

Daily Life at Dedham Middle School

Announcements

Daily announcements are made during the homeroom period in the morning, and if need be, prior to dismissal in the afternoon.

Backpack & Drawstring Bags

In order to maintain safety in congested corridors, and stairways, and to assist students in the organization and care of books and materials, backpacks may not be carried during the school day. As students do not need to change clothes for PE, string bags will no longer be allowed.

Arrival And Dismissal

Arrival

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

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

Dismissal

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

Early Dismissal

For reasons other than illness, early dismissals are discouraged if appointments can be made after school hours. If a dismissal is absolutely necessary, it can be authorized by the administration upon receipt of a note from the student's parents. Dismissal notes must be brought to the office prior to 8:10 am. Parents must report to the main office prior to the student's dismissal. If a student does not return to school that day, he/she is not allowed to attend after school/evening school activities on the same day. If a student becomes ill during the school day and wishes to be dismissed, permission must be secured from the school nurse. Parents will be notified and transportation arrangements must be made with the nurse prior to dismissal.

Lockers

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

Lost and found

Items that are found should be brought to the main office. Students may check the lost and found box before or after school. Items will be discarded on a monthly basis. The Dedham School Department is not responsible for lost or stolen articles on school grounds prior to or during the school day, or after school hours.

Dress Code (Currently Under Review)

Students that repeatedly violate the school dress code may be subject to disciplinary action. Based on the premise that student dress should enhance the teaching-learning environment, the following are not acceptable:

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

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

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

Field Trips

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

Homework

The School Committee, administrators and faculty believe that homework, an assignment given to students outside the regular class period, is of vital importance in the earning of a quality education. Homework must be assigned, completed and reviewed, and then becomes a part of a student's assessment. A hierarchy developed by Lee and Pruitt provides an excellent model for classifying assignments.

They set forth four major categories:

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

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

Textbooks/Materials Issued by the School

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

Water Bottles

We have developed a set of guidelines for the use of water bottles at DMS as follows:

- We encourage students to bring in reusable water bottles from home and refill them throughout the day.
- Water bottles will not be permitted on desks during assessments (tests/quizzes)
- DMS teachers reserve the right to ask students not to have water bottles on desks during the completion of activities.

Attendance

Student Absence

The faculty of Dedham Middle School believes in the importance of regular attendance by all students. Students not in homeroom by 8:25 am are marked absent for the day. Students reporting late for school must report to the main office to assure the accuracy of the school's attendance records.

Excused Absences

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

Absence may also be excused (with proper documentation) for court appearances and death in the immediate family or death of a classmate. If a student's absence from class is excused under the above criteria, credit for class will be awarded provided that the student has made up all necessary work for the class. In the case of extended absences, a home tutor may be assigned by the School Administration Office.

Reporting Absences

Parents are requested to call in absences by 7:30 am to the absentee line (781-310-7799). In order for an absence to be considered MEDICALLY EXCUSED, a note must be turned in to the main office upon the student's return. Each day, an automated call will be generated for any student not reported as absent.

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

- Attendance checks will be done at each progress report and report card time
- A form letter may be sent, as determined by the administration, to the parents of students who have accumulated multiple absences each trimester.

Vacations

Vacations during the regular school session and early departures for or late returns from

scheduled vacations are strongly discouraged. To do otherwise, gives the impression that daily attendance is not of the highest priority. Class discussion and classroom interactions often provide the main focus for learning and cannot be replicated through out-of-class make-up assignments. A student who develops a pattern of frequent absences from school can never make up the instruction and learning that took place during the classes he/she missed. Students absent from school due to vacation will be considered as having an unexcused absence for all of their classes.

Make-up work

It is the responsibility of the student and the parent to seek out and identify work that has been missed when a student is absent for any reason. It is the responsibility of the student to make up work. If a student is absent for an extended period of time due to illness or injury, it is the responsibility of the parent or guardian to notify the guidance office as soon as possible to request assignments. Any requests for homework for absent students require a twenty-four (24) hour notice. Students can check the website for posted homework. Any work that can be done online is strongly encouraged, but not required. It is understood that face-to-face discussion with a staff member may be necessary to facilitate the process of completing assignments.

Class Attendance

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

Tardiness to School

A student who arrives in homeroom after 8:25 am. is considered tardy. The student must report to the main office to sign in before reporting to homeroom. On time arrival will be tracked by the Assistant Principal and repeated tardies may result in disciplinary action.

Class Tardiness

The supervising teacher may have the student remain after school for an unexcused late arrival to class only after notifying the parent via a phone call. Continued class tardies may result in further disciplinary action.

Technology at Dedham Middle School

Cell Phones

Cell phones are not allowed to be in the possession of or used by students to make calls, send text messages, take photos or record audio/video of any kind during school hours. Should a student need to make a phone call, they may do so at the main office. Should a parent require a student to bring a cell phone to school, the student must power down the cell phone upon entering the building and secure it in his/her locker.

Should a student choose to use his/her cell phone during school hours to make calls, send text

messages, take photos or record audio/video, the phone will be confiscated and turned into the main office. Sanctions for use of cell phones are articulated below:

- **First Offense**
 - The assistant principal or principal will meet with the student and the phone will be returned to the student.
- **Second Offense**
 - Parent/guardian will be notified, the student may be required to serve an office detention, and the phone will be returned to the student.
- **Third and Repeated Offenses**
 - Parent/guardian will be notified and asked to come to school for the purpose of meeting and establishing a plan for success moving forward. The student may be required to serve an additional office detention.

The school day runs from 8:05 am - 2:35 pm. This policy is in place for the safety and security of students and the building. In case of emergency, parent messages can be given to the student during the school day.

Chromebooks

Each student will be issued a Chromebook and protective cover once a Parental Agreement is returned and applicable technology fee is paid. Students may carry Chromebooks in a drawstring bag.

School Transportation

Bus Registration

All Bus students in Grades 1-12 must register regardless of bus fee exempt status.

The "user fee" per student for Both Ways is \$180 with a \$420 cap per family before 8/1/2018.

Payment after 8/1/2018 will be \$195 per student with a \$465 cap per family.

One Way cost is \$120 before 8/1/2018 and \$135 per student after 8/1/2018.

Sixth grade students who live more than two miles--door to door--from the Middle School are exempt from bus fees but must complete a registration form and sign the Student Conduct form. Exempt students will receive the pass and regulations for busing from the Superintendent's office.

Please make checks payable to: Dedham Public Schools and return to 100 Whiting Avenue, Dedham, MA 02026.

