



STUDENT HANDBOOK

2017-2018

Dover-Sherborn Middle School

Middle School Main Number: 508-785-0635

Guidance – Ext. 7126

Health Office – Ext. 7102

<http://www.doversherborn.org>

NOTICE

The electronic version of the *Student Handbook* as available on the website is the most current version and will contain any updates and amendments.

REQUEST FOR TRANSLATION

A parent/guardian of a student in the Dover Sherborn Public Schools may receive a copy of this and other pertinent school documents translated into their native language by contacting the office of the assistant superintendent of schools, 157 Farm Street, Dover, MA 02030.

The Dover Sherborn Public Schools do not discriminate on the basis of race, color, sex,/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

Si un padre/acudiente de un(a) estudiante de las escuelas de Dover, Sherborn, y Dover-Sherborn quisiera recibir una copia de este documento u otros documentos de la escuela traducido a su idioma nativo, puede contactar la oficina de la Asistente del Superintendente de Escuelas: 157 Farm Street, Dover, MA 02030.

Qualquer pais ou responsáveis de un estudante das cidades de Dover ou Sherborn que estudam nas escolas Dover-Sherborn podem solicitar uma cópia desse documento na sua lingua native entrando em contato com a secretaria da Direçãoo endereço abaixo: 157 Farm Street, Dover, MA 02030.

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LETTER FROM HEADMASTER



Scott Kellett
Headmaster

Brian Meringer
Assistant Headmaster

Dover-Sherborn Middle School
155 Farm Street
Dover, Massachusetts 02030

Dear Parent, Guardian and Student:

This Handbook contains school guidelines, rules, and information. Kindly note that the electronic version of the *Student Handbook* as available on the website is the most current version and will contain any updates and amendments. Please read it carefully because many changes have been made. If you have any questions, contact an administrator or guidance counselor.

Please be certain to affix signatures in all appropriate places on any forms that you receive and return these to your A-Block teacher by September 6th.

Kindly note the fee schedule and return the Student Activity Fee Form with the appropriate amount by September 20th and all other fees and forms by the dates listed on those forms.

Thank you for your cooperation. I wish you a successful school year.

Sincerely yours,

A handwritten signature in black ink, appearing to read "S. Kellett", written over a horizontal line.

Scott J. Kellett
Headmaster

MISSION STATEMENTS

Dover Sherborn Public Schools' Mission Statement

To inspire, challenge, and support all students
as they discover and pursue their full potential.

Dover-Sherborn Middle School's Mission Statement

The mission of the Dover-Sherborn Middle School is to meet the needs of all students through a nurturing and challenging learning environment where students, parents, and teachers embrace our core values to ensure excellence and success now and in the future.

Dover-Sherborn Middle School's Core Values

$$E = r^3$$

Excellence = responsibility, respect, results

- **Responsibility:** do your work, be prepared; be honest; be in control of your actions; take care of your belongings; be a role model
- **Respect:** be kind to others; be prepared to help others; understand the differences between you and other people, and accept those differences; respect the property of others and the school building; behave properly at all times
- **Results:** pursue challenges in learning; set goals; always put your best effort into your work; seek new friendships; perform acts of kindness; become more self-confident; ensure student success; make a positive difference

SCHOOL-WIDE EXPECTATIONS FOR STUDENT LEARNING

Expectations.....Academic and Social

The expectations of students at Dover-Sherborn Middle School are high. The faculty will let you know how well you are doing in living up to the expectations listed below. You will hear positive comments about your behavior, your work in class, and about how you treat others. Those students who have difficulty meeting the expectations of the school will also hear from the faculty and staff. The teachers will help you with making improvements. If you do make a mistake, try to make it only once and learn from it.