Should you have any questions about school transportation, please contact Trish Sullivan at 781-310-1030 or via email at tsullivan@dedham.k12.ma.us

Bus Passes

A student must have a pass to board the bus in the morning and afternoon. Lost passes will be replaced at a cost of \$5.00. Temporary bus passes will be issued before the late bell in the morning and during lunchtime on the day any students do not have their pass. *Replacement passes will not be issued at any other time.* Only students who have bus passes are allowed on their assigned bus; guests are not allowed.

School Bus Stops

Riders must be on time. Bus drivers will not wait.

Riders will enter or leave the bus at regular stops only.

Orderly behavior and respect for private property will be required.

Instructions and directions of the driver must be followed by the riders when entering or leaving the bus and while in transit.

Video Surveillance on School Buses

All school buses are equipped with cameras that will record audio and video. There should be no expectation of privacy on school buses. All audio and video recordings can and will be used as part of any disciplinary proceedings.

Student Conduct on School Buses

While on school buses it is expected that students will...

- remain in seats.
- not whistle or shout.
- not use drugs or alcohol.
- not push or wrestle.
- not disturb others belongings.
- not throw objects in the bus.
- not open windows.
- not climb over seats.
- not litter on the bus.
- keep arms, hands, and heads inside.
- use appropriate language
- not eat.
- not harass others.
- not annoy other passengers.
- not talk to the driver.
- not throw objects out the window.
- close windows.
- not lean out windows.
- keep all books and materials on laps.
- obey driver's directions quickly and courteously.

- maintain order at the bus stop.

In case of any misconduct on a bus, the incident will be reported by the bus driver on the proper form to the school principal or assistant principal. He/She will report the incident in writing to the parent concerned, with a copy to the transportation office.

Repetition of misconduct by the same student, the principal or assistant principal will suspend the student's transportation privileges with written notice to the parent. Bus privileges may be denied permanently if a third incident occurs, following a conference with the superintendent or designee. The responsibility for transportation will rest with the parent, if the privilege is denied. Additionally, no refunds will be provided in such instances.

Please note: Parents of students suspended or expelled from the bus for misbehavior will not be eligible for a refund of bus fees paid. Parents will be held personally responsible for any defacing or damaging of the bus. Parents and students will be informed of these regulations at the beginning of each school year and the same standards of conduct and any written rules which apply during the school day, will apply on the buses.

Video Recording & Photography

Occasionally, we may post class pictures or exemplary work completed by students on the DPS website, classroom web page or our private DPS Intranet. Additionally, digital video photography may be used to film school events that could appear on Dedham's local cable access station or local newspaper. Please be advised that posting or publishing pictures/videos taken during any DMS activity without the express permission of the Dedham Public Schools is strictly prohibited.

Visitors

All visitors must check in at the main office, sign the visitor log book and wear an identification sticker at all times. Visitors must sign out before leaving the building.

Dedham Middle School - School-wide Behavioral Expectations

We, the community members of Dedham Middle School Community are:

- **Respectful:** Treat others as you want to be treated
- **Responsible:** Be accountable for your choices
- **Resilient:** It's about acknowledging the fear and still taking courageous leaps

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

warrants such action. Minor infractions of school rules will be handled in the afternoon office detention session. Improper behavior during detention will result in further action being taken by the administration.

Disciplinary Practices

Disciplinary practices will remain at an individual level with an increased focus on re-teaching expected behaviors when incidents occur.

Disciplinary consequences are cumulative in nature. First or second minor offenses typically result in a warning, written apology or lunch detention, third through fifth result in office (after school) detention, and habitual inappropriate behaviors result in more severe consequences including Saturday detention, in-school and out-of school suspensions. Students who engage in chronic inappropriate behaviors will also be referred to the Assistant Principal for additional behavioral interventions and parents will be contacted. Excellence through education must include the proposition that all students should learn as early as possible that they shall always be held accountable for their actions.

We believe that:

Each teacher has a *responsibility to teach*.

Each student has a *responsibility to learn*.

Alcohol/Drugs

Any students found with alcohol in their possession or suspected of being under the influence of alcohol or drugs (other than drugs prescribed by a physician) will be sent directly to the school nurse or office, as proper in each case. The student's parents will be contacted and corrective action up to a ten (10) day suspension will be taken. Readmission will follow, provided that the parents have attended a school conference and the student, parents, and school representative have developed a corrective plan for behavior modification. (School Committee Policy #5132) (See Appendix B, State Laws, Chapter 227, Drug Free School Zone and Appendix A, Memorandum of Understanding between Dedham Public Schools and Dedham Police Department).

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

Bullying and Cyberbullying

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

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

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

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

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

- E-mail
- Social media sites
- Internet
- Text messaging/instant messaging

Bullying and Cyberbullying are strictly prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses or other vehicles owned, leased or used by the Dedham Public Schools, or through the use of technology or an electronic device owned, leased or used by the Dedham Public Schools and at a location, activity, function or program that is NOT school-related, or through the use of technology or an electronic device that is not owned, leased or used by the Dedham Public Schools, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of school.

Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at the victim that causes physical or emotional harm to the victim or damage to the victim's property, places the victim in reasonable fear of harm to himself or of damage to his property, creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-Bullying is defined as bullying through the use of technology or any electronic communication, which shall include but is not limited to electronic mail, internet communications, instant messaging, posting on social networking sites, or facsimile communications. Cyber-bullying includes creating a web page or blog in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution by electronic means or communication

of messages that meets the definition of bullying above, whether distributed directly or creating a posting that may be accessible by one or more persons.

Hostile Environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

Reporting Bullying

If a student witnesses, is made aware of, or suspects that an incident of bullying has occurred, the student is required to report the bullying, either verbally or in writing, to the building Principal or the staff member within the school who has been designated by the Principal for purposes of reporting bullying. Students may make the report anonymously although a student should be aware that the Administration cannot take disciplinary action against a student based solely on an anonymous report.

Once the report is made, the Principal or his/her designee will initiate an investigation in accordance with the Dedham Public Schools' Anti-Bullying Policy, which can be found on the Dedham Public Schools website. Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action.

Discipline for Bullying, Cyber bullying and Retaliation

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

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

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

Cafeteria Expectations

Be Respectful: Be respectful of all people and materials in this shared space

Be Responsible: Do your part to help out and clean up

Be Resilient: Practice self control

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

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

Academic Integrity

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

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

- Copying another's homework and indicating that it is yours
- Using unauthorized notes, "cheat sheets", or looking at another's work while taking a quiz or examination/test
- Allowing another to copy work or assignment
- Giving information about a test to members of another class who have the same course
- Damaging the project's/work of others
- Accepting unauthorized assistance with project, take home quiz or assignment when the intent of the assignment is to have you demonstrate your ability in the matter.

The consequences of cheating may be the loss of credit (a zero grade) on the quiz/test/examination/project or homework assignment, and/or a disciplinary consequence. The staff member will report the incident in writing to the appropriate administrator and telephone the parent.

Plagiarism (a form of cheating)

Plagiarism * is the act of stealing the language, ideas or thoughts of another and representing them as your own original work (*Random House Dictionary).

Examples of plagiarism are: (but not limited to)

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

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

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

Classroom/Building Care

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

Classroom Expectations

Be Respectful: Be your best self

Be Responsible: Follow our class expectations to success

Be Resilient: Don't give up - we believe in you

Each teacher has his/her own rules, but, essentially, teachers want our students to avoid interfering with other people's learning. The rules are simple: be in class, have your materials, be on time and don't interfere with instruction and learning. Cooperate, participate, and contribute positively.

Hallway/Stairwell

Be Respectful: Be aware of others around you

Be Responsible: Walk directly to your next destination

Be Resilient: Practice self-control

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

Detention

Students who commit infractions of the discipline code of the classroom or the school may be assigned detention. Students who are assigned teacher detention stay for the teacher for a time and number of days designated by the teacher. Students who are assigned to office detention stay for a number of days determined by an administrator based upon the seriousness of the offense. Office detention is held after school on Tuesday & Thursday from 2:35 - 3:30 pm. A late bus is available on both of these days leaving DMS at 3:40 pm. Students are given twenty-four hours notice before serving a detention, additionally parent/guardians will be notified via a phone call prior to the student serving the detention. Students may call parents prior to staying for detention. Students who exceed the designated number of tardies during a quarter may be required to attend Saturday detention (See Attendance Policy - Tardiness to School). Additionally, students who receive multiple detentions for behavioral infractions may also receive Saturday detention.

Suspension

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

The following breaches of discipline may be cause for a suspension from DMS:

- | | |
|---|---|
| 1. Fighting/Assault | 2. Roughhousing “play fighting” |
| 3. Smoking on school grounds | 4. Vandalism |
| 5. Possession, use, or distribution of alcohol or drugs | 6. Disruption of educational process (bomb threats, false alarms, etc.) |
| 7. Possession or use of a weapon | 8. Leaving school without permission |
| 9. Continued disregard for school rules | 10. Disrespect, disobedience and insubordination |
| 11. Continued or severe bus violations | 12. Hazing or harassment |
| 13. Abusive, profane, threatening or obscene language | 14. Theft |
| 15. Bullying and Harassment | 16. Skipping/cutting class |
| 17. Taking videos/photos within school | 18. Posting videos and/or photos taken |

without permission

within DMS to any public forum

In-School Suspension (less than 10 cumulative days during a school year)

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent or guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or by other method of delivery agreed to by the administrator and the parent/guardian. An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for Procedures for Long-Term Suspension.

Out of School Suspensions (10 cumulative days or less in a school year)

Except in the case of an Emergency Removal as provided on page 25, prior to imposing a short-term out-of school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H ½, an administrator will provide the student and his/her parent/guardian oral and written notice and an opportunity to participate in an informal hearing.

1. **Notice.** The written notice to the student and the parent will be in English and in

the primary language of the home if other than English, or other means of communication where appropriate and will include the following: a) the disciplinary offense; b) the basis for the charge; c) the potential consequences, including the potential length of the student's suspension; d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; e) the date, time, and location of the hearing; f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate; Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent/guardian.

2. **Efforts to involve parent/guardian.** The administrator will make reasonable efforts to notify the parent/guardian of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent for emergency notification.
3. **Format of hearing.** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
4. **Decision.** The administrator will provide written notice to the student and parent/guardian of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing. The parent or guardian shall be requested to attend a readmission conference with the principal or designee upon the student's return to school. At the principal's discretion, the conference may be held by telephone. Expectations for the student's reentry to school shall be outlined at this conference.

Long-Term Suspension

Except in the case of an Emergency Removal provided on page 24, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or

out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. **Notice.** The notice will include all of the components for a short-term suspension in Section C above, plus the following: a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not; b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; d) the right to cross-examine witnesses presented by the school district; e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.
2. **Format of hearing.** The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
3. **Decision.** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian.
 - a. If the administrator decides to suspend the student on a long-term basis, the written determination will:
 - i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
 - ii. Set out the key facts and conclusions reached;
 - iii. Identify the length and effective date of the suspension, as well as a date of return to school;
 - iv. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 consecutive days);
 - v. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where

appropriate, and will include the following information stated in plain language: a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal. No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

Exception for Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption. The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student. The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as outlined in Procedures for Short-Term Suspension on Page 23 and Procedures for Long Term Suspension on Page 24, as applicable.
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day. An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Appeal to Superintendent or his/her Designee

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may

appeal the decision to the superintendent or his/her designee. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option.

The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause. The following apply:

1. The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
2. The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
3. The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
4. The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision. The decision of the superintendent constitutes the final decision of the school district.

Due Process

Due process is the protection of rights. All students are entitled to full consideration and protection under law - particularly concerning suspension and expulsion.

Forbidden Items not permitted on school grounds

- | | | |
|-----------------------------|--------------------------|-----------------------------|
| • Any Aerosol Spray | • Stink Bombs | • Breath spray/Mouthwash |
| • Cameras | • Candy | • Coffee/Tea |
| • Cologne/Aftershave | • Energy Drinks | • Fireworks/Explosives |
| • Gum | • Hair Spray | • Skateboards |
| • Valuables | • Large Amounts of Money | • Laser Pointers |
| • Lighters | • Toys | • Soda/Carbonated Beverages |
| • Over the counter medicine | • Vapes | • Radios/Speakers |

Harassment

Dedham Middle School endeavors to maintain an environment free from all forms of harassment and discrimination. All members of the school community are expected to act in an appropriate manner and to show respect for others. Harassment includes any remarks, gestures, physical contact, bullying, verbal or physical intimidation, and the display or circulation of materials derogatory to race, ethnicity, religion, age, gender, and all handicaps. Harassment can result in suspension or other disciplinary action.

Students who feel that they have been subjected to harassment should immediately report the incident to a staff member. (See Appendix A, School Committee Policy, Sexual Harassment.) The use of the Internet, e-mail, Twitter, Instagram, Snapchat, MySpace or any other internet site for harassment purposes is also forbidden.