Students at DSMS are expected to:

- Arrive to school on time each day
- Come prepared with pens, pencils, paper, homework, etc.
- Be on time (7:40 A.M.); listen to morning announcements
- Always do your own work
- Participate in all your classes
- Complete your homework each night
- Have all projects and reading done on time

...and to:

- Be respectful to all other persons in the school
- Seek adult assistance when a problem occurs
- Take responsibility for your behavior and your work
- Set goals for yourself in behavior and studies
- Seek the best results in attaining all those goals
- Follow all DSMS rules from this handbook

NONDISCRIMINATION STATEMENT AND PROCEDURES

The Dover Sherborn Public Schools do not discriminate in admission to, access to, treatment in, or employment in its services, programs, activities, on the basis of race, color, or origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Titles I and II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act); or on the basis of homelessness in accordance with The McKinney-Vento Homeless Assistance Act of 1987. Furthermore, in accordance with M.G.L. c.76 s.5 Dover, Sherborn, and Dover Sherborn Schools do not exclude or discriminate against students in admission or in obtaining its advantages, privileges, or courses of study on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

Corporal Punishment

Corporal punishment in public school is illegal in Massachusetts. School staff may not hit, spank or physically punish students. School staff members may, however, use reasonable force if necessary to protect students, other persons or themselves from a physical assault by a student.

English Language Learner Education

Parents/Guardians of students whose primary language is not English may request that Dover Sherborn Public Schools translate school documents into their child's native language. Such documents may include, but not be limited to the following: Home Language Survey, Parental Waiver Application, Chickering Elementary School, Pine Hill Elementary School, Dover Sherborn Middle School and Dover Sherborn High School Student and or Parent/Family Handbooks, Dover-Sherborn Middle and Dover-Sherborn High Schools' Program of Studies.

Parents/guardians should contact their building principal and/or headmaster to request translated documents. Requests will be forwarded to the Assistant Superintendent of Schools. Translated documents will be forwarded to the student's school in a timely manner. Additional requests after the first may be directed to the Assistant Superintendent of Schools at 508-785-0036.

- English Language Learner (ELL) students are assigned to classes in which the classroom teacher has some category training.
- ELL students receive services from an ESL teacher for as many periods as possible, depending on one's proficiency level.
- ELL students participate fully with their English-speaking peers and are provided support in non-academic courses.
- While ELL students have the opportunity to receive support services in a language that the students understands no student has requested such services in recent years.

- ELL students are taught the same curriculum as the general population and are held to the same academic, civic, and social expectations.
- The district uses grade appropriate content objectives for ELL students based on district curricula in English language arts, history and social studies, mathematics, and science and technology/engineering, taught by qualified teachers. Both the middle and high school are reported as 100% highly qualified as per NCLB credentialing guidelines.
- Translators and translation services are readily available to all ELL students and their families.

Grievance Procedures for Discrimination Violations

Any student or school employee who feels that he or she has been discriminated against because of race, color, national origin, sex, religion, disability, sexual orientation, age or homelessness with regard to admission to, access to, treatment in, or employment in its services, programs and activities should utilize the following procedure to register a grievance with the Dover Sherborn Public Schools:

1. Students or employees should submit any allegation of discrimination in writing to their building Headmaster/Principal for consideration. The nature of the complaint should be specified in detail.
2. The Headmaster/Principal or his/her designee will investigate the allegations and respond to the complaint in writing within fifteen (15) school days of the receipt of the written complaint.
3. If the matter is not resolved, the complainant may appeal in writing to the Grievance Coordinator, Assistant Superintendent of Schools. The Coordinator will meet with the complainant and respond within fifteen (15) days of receipt of the written complaint.
4. If at the end of ten (10) school days following the written response from the Grievance Coordinator the matter remains unresolved, the complainant has the right to appeal to the Superintendent of Schools in writing.
5. The Superintendent will investigate the complaint and respond in writing to the complainant within fifteen (15) school days after having received the complaint.
6. If the matter remains unresolved, the complainant may appeal in writing to the appropriate school committee within ten (10) school days of the receipt of the Superintendent's response. The school committee will meet within fifteen (15) days to review and consider the matter. The committee will respond to the complainant in writing within fifteen (15) school days following the meeting.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process.