Search and Seizure

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

Smoking

According to the Massachusetts Education Reform Act of 1993, the use of any tobacco products within school buildings or facilities, or on school grounds or buses, by any individual, is prohibited. In addition, no minor may be in possession of a tobacco product on school property in the Town of Dedham. Students in possession or using a tobacco product are required to attend

a tobacco education class or pay a \$100 fine to the Town of Dedham. (See Appendix A, School Committee Policy, Smoking)

Truancy - Unauthorized Absence from School

Any student who is found to be truant may receive disciplinary consequences. After a pattern of truancy, the attendance officer files a complaint in accordance with Massachusetts General Laws, Chapter 76, Section 2, which requires children under the age of sixteen to attend school.

Weapons

According to the Massachusetts Education Reform Act of 1993, students may be expelled for possession of a dangerous weapon on school property, school buses, or at school events. Pursuant to the law, the incident will be reported, in writing, to the Superintendent of Schools, who shall file copies of the report with the Chief of Police, Department of Social Services, and the School Committee. The student shall be referred to a counseling program. The Dedham School Committee considers a weapon any item that could inflict harm to an individual. (See Appendix B, State Laws, Expulsion.)

Discipline for Special Education Students

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible Dedham Public School District students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

In general, Dedham Public School special education students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's special education Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination"). If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new Individualized Educational Program. The Team also must conduct a functional behavioral assessment and develop or revise a behavioral plan for the student.

In the event a student possesses uses, sells or solicits a substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others. When a

parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from Bureau of Special Education Appeals. Additional information regarding the procedural protections for special education students can be obtained from the Director of Special Education who can be reached at 781-310-1025.

Discipline of Students Subject to Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act provides eligible students some of the same procedural rights and protections as does IDEA. Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with disabilities can be obtained from the Director of Counseling who can be reached at 781-310-1025.

Discipline of Students Not Yet Determined Eligible for Special Education

The IDEA protections summarized under the Discipline of Special Needs Students also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the students were eligible for IEPs before the conduct that precipitated the disciplinary action occurred.

The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by the school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA. Additional information regarding the procedural protections for special education students can be obtained from the Director of Special Education at 781-310-1025.

Extracurricular Activities

After school Activities

There are several after school activities that are offered to students by the middle school staff, and the Youth Commission. Activities and clubs are announced each term. Students should have parental permission to stay after school. Students will be held accountable to maintain appropriate behavior in order to participate.

DMS Clubs and Organizations

Drama	Literary Magazine	School Newspaper
Open Gym	Student Council	Seasonal Sports
Homework Club	Yearbook	

Intramural Sports

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

Interscholastic

6th, 7th and 8th grade students are encouraged to participate. DMS is a member of the MIAA.

School Safety

Fire Drills

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

1. Fire drills must be responded to immediately and seriously. They are practiced for our protection.
2. Fire drill instructions are posted in each room.
3. Students and faculty are to be aware of the evacuation plan, alternate exits, and the routes from all classes.
4. Students will be led from the building by the teacher in charge of the class.
5. SILENCE is to be maintained throughout the drill.
6. Students who do not conform to fire drill procedures are subject to immediate suspension from school.

Protection of Children

Any student who has reason to believe he/she is a victim of abuse, in any form, by a parent or guardian has the right, by law (Chapter 51A), to report the alleged offense to a physician, medical intern, medical examiner, dentist, nurse, teacher, administrator, guidance counselor, probation officer, social worker, or police officer. These people have a legal obligation to report alleged abuses to the Department of Social Services. If any student has any question as to what represents child abuse, the student is to speak with the principals, guidance counselors, nurse, psychologist, or adjustment counselor.

Communication

Calendar/Newsletters/information

A calendar is maintained online at www.dedham.k12.ma.us for your reference. Check the daily announcements on the DMS website for any time or event changes.

Honor Roll

The Honor Roll is determined at the end of each trimester by a review of students' grades. The Honor Roll has two classifications. To receive High Honors a student must attain grade levels of A- or above in all subjects. To receive Honors a student must attain grade levels of B- or above in all subjects. The Honor Roll is displayed on a bulletin board at DMS and is published in the newspaper.

Middle School Parent Group (DMSPG)

The Parent Group is involved in our school and supports the student body through a variety of activities. Its success is dependent upon parents taking an active part through membership and

participation. Information regarding the DMSPG and sponsored activities will be sent home throughout the year. There is a Facebook page for DMSPG to receive updates on activities.

No School/Delay Announcements

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

Parent-Teacher Conferences

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

Promotion Policy

It is required that a student receive a passing final grade in English, mathematics, and a minimum of two other major subjects including science, reading, social studies, and French/Spanish. A two week summer program for Math and English will be offered at Dedham Middle School.

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

Students must successfully complete failed courses in summer school to be eligible for promotion to the next grade. All costs including transportation and registration for summer school are the responsibility of parents and students.

Report Cards/Progress Reports

Report cards are issued each Trimester, in December, March, and at the end of the academic year. Mid-Trimester progress reports will be issued to notify parents of the student's performance. All report cards and progress reports will be available online through PowerSchool Parent/Student Portal on dates set by the administration. Although checking in periodically on grades online is encouraged, parents and students should keep in mind that grades viewed before dates set by admin may still be in flux.

School Council

The School Council is a representative, school building-based committee composed of the principal, parents, teachers, and a community member. Establishment of councils in each school is a requirement of the Education Reform Act of 1993. The Middle School Parent Group elects parent members of the School Council for two-year terms.

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

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

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

Student Records/Regulations

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

Transferring to Another School

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

Student Services

Food Service

School lunch and breakfast is served every day that school is in full session. For the 2021-2022 school year, breakfast and lunch are free for all students. On half days, grab and go lunches are available. A la carte items and individual desserts are also available. Free and reduced lunch forms will be distributed at the beginning of the school year and may be completed during the year by any interested parent. Parents may pre-pay monthly for school lunches. Questions about school lunch should be directed to the Food Services office at 781-310-1154.

Counseling/Guidance

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

counselor to discuss any problems they have. The counselors will arrange regular appointments with students during the school year.

Health Services

Student Illness

- To minimize the spread of infectious disease and to provide for a safe environment, students should be kept home from school for:
- Fever greater than 100 within the last 24 hours (fever should be under 100 for 24 hours without the use of fever reducing medications before returning to school)
- Vomiting/diarrhea within the last 24 hours
- A communicable disease
- An upper respiratory illness with significant coughing and/or nasal discharge
- Pain that requires the use of narcotic medications

Communication

A full time nurse is on duty during the entire school day. The school nurse will notify a parent/guardian when she determines the need for student dismissal due to illness/injury. These dismissals are not considered ‘excused absences’. Parents/guardians should arrange for their child to be picked up within the half hour for the benefit of their child and other students coming into the health office. The school nurse can be reached by telephone or email if you have any questions about guidelines for school attendance or if you are in need of any health related information. The school nurse should be notified by the parent/guardian of any:

- Serious injury, illness or hospitalization
- Planned surgery
- Communicable diseases
- New diagnosis or change in your child’s health status
- Fracture, sprain, stitches, cast, or crutches
- New medication and/or dosing change
- Need to be excused from Physical Education

Health-related and emergency information must be completed and updated annually by parents/guardians online through Powerschool and SNAP. All communication with the school nurse will be held confidential.

Universal Precautions

Universal precautions are the recommendations developed by the Centers for Disease Control and Prevention to control the spread of infectious diseases. Universal precautions treat all human blood and bodily fluids as infectious. Strict adherence to universal precautions is practiced by all DPS nurses in all clinical situations.

Medication Policy

The Dedham Public Schools Medication Policy complies with the state guidelines which are available for review at the Massachusetts Department of Public Health website. The following are some important highlights of our policy:

- We encourage that medication be administered before and after school hours, if possible.
- All medications, prescription or over-the-counter, require a physician's order and a completed parental permission form. Medication will not be administered until documentation is complete and received by the school nurse. A new medication order from the physician is required for all dose changes. All required forms are available on the Health Services website.
- All medication orders expire at the end of each school year.
- All medication must be delivered to the school nurse in a correctly labeled pharmacy or manufacturer's medication container by a parent/guardian or responsible adult. Students are not permitted to bring medication into school. Medication will not be accepted in containers such as plastic bags. Medication must be picked up at the end of each school year. Medication not picked up by the close of the school year will be destroyed.
- For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request a licensed prescriber's order.

After consultation with the school nurse and development of a plan, students who fall into the following categories may self-administer medication:

- Students with asthma or other respiratory diseases may possess and self-administer prescription inhalers
- Students with life-threatening allergies may possess and administer prescription epinephrine via an auto-injector.
- Students with cystic fibrosis may possess and administer prescription enzyme supplements
- Students with diabetes may possess and administer a glucose monitoring test and insulin delivery system.

Health Requirements

The Dedham Public Schools in accordance with the regulations of the Massachusetts Department of Public Health requires the following information before a student enters school:

- Required immunizations: an immunization record must be submitted to and reviewed by the school nurse prior to school entry
- Exemptions: If there is a medical reason why immunizations are not done, a certificate must be obtained from your physician and forwarded to the school nurse. For a religious exemption, parent/guardian must fill out a Religious

Exemption from Immunization form which can be found on our website or write a note to the school nurse.

- Parents/guardians should be aware that students who are not immunized due to an exemption or those who are under-immunized will be excluded from school in the event of a disease outbreak.
- Physical examination: A physical exam is required for all new students. The examination should have been carried out within one year of the start of school. An updated physical exam is also required in grades 4, 7 and 10. However, parents/guardians are encouraged to send a copy of the student's physical to the nurse annually.

Health Screenings

The Dedham Public School nurses follow the Mass Department of Public Health guidelines for vision, hearing, scoliosis and growth screenings. When a student fails any of these screenings, the parent/guardian will be notified and asked to follow up with a medical evaluation.

Life Threatening Food Allergy Policy

The Dedham Public Schools recognizes the increasing prevalence of food allergies and the life threatening nature of these allergies for many students. Our policy for Life-Threatening Allergies is available on our website. The implementation of this policy aims to minimize the risk of exposure, to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The management of students with food allergies requires the awareness, support and response of the entire school community.

If a student has a life-threatening allergy, he/she must have access to emergency medication (EpiPen) at all times. Parents/guardians must be responsible for the school nurse obtaining the necessary medical information about child's emergency allergy action plan.

Key points of the DPS Life-Threatening Allergy policy include:

- An individualized healthcare plan will be developed for each student with a medically diagnosed life-threatening allergy.
- Our school programs are not declared as allergen-free and foods with known allergies are not banned from our schools.
- Communication, planning, and education with staff, parents/guardians, and students will aim to minimize the risk of exposure to allergens that pose a threat

to students.

- DPS staff is not responsible for implementing the Food Allergy Policy during school sponsored events beyond the school day that are open to the public (e.g. plays, concerts, athletic contests, ceremonies).
- DPS staff is not responsible for implementing the Food Allergy Policy for programs or events on DPS property that are sponsored by various parent, community and private groups.

Children with Special Health Care Needs

When a student has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other medical or mental health condition requiring special health services in the school and/or requires the assistance of medical technology, it is vitally important that the parent/guardian meet with the school nurse to develop an Individualized Healthcare Plan as soon as possible.

Students with Medical Equipment Needs

A medical order is mandatory if a student requires the use of crutches, wheelchair or any other medically necessary equipment. If a student comes to school without a note for this equipment, the student will be sent home for reasons of liability and the potential for further injury. It is imperative that the nurse be aware when students with crutches, etc. are in the building so that, in the event of an emergency, an evacuation plan can be developed.

Concussions

Concussion or Traumatic Brain Injury can occur whenever there is a blow or jolt to the head. DPS seeks to prevent concussions and provide a safe return to activity, both academic and athletic, after a head injury. Although every concussed student is different, the care and management of students who have sustained a concussion requires education, supervision, and close collaboration between students, parents/guardians, school nurses and, when applicable, the athletic trainer, athletic director, administrator, guidance counselors, and medical professionals.

In accordance, when a student sustains a head injury, DHS' protocol for Re-entry to Academics and Return to Physical Activity is as follows:

- Student is removed from physical activity until medically evaluated
- Head Injury report filled out by Athletic Trainer, Coach, or school nurse as appropriate
- Parent/guardian notified and student is dismissed from school or athletic activity and referred for medical evaluation
- Medical provider evaluates student and documents diagnosis or traumatic brain injury or concussion

- Parent provides school nurse with documentation of head injury from medical provider and plan of care including accommodations for academic and physical activity.
- School nurse will initiate the Return To Academics protocol
- School nurse will notify, as applicable, the athletic trainer when student has completed the Return to Academics protocol and is ready to begin the Gradual Return to Play protocol.

Symptoms to look for following a blow to the head:

- Headache or feeling of pressure in head
- Nausea/vomiting
- Loss of consciousness
- Feeling groggy
- Sensitivity to noise or light
- Blurred or double vision
- Appears dazed or confused
- Balance problems or dizziness
- Answers questions slowly
- Behavior or personality changes
- Concentration or memory problems

Some of these symptoms will appear immediately after the blow to the head. Some may disappear quickly while others can increase or develop hours or even days after the injury. What to do if your son/daughter has sustained a concussion:

1. Seek medical consultation. If there has been loss of consciousness (even briefly), your child should be taken immediately to the hospital or MD office for evaluation. For concussions not involving loss of consciousness, report symptoms to primary care provider right away for advice on how to proceed.
2. Brain and Physical Rest is the main treatment for a concussion. Doing as little as possible will allow symptoms to begin clearing and a graduated return to school and sports will be planned.
3. Proper evaluation. Make sure to get written recommendations from medical provider who understands current concussion management. Progression is very individualized with factors such as duration and type of symptoms and previous history of concussion.
4. Inform your child's school nurse that your child has been diagnosed with a concussion and discuss the procedures and plans for your child's return to academics, physical activity and athletics.