**The Grievance Coordinator for the Dover Sherborn Public Schools is:
Assistant Superintendent of Schools
157 Farm Street, Dover
The phone number is 508.785.0036**

The Equity Coordinators are:

**Dover-Sherborn High School
9 Junction Street, Dover
Telephone: 508.785.1730**

**Dover Sherborn Middle School
155 Farm Street, Dover
Telephone: 508.785.0635**

**Chickering Elementary School
29 Cross Street, Dover
Telephone: 508.785.0480**

**Pine Hill Elementary School
10 Pine Hill Lane, Sherborn
Telephone: 508.655.0630**

McKinney-Vento Homeless Education

NOTICE: MCKINNEY-VENTO HOMELESS EDUCATION

If you, your family, or someone you know...

- Usually sleep(s) on someone's couch or in a car or in an abandoned building
- Live(s) with relatives or friends
- Live(s) in a temporary trailer park or campground
- Lost or left your/his/her home

There are some things you should know about.

Students without a permanent place to live have the right to:

- Go to school, including public pre-school
- Obtain free lunch
- Receive transportation, if requested
- Participate in all school programs (like athletics and other student activities)
- Receive the same support and services provided to all students, as needed.

For more information or questions, please contact the homeless liaison for the Dover Sherborn Public Schools 508-785-0036.

Pregnant Students

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school during the pregnancy.

Process for Filing a Complaint

Inquiries concerning the application of Title VI, Title IX/Chapter 622 and Section 504 in the Dover Sherborn Public Schools may be referred to an Equity Coordinator or the building's Headmaster/Principal. All inquiries concerning the protection and rights afforded to persons in the other protected categories (color, religion, gender identity, sexual orientation, homelessness) may be referred to an equity coordinator or to the Assistant Superintendent of Schools at 157 Farm Street, Dover, MA 02030. The telephone number is 508.785.0036.

Inquiries concerning the applicability of the aforementioned federal laws and regulations to the Dover Sherborn Public Schools may also be referred to the U. S. Department of Education, Office of Civil Rights (OCR), J.W. McCormack POCH, Boston, MA 02109-4557, 617-223-9662, TTY 617-223-9695. Concerns relating to the implementation of the Massachusetts equal educational opportunity law (M. G. L. c. 76 s.5) may be directed to the Massachusetts Department of Elementary and Secondary Education, Program Quality Assurance, 75 Pleasant Street, Malden, MA 02148, 781-338-3700.

In lieu of filing a complaint with the Dover Sherborn Public Schools, a complaint may be filed directly with the OCR within 180 days of the alleged discrimination or harassment. In addition, a complaint may be filed with OCR within 60 days of receiving notice of final disposition of the complaint by the Dover Sherborn Public Schools, or in certain instances, within 60 days of receiving a final decision from the Bureau of Special Appeal (BSEA). Please note that a complaint filed with OCR is limited to issues of discrimination and harassment. OCR has no jurisdiction over compliance with state and federal special education laws.

School Prayer

Dover-Sherborn Middle School has no policy that denies student or teacher participation in constitutionally protected prayer in public schools. Upon notification of such prayer being exercised, the Headmaster will suggest helpful locations.

ACADEMIC INFORMATION

Being Excused From Physical Education

If you have a medical excuse from participation in class you should bring a note to your physical education teacher at the beginning of class. The note should state the reason and be signed by your parent/guardian. If you are not able to participate for three or more classes in a row, a doctor's note must be presented to your PE teacher. Students will still participate in class but be excused from the activity portion related to their injury.

Conferences

Parent teacher conferences will be scheduled electronically for all grades at the end of October and the beginning of November. Additional conferences may be scheduled at any mutually agreed upon time by a team of teachers, an individual teacher, parents/guardian or the Main Office with the expressed purpose of taking a cooperative approach to solve a behavior or academic problem. Teachers may be contacted through both voice mail and email.

Digital Citizenship and Internet Acceptable Use Policy

1. Introduction and Purpose

The Dover Sherborn Public Schools believe in providing all students, staff and teachers with access to electronic resources that promote educational excellence, sharing of information, innovative instruction and online communication. It is our belief that the importance of technology accessibility and access to the abundance of resources on the Internet is critical for delivery of all educational content.

Online access and responsible communication is critical for all learners to apply 21st-century skills to keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place, reviewed and approved by School Committee annually to comply with existing law and balance the desire to use technology with the need to protect the Schools from unnecessary liability.