Accidents

All accidents are to be reported to the school nurse. Accident reports are filed for all

incidents and copies will be forwarded to school administration.

6ht, 7th and 8th Grade Eligibility for Interscholastic Sports

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

Handicap Accessibility

The Middle School is handicap accessible.

Library/Media

The school library is open Monday through Friday. Library hours are 8:05 am - 4:00 pm. Students are responsible for returning any books borrowed and must pay for any books not returned.

School Pictures

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

Special Education

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

Student Assistance Team

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

Parents may contact the SAT through the guidance office

Appendices

APPENDIX A: SCHOOL COMMITTEE POLICIES

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

Statement of Purpose

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

We further agree to coordinate our efforts, when appropriate, with the District Attorney for Norfolk County and the Department of Education.

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

Reportable Acts

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

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

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

Procedures and Responsibilities:

1.0 The Superintendent of Schools designates the school principal as the responsible school

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

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

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

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

3.0 Use, manufacture, distribution, dispensing, possession, and/or trafficking in controlled substances are violations of school rules and the law if they occur in the school building, on school grounds, or within one thousand (1,000) feet of the real property of the school grounds, on school buses, and at or around the school bus stops, during loading and unloading procedures or on the way to or from school.

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

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

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

component of delivery of SPED services.

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

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

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

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

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

3.5 To deter students drug/alcohol use, any student found to be present (first offense) where underage drinking or drug use is taking place the Dedham Police Department will record the names, addresses, ages, and telephone numbers of all youths found to be present at the scene, and notify the parents as soon as practical after the incident to offer resource information and assist in the design of a plan to modify the behavior and prevent a recurrence. No names will be forthcoming from the police department to the school.

For second and all subsequent offenses the Juvenile Officer will notify the School Department of the incident where a student was present where alcohol or drugs were found, and the identity of the student(s) involved.

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

Parental notification relative to sex education

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

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

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

DEDHAM PUBLIC SCHOOLS NON-DISCRIMINATION POLICY AND GRIEVANCE PROCEDURE

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

Introduction

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

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

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

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

Definition of Discrimination and Harassment

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

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

Examples of harassment include:

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

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

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

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term or condition of employment, academic standing, school-related opportunities, or as a basis for employment decisions.
- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

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

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

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

Grievance Procedure: Reporting Complaints of Discrimination and Harassment

Introduction

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

Teachers or other staff members who observe or receive reports of incidents of harassment or discrimination involving students shall report such incidents immediately to the student's Principal. Administrators aware of harassment or discrimination involving any employee shall report such incidents to the Civil Rights Coordinator, listed below, or to the Superintendent. Please note that while these procedures relate to the Dedham Public Schools' policy of promoting an educational setting free from discrimination and harassment, including sexual harassment, as detailed further in this policy, these procedures are not designed nor intended to limit the Dedham Public Schools' authority to discipline or take remedial action for conduct which the Dedham Public Schools deems unacceptable.

Grievance Procedures

District Contact

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

Ian Kelly, Ed.D. Assistant Superintendent

100 Whiting Avenue

Dedham, MA 02026

781-310-1020

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

Any teacher or other employee who receives a formal complaint of discrimination or harassment shall immediately forward the complaint to the building Principal. The

Principal will then forward the complaint to the District Coordinator listed above, who will begin the formal procedure described below.

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

Internal Grievance Procedure

1. Informal Resolution of Discrimination and Harassment Complaints

Before initiating the formal procedure, the student/parent/guardian/employee/third party may wish, if possible, to resolve the complaint on an informal basis through discussion. A student or parent can discuss the issue with his/her teacher or building Principal. An employee or third party can discuss the issue with his/her immediate supervisor or the building Principal. The person receiving the complaint shall attempt, within his/her authority, to work with the individual to resolve the issue fairly and expeditiously within ten (10) working days of receiving the complaint. If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below. Contact information for building principals and for the Superintendent is located below.

2. Formal Resolution of Discrimination and Harassment Concerns:

A student, parent/guardian, employee or third party who is not satisfied with the informal resolution process or who chooses not to participate in the informal resolution process may initiate the formal complaint procedure at any time by putting the complaint in writing to the District Civil Rights Coordinator. An employee, at the request of the student, may put the complaint in writing for the student.

a. What the complaint should include

The student/parent/guardian/employee/or third party's complaint should include: the name of the individual making the complaint, the name of the individual aggrieved, the name of the individual(s) accused of committing the harassing or discriminatory practice, the location of the school/department where the alleged discriminatory practice occurred, the basis for the complaint, witnesses (if any) and the corrective action the student is seeking. If the written complaint does not contain this information, the District Civil Rights Coordinator will ask the complainant for this information.

b. When to file a complaint

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

c. What will happen after the complaint is filed

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

The District Coordinator or designee should use appropriate interim measures during the investigation of a complaint to ensure that the student is free from discrimination and/or harassment during the pending investigation. Barring extenuating circumstances, the District Civil Rights Coordinator, will complete the investigation within thirty (30) working days. When more than thirty (30) working days is required for the investigation, the District Civil Rights Coordinator shall inform the complainant that the investigation is still ongoing. After completing the formal investigation of the complaint, the District Civil Rights Coordinator shall make a decision on the complaint within fifteen (15) working days and shall inform the complainant and the person(s) against whom the complaint was made, of the results of the investigation in writing. If the District Civil Rights Coordinator finds that there is reasonable cause for believing that a discriminatory or harassing practice has occurred, the District Civil Rights Coordinator will refer the matter to the Superintendent of the Dedham Public Schools and/or his or her designee for appropriate action, up to and including discipline for either the employee or the student(s) who engaged in the harassing or discriminatory conduct.