This Acceptable Use Policy is written for all those who use school provided network connections. These connections may be used for educational purposes employing tools such as interactive websites, blogs, podcasts, video conferencing, wikis, and access to E-Learning platforms as well as performing research. The use of these tools must be consistent with the educational objectives of the Schools.

All students, faculty and staff in the Dover Sherborn Public Schools will be provided access to the Internet via a network login using school owned desktops or laptops or via wireless access on any electronic device be it school owned or personally owned. It is understood that all users will have reviewed and adhere to our guidelines for network, Internet and electronic device access.

2. Schools' Responsibilities

In compliance with the Child Internet Protection Act of 2000, which places a duty on the Schools to protect students from inappropriate material on the Internet, the Schools take precautionary measures to protect children from exposure to inappropriate materials, including filtering access to the Internet. The Schools ensure that all school owned computer systems are protected and secure.

All files and messages created, retrieved and/or stored on school equipment using the Schools' network or Internet are the property of the Dover Sherborn Public Schools and should not be considered confidential, consistent with the Electronic Communication Privacy Act. All network and email accounts are provided to all students (grades 6-12), staff, administrators, and faculty and are supported by the IT Department. All email messages created with the school-provided email system are archived for a minimum of seven years. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

3. User Responsibilities

All network resources require a network password to access. It is the sole responsibility of the user to keep his/her password secure and to change your password often. If you feel that your password has been compromised, it is your responsibility to notify the IT Department and request a password change. It is a violation of this agreement for any user to share/use his/her password.

Digital Responsibility

4. Online/Network Etiquette

Users are expected to learn and to abide by generally accepted rules of online network etiquette, as well as rules of schools' handbooks. These include respect and responsibility as well as avoidance of vulgar language. Try to avoid sarcasm and humor; without face-to-face communication, your *comments* may be misinterpreted or viewed as criticism. Harassing, bullying, swearing, vulgarities, suggestive, obscene, threatening or abusive language of any kind is not acceptable. Online access is not allowed to make or distribute jokes or stories, cyberbully, obscene material or material that is based on inappropriate remarks or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientations.

5. Websites, Social Networking, blogging, wikis, podcasting, video or other Web 2.0

tools are considered an extension of classroom collaboration and communication. Whether at school or home, any speech that is considered inappropriate in the classroom is also inappropriate in all use of blogs, wikis, podcasts and other Web 2.0 tools. Students using these communication tools are expected to act safely by keeping all personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette described above and will be monitored by school personnel. If comments or posts are inappropriate, they will be deleted.

6. Messaging/Email

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

7. Plagiarism

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as, but not limited to, graphics, movies, music, and text. Plagiarism of Internet resources will be dealt with consistent with existing disciplinary guidelines relating to plagiarism.

8. Copyright/Licensing

The Schools strongly condemn the illegal distribution (otherwise known as pirating) of software; making available copyrighted software or other content that has had the copyright protection removed; making available serial numbers for software that can be used to illegally validate or register software; making available tools that can be used for no purpose other than for "cracking" software or other copyrighted content. Abuse in this area may result in suspension or termination of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the Schools. In addition, if such conduct constitutes a violation of law, criminal prosecution may result. All users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.

9. Proxies

The use of anonymous proxies to circumvent the content filter is strictly prohibited and is a direct violation of this agreement. If you have a legitimate reason to believe that a site being blocked should be unblocked, please submit the URL of the blocked site to the IT Department for review.

10. Additional Illegal Activities

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) gambling, (g) posting inappropriate content (including but not limited to images, video, audio and comments) can result in disciplinary consequences as well as potential legal charges. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user and student's parent or guardian.

11. Bullying & Cyberbullying

Please see the *Dover Sherborn Public Schools Bullying Prevention-Intervention Plan* found at

www.doversherborn.org or available in hard copy at any school.

- a. Bullying, as defined in M.G.L. c. 71, § 37O is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:
 - i. causes physical or emotional harm to the target or damage to the target's property;
 - ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
 - iii. creates a hostile environment at school for the target;
 - iv. infringes on the rights of the target at school; or
 - v. materially and substantially disrupts the education process or the orderly operation of a school.
- b. Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 370 for the legal definition of cyberbullying.
- c. Hostile environment, as defined in M.G.L. c. 71, § 370, 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.

12. Terms and Conditions

The Schools reserve the right to deny, revoke or suspend specific user privileges and or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Dover Sherborn Network Connection. The Schools also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

School administration reserves the right to amend this policy at any time without prior notice.

Eligibility for Extracurricular Activities

Students must be in good academic standing in all of their classes to attend extra-curricular activities. Receiving extra-help or making-up work takes precedent over an extra-curricular activity.

Extra-Help Sessions

Extra help sessions run from 2:30 to 3:15 p.m. Monday – Thursday. Teachers generally schedule 45 minute sessions two afternoons per week.

Grade Reports

Report cards are issued quarterly. Scholarship, the degree of academic achievement attained, is marked with letters. The comment section may indicate a phrase about your child's effort,

conduct, attitude, etc. for the particular class. Report cards will be accessible via the parent portal. To access the login page of the portal, please go to the DSMS home page and click on “Aspen Family Portal Login” located under “Quick Links”.

Grading System

Students are graded using the following values per letter grade:

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

Some Specialty Subjects are graded on a "P" (Pass) and "F" (Fail) marking system. Students who miss significant school due to illness may be graded “M” (medical).

All incompletes must be resolved within one week after issuance of grades at the end of the first three terms. A fourth term or final exam incomplete must be resolved within two weeks of the opening of the following school year. Any exceptions must be approved by the Headmaster.

Homework Policy

- Homework is assigned regularly.
- Middle school students should plan to receive homework in most subjects, most nights. The average amount of time each student should allot to homework per school night is:
6th grade = 1.5 hours; 7th grade = 2-2.5 hours; 8th grade = 2-3.0 hours
- Long-term assignments, such as projects and reports are in addition to the above guidelines.
- If a student is absent from school for a week or more, due to illness or accident, the appropriate team teachers will coordinate a schedule for all make-up work.
- The student has the responsibility to know the homework each night. The student can copy it into their agenda book (provided by POSITIVE). Teachers will post the homework on the board or somewhere in class and post it to a web site. The student must have a system for securing the assignments each day. A “homework buddy list” (one student from each class) is also a good idea.

Homework Policy for School Vacations

No homework shall be assigned over winter break, February vacation, and April vacation. Major projects or papers due the week after vacation should not be due within the first two days following the resumption of school.

Interim Reports

Interim reports for each student enrolled at the middle school can be accessed through the family portal approximately halfway through each term. These reports inform students and their parents/guardians of current standing in classes. An email will be sent informing parents/guardians when the portal will be open. Interim reports will be accessible via the parent portal. To access the login page of the portal, please go to the DSMS home page and click on “Aspen Family Portal Login” located under “Quick Links”.

Library/Media Center

The Library/Media Center is designed to meet the information needs of the entire Middle School community. It has a wide variety of materials that will help you: complete assignments, find current information, develop a love of reading. You may use the library:

- ▢ **Before School:** You may use the library before school from 7:25 until the warning bell.
- ▢ **During the School Day:** Your teacher may send you to the library with a pass.
- ▢ **H block:** If you have to do research, use a computer, or check out a book, get a pass to the library from your H block teacher.
- ▢ **After School:** You may use the library after school by speaking with the librarian on the day you wish to come.
- ▢ **From Home, Library Website:** Set your browser homepage <http://www.doversherborn.org/library>. You will have instant access to most of our online library information. Some databases may require passwords from home. See the librarian for specific passwords.

Parents and staff are welcome to use the Library/Media Center at any time.

Long-Term Assignments

Learning to systematically complete a long-term assignment over a period of weeks or months is an essential learning task. Teachers may not accept late assignments, except in the most urgent and unforeseen circumstances. Parents/guardians are urged to encourage their student to plan ahead and complete these assignments on time. Parents/guardians may provide direction, but should be sure to allow student independence.