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

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

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

Contact information for the Superintendent and the building principals is:

Michael Welch, Superintendent	(781) 310-1000
Clare Sullivan, Principal, Avery School	(781) 310-5000
Jennifer McGowan, Principal, Greenlodge School	(781) 310-4000
Kimberly Hermes, Principal, Oakdale School	(781) 310-6000
Ed Paris, Principal, Riverdale School	(781) 310-2000
Karen R. Hillman, Principal, Middle School	(781) 310-7000
James Forrest, Principal, High School	(781) 310-1100
Kimberly Taylor, Principal, Curran Early Childhood Center	(781) 310-8000

External Grievance Procedure

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

1. For complaints related to discrimination/harassment of students:

The Office for Civil Rights US Department of Education 8th Floor

5 Post Office Square, Suite 900 Boston, MA 02109-3921

Telephone: 617-289-0111 FAX: 617-289-0150 TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination

One Ashburton Place

Sixth Floor, Room 601

Boston, MA 02108

Phone: 617-994-6000

TTY: 617-994-6196

2. For complaints related to discrimination/harassment of parents:

The Office for Civil Rights US Department of Education

5 Post Office Square, Suite 900, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111

FAX: 617-289-0150

TDD: 877-521-2172

3. For complaints related to discrimination/harassment of employees:

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

OR

The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone: 627-994-6000
TTY: 617-994-6196

OR

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

General Policies

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

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

SECTION I Statement of Purpose

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

SECTION II Authority

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

SECTION III Definitions

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

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

SECTION IV Youth Possession Prohibited

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

SECTION V Penalties

The enforcing person(s) shall:

1. In the case of a first violation:

- a) notify the violator’s parent(s) or legal guardian(s) of the infraction; and at the violator’s option:
 - i) require that the violator attend a tobacco education class, e.g. TEG & TAP Program; or
 - ii) write the violator a ticket for one hundred dollars (\$100.00) payable to the Town of Dedham within twenty-one calendar days.

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

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

SECTION VI Non-Criminal Method of Disposition

Whoever violates any provision of this regulation, the violation of which is subject to a specific

penalty, may be penalized by the non-criminal method of disposition as provided in Massachusetts General Laws, Chapter 40, Section 21D or by the filing of a criminal complaint in the appropriate jurisdiction and venue.

SECTION VII Enforcement

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

SECTION VIII Severability

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

SECTION IX Effective Date

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

SEARCH AND SEIZURE STATEMENT

Reasonable searches are conducted when:

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

WEAPONS

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

DEDHAM SCHOOL DEPARTMENT'S INSTRUCTIONAL NETWORK ACCEPTABLE USE POLICY

Mission Statement:

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

General Policies and Guidelines

It is the policy that the network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Dedham School Department. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving an account to use the network. Failure to adhere to this policy and its guidelines below may result in suspending or revoking access to the network as well as other consequences as described below.

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

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

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

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

Guideline 3: There are unacceptable uses of the network. Inappropriate uses can be classified into two categories: illegal and prohibited.

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

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

- Violate the rights to privacy of students and district employees. Private information about a person cannot be sent. Personal information about oneself such as addresses and telephone numbers cannot be given out.
- Use profane, obscene, threatening, disrespectful language or other language which may be offensive to another person including language that is harassing and discriminatory. This applies to public and private messages.
- Plagiarize. This includes re-posting personal communications without the author's prior consent.
- Copy commercial software without paying for it. It is a violation of copyright law. Copyrighted work cannot be used without the permission of the copyright owner.
- Use the network for private or commercial business (financial) gain, political or religious purposes or illegal activity. Activities that do not conflict with these are those that support learning such as appropriate student council use or student government day.
- Spread viruses through computer systems. Deliberate attempts to degrade or disrupt systems performance will be viewed as criminal activity under applicable state and federal laws. Files should always be checked for viruses.
- Download, store, access or print files or messages that are profane, obscene, advocate violence, profess hate messages or that use language that offends or degrades others.
- Overburden the system by downloading large files (unless absolutely necessary and permission has been granted), engage in chain messages, send messages to a very large group of people, subscribe to many newsgroups, or leave messages unchecked for long periods of time.
- Engage in any illegal activity, including but not limited to attempting to gain unauthorized access to the Dedham School Department's secured network or any other computer system. This includes attempting to log in through another person's account or access another person's files.
- Encrypt files. Storage of electronic documents on school equipment is basically the same as storing any other item at school. Attempting to hide what is stored here is not acceptable.
- Violate the rules of common sense or etiquette. Care must be taken when using sarcasm and humor; without face-to-face communications, a joke may be misinterpreted or viewed as criticism.

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

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

Users of System

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

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

Internet Safety

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

Filtering

The Dedham Public Schools maintains a single point of access to the Internet through a central connection to an Internet Service Provider. At this access point a filtering system is maintained to block material inappropriate to children. Among the items filtered are visual depictions that are obscene, child pornography, or material harmful to minors.

It should be noted that due to the nature of the Internet no filtering system is perfect. The DPS subscribes to a service that provides a preliminary list of blocked sites that are regularly updated. The Dedham Public Schools has the ability to add additional blocked sites or to remove sites we find to be inappropriately blocked.

Monitoring

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

Messaging

Messaging includes posting items such as text to a bulletin board, discussion group, use of email, and "chat" features including instant messaging. Students are prohibited from using messaging except within the password protected, web-enhance Intranet classroom between the teacher and the students enrolled in an individual class. Additionally, teacher-sponsored email accounts for groups such as the high school newspaper journalists and those that maintain the Dedham Public

Schools website are allowed. These accounts are under the direct supervision of an assigned teacher. The Dedham Public Schools maintains the right to monitor all messaging on its system.

Responsibility

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

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

Security

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

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

Confidentiality of Student Information: Personal information concerning Dedham Public Schools students will not be disclosed or used in any way on the Dedham Public Schools website without the specific permission of a parent or guardian or if the student is age 18 or over, the student. Users are strongly discouraged from providing private or confidential information about themselves or others on the Internet. The school administration may authorize the release of student information, as defined by state law, for internal administrative purposes or approved educational projects and activities.

Recommendations for the home:

Personal Safety for Children: When using the Internet do not reveal personal information such as your name, home address or phone number or any information that might allow a person to locate you. Never agree to meet a person that you “meet” on the Internet face-to-face without your parent’s permission and without an adult being present. If someone attempts to arrange a meeting with you through the Internet, you must report this communication to your parent or

guardian. Instant messaging should not be used at home unless explicitly approved by and supervised by parents. Screen names should be chosen carefully (e.g. Soccer_Kicks is better than Pretty Sally). Never phone an online ‘acquaintance’ without parental permission, caller ID can trace a phone number and from that the address can be found. Do not reply to harassing, threatening or sexual messages and report any such communication to the police.