Make-up Policy: Homework and Quizzes/Tests*

If you are out of school, you must make up any work you missed as soon as possible. If you are absent for only a day, you will be expected to call a reliable friend for missed assignments. Your friends' telephone numbers are listed in the POSITIVE Directory. Buy one in the fall! You can also access the teachers' web sites through the school web site. **If you are absent for a few days, most likely you will need to attend help sessions and remain after school in order to get this work done.**

If it appears you will be absent for a longer period of time, call the school to arrange to have your work sent home. It really helps if you can keep up with your work while you are ill. It is helpful to your teachers if you allow 24 hours for the Main Office to collect this work. When you return to school, you should arrange with your teachers a time table for the completion of your make-up work. As a general guide the number of days absent will be the number of days a student has to make up work. For absence from school for reasons other than illness, see the section on Non-School Related Absences in this handbook.

*IEPs and 504 Plans will be followed.

Overnight Trips

Parents and students are advised to be mindful of the rigors and obligations of all courses, and are reminded to carefully weigh the impact on school work of their decisions to participate in overnight or extended field trips.

Personal Electronic Devices (PEDs)

PED Definition: Personal Electronic Devices whose main purpose are for personal entertainment and/or communication, such as, but not limited to: cell phones (such as, but not limited to, smart phones, feature phones, dumb phones), iPods, iPads, digital cameras, video cameras, MP3 players, laptops, netbooks, and e-Readers (such as, but not limited to, Kindles and Nooks) that are student-owned.

PED Overview: Increased student use of school and personal electronic devices (PEDs) has the potential for both positive and negative consequences. PEDs can help to enhance the learning environment, and many schools have incorporated them in teaching and learning with much success. However, student use of PEDs can be abused in such a way that it negatively affects students, teachers, and the overall school environment. This policy is intended to support the benefits of PEDs use while curtailing possible abuses.

PED Unacceptable Use: The following behaviors related to the use of PEDs are unacceptable at all times: making threats, cyber-bullying, taking photos without first obtaining the written consent from the individuals involved before taking photos, taking videos without first obtaining the written consent from the individuals involved before the recording of sound or video, sexting, plagiarism, cheating, copyright violation. Engaging in these types of behaviors can result in disciplinary consequences as well as potential legal charges.

PED Classroom Standards: Teachers will select a classroom standard regarding the use of PEDs in his or her classroom. Each teacher (and other staff such as, but not limited to the librarian and nurse) will select a PED Usage Level for his or her classroom (or specific section of the school campus - the auditorium, cafeteria, library or nurses room for example) and communicate expectations clearly to the students as well as consequences should there be a violation from the designated standard.

The PED Usage Levels are as follows:

- **PED Usage Level 1:** Personal Electronic Devices (PEDs) are not allowed in this classroom.
- **PED Usage Level 2:** Personal Electronic Devices (PEDs) are sometimes allowed in this classroom based on the curriculum for that course. In addition, certain features of various PEDs may be allowed while other features may not be allowed. For example, the iPod feature of a cell phone may be allowed but the texting feature of a cell phone may not be allowed.
- **PED Usage Level 3:** Personal Electronic Devices (PEDs) are always allowed in this classroom based on the curriculum for that course.

Responsibility: Students who bring PEDs to school do so at their own risk. It is the responsibility of the students to treat their PEDs with respect and to protect them to prevent theft or damage.

Off Campus: The Acceptable Use Policy for PEDs also applies to students during off-campus school events. These events include but are not limited to, athletic events, field trips, camps and other extra-curricular activities.

Emergency Situations: During fire drills, emergency situations when being spoken to by an adult, the student should remove both “ear buds” and address the adult or situation at hand.

Tests and Exams: All PEDs must be switched off during tests and other exams. Failure to do so may be regarded as cheating.

Assemblies: All PEDs must be switched off during assemblies and other events such as, but not limited to, listening to a guest speaker in a classroom.

PED Violations: Students and parent(s)/guardian(s) should consult with their child’s school’s handbook for information regarding violations,

The Schools reserve the right to amend this policy at any time without prior notice.

Tests & Quizzes

Students can expect that advanced notice will be given for the date of a major test. Usually you can expect to have only one major test on any particular day as the teachers coordinate around test dates. Quizzes or short tests are at the discretion of the teacher. If you as a student are feeling overwhelmed about the number of assessments on a particular day, please speak to your teacher directly before the day of the assessment to see if other arrangements can be made. As a middle school student you are encouraged to self advocate. **BE PREPARED. STUDY REGULARLY. SELF ADVOCATE**

Promotional Policy

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the Headmaster. Parents/guardians of students who are in danger of non-promotion shall be notified in writing after the second report card has been issued. An intervention plan will be developed by the team teachers, guidance counselor, headmaster and parents(s)/guardian(s). Monthly written reports will be mailed to the parents until the issuing of the final report card. Any student who fails two subjects **may not** be promoted.

Random Review of Student Emails

The Dover-Sherborn Middle School provides students with email accounts in order to facilitate collaboration and enhance the student educational experience.

Students and their parents/guardians are required to sign an Internet Acceptable Use Policy at the beginning of each year that sets forth the policies related to the proper use of email.

To ensure students use email for appropriate purposes, the Middle School randomly reviews five student email accounts each month. The student email accounts are summarized by the Technology Manager into a text file for review by Administrators.

The review of emails is primarily to determine student use patterns and educate students when that use seems to be straying from appropriate purposes. However, on occasion, the summaries may reveal activity that is in violation of school policies and demand disciplinary action.

Summer School for Making up a Failed Course

Students may attend a summer school approved by the Headmaster for the purpose of making up a failed course

Textbooks

All school textbooks must be covered to protect them. Students are held responsible for all books issued and may be given detention if textbooks are not covered and taken care of properly. A new textbook will not be issued until the lost or damaged book is paid for or replaced.

STUDENT SERVICES

Emergency Care

Students and parents/guardians are required to complete the *Emergency Contacts* located on the front of the *Student Registration/Verification Information Form*. Additional names are requested of adults who may be called to take a sick student home if both parents/guardians are unavailable. In emergency situations, parents/guardians are notified; if they cannot be reached, attempts will be made to reach the student's family doctor. The student may be transported by ambulance to the most appropriate hospital.

Guidance

The Guidance Office is open daily during school hours and students are free to schedule appointments with guidance counselors at their convenience to address questions, discuss concerns, or seek support. In addition, counselors meet with students individually or in small groups to discuss such topics as transitioning to middle or high school, standardized testing, and post-secondary planning.

The school district also employs a school adjustment counselor whose services are accessible through a referral process as part of the array of educational services available to each student in the school district. As with all members of the school counseling team, individualized parent/guardian consent is not necessary to provide services to students. Parents/guardians who do not wish their son or daughter to participate in this service must send a letter to the Director of Guidance so stating.

As counseling services and publications within the Dover Sherborn Public Schools are free from bias and stereotypes on the basis of race, color, sex, religion, national origin, sexual orientation, disability, and homelessness, all counselors encourage students to consider programs of study, courses, extracurricular activities, and occupational opportunities on the basis of individual interests, abilities, and skills.

Health Information

Parents/Guardians are required to complete **The Emergency Health Information Sheet** located in the **Group Resources box** in the lower left hand corner of your **Aspen** opening screen. It is in a folder titled **First day take home packet** in the **Middle School Forms and Information Folder**. Please print this out, fill in the information and send it to the Health Office. Students and parents/guardians should discuss with the nurse any health or other problems which could affect overall school adjustment. Individual Student Health Plans will be agreed upon for emergency or long-term care of any health problems.

The Middle School Health Office is open daily during school hours. A pass, signed by the teacher, is required from any student visiting the Health Office from a class. After a reasonable amount of time for a health assessment, the student will return to class or be dismissed. Students are responsible for any work that may be missed during a visit to the

Health Office. If medication is required every day in school, the student is expected to go to the Health Office each day at the appropriate time.

Medication Policies

In order to standardize our procedures relative to the dispensing of medication to students in our schools, the following general guidelines represent a brief summary of the Medication Administration Policy of the Dover-Sherborn Public Schools.

1. Only the Registered Nurse may dispense medications in the school setting.
2. The Medication Order Form must be completed by the Physician and Parent before any medication is administered.
3. All medication must be delivered to the school by the parent/guardian or designated adult.
4. The medication must be in a pharmacy or manufacturer labeled container.
5. No more than a thirty (30) school day supply of the medication for a student shall