Filtering at home: There are a number of filtering programs that allow parents to block sites and monitor a child’s use of the Internet including the time of day, number of hours and types of access such as chat, web,

or newsgroup activities. It is recommended that parents use this type of filtering if their child will use the Internet without direct parental supervision. Filtering can be set to restrict all Internet use when parents are not home. For more information refer to <http://www.getnetwise.org/> and <http://www.safekids.com/>

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

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

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

Reporting: Report illegal or suspicious contact with your child to appropriate law enforcement and/or Cyber Tipline (1-800-843-5678) or <http://www.cybertipline.org>. If a child is in danger, call the police. Approved by School Committee April 16, 2008

Limitation of Liability

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

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

Additional Disclosures

The school system has the responsibility for supervision, safety and delivery of education; therefore, the school retains the right to inspect data at any time in support of these efforts. The DSD reserves the right to examine all data stored on computers or disks that is the property of the DSD to ensure that users are in compliance with these regulations. E-mail is insecure and may be read by authorized enforcement personnel. (Please note: There is only a limited expectation of privacy within the network just as there is for any storage facility in the schools.)

Similarly, there is only a limited freedom of expression on the network; the School Department has the discretionary right to “edit” publications within its jurisdiction. Everything posted on the net is considered a “publication.”

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

Consequences

Network use in the Dedham Schools is an appropriate application of our instructional program. Staff members are responsible for instructing students on proper usage of the network. Supervision and monitoring of student use will be a staff priority, however, there may be episodes of inappropriate student use. In this event, consequences will be applied.

Consequences for Inappropriate Use

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

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

If there are any concerns or questions about network use, parents should contact the school administration.

APPENDIX B: STATE LAWS

CHAPTER 269. AN ACT PROHIBITING THE ACT OF HAZING

[Sections 17-19](#) Every year, secondary school principals or headmasters must:

- Certify that he or she has read and understands the Anti-Hazing policy and that the school complies with the law by logging into the Anti-Hazing application accessible via MassEdu Gateway at <https://gateway.edu.state.ma.us/>.
- High school principals/headmasters (or a designee) who need access should be assigned their school's Anti-Hazing User role by their district's [Directory Administrator](#). If you have questions about this, contact your Directory Administrator.
- If your school does not have a Directory Administrator or if you need help with your user ID and password please contact Nermina Peric at nperic@doe.mass.edu.

Section 17 Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

CODE OF MASSACHUSETTS REGULATIONS 23.07. ACCESS TO STUDENT RECORDS

1. Log of Access. A log shall be kept as part of each student’s record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the

parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

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

2. Access of Eligible Students and Parents. The eligible student or the parent shall have access to the student record. In no event shall such access be delayed more than two consecutive weekdays after the initial request, unless the requesting party consents to a delay. Upon such request for access, the entire student record regardless of the physical location of its parts shall be made available.

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

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

4. Access of Third Parties. Except for the provisions of 603 CMR 23.07 (4) (a) through 23.07 (4) (h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record.

Except for information described in 603 CMR 23.07 (4) (a), personally identifiable information

from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- A school may release a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent: provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.
- Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
- A school may release information regarding a student upon request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, SS 51B, 57, 69 and 69A respectively.
- Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
- A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, S 37L and M.G.L. c. 119, S 51A.
- Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, S9.
- If the appeal concerns statements by an employee of the school committee, such person(s)

shall have the right to be present and to have an advocate of his/her own choosing.

- Nothing in 603 CMR 23.00 shall abridge or limit any right of an eligible student or parent to seek enforcement of 603 CMR 23.00 or the statutes regarding student records, in any court or administrative agency of competent jurisdiction.

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

Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm or hereinafter defined, loaded or unloaded, in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

AN ACT ESTABLISHING THE EDUCATION REFORM ACT OF 1993 EXPULSION

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

- (a) Any student who is found on school premises, or at school- sponsored or school-related activities, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher’s aide, or other educational staff, on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend, rather than expel, a student who has been determined by the principal to have violated either paragraph (a) or (b). (Effective October 1, 1994)
- (d) Any student who has been expelled from a school district pursuant to these provisions shall

have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to factual determination of whether the student has violated any provisions of this section.

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

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

Any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act. (Adopted by the Dedham School Committee, June 29, 1993)

CHAPTER 209A. AN ABUSE PREVENTION ORDER

An Abuse Prevention Order, sometimes called a "209A order" "protective order" or "restraining order", is a civil court order that seeks to provide protection from physical or sexual harm caused by force or threat of harm from a family or household member. The Abuse Prevention Order has recently been expanded to include substantive dating relationships. Unless there are specific conditions excluding contact on school grounds or in specific classes from the terms of the order, a 209A order must be obeyed by the abuser during school hours and on school grounds. A violation in any way of certain terms of a Temporary or Permanent 209A Protective Order is a criminal offense and the proper authorities will be notified.

Once the school is notified that a Protective Order exists between students, a separate meeting

will be scheduled by administration, with each student involved to review the order and outline the steps that will be taken by the school to implement the order.

A “Safety Plan” will be established with the victim to address his/her needs, including “Safety Stops”, and staff to report to if concerns arise or a violation occurs. Schedule changes and other adaptations such as changes of lockers, seating assignments, etc. may need to be made to avoid face-to-face contact with the defendant. In such cases, the victim’s schedule will be accommodated, not the abuser’s.

The local police will be notified immediately if it is believed that any violation has occurred. M.G.L. c. 71 Section 37H1/2 Felony complaint or conviction of student; suspension; expulsion; right to appeal Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

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

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall

also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent.

CHAPTER 227. DRUG FREE SCHOOL ZONE

The controlled substance act provides that any person convicted of possessing, selling or using drugs within 1,000 feet of public or private school (elementary, vocational, middle or secondary) whether or not in session shall be punished by a minimum of a two-year term of imprisonment. The registrar shall suspend, without a hearing, the license or right to operate a motor vehicle of a person who is convicted of violation of this statute, however, that the period of such suspension shall not exceed five years; provided further that any person who is under the age of eighteen (18) and who has violated this provision shall not be licensed to operate a motor vehicle until such person reaches the age of 21 years.

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

It is a policy of the Dedham Public Schools to comply with Chapter 282 that prohibits discrimination on the basis of race, color, religion, national origin, gender identity, or sexual orientation. Chapter 282 makes it clear that all aspects of public school education must be fully open and available to members of both sexes and all minority groups. No public school may exclude a child from advantages, privileges, or courses of study available at that school on account of race, color, religion, national origin, gender identity, or sexual orientation of that child. (Effective March 10, 1994)

AN ACT TO PROTECT CHILDREN AND FAMILIES FROM HARMFUL PESTICIDES

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

Pesticides shall not be applied on the outdoor property of a school, day care center or school age child care program while children are located in, on or adjacent to the area of the pesticide application. All parents, staff and children will have to be provided with standard written notification of any pesticide application that is made outdoors on school property. The notification will also have to be posted in a common area. The information to be contained in the standard written notification will be obtained from the licensed pesticide applicator who performs the work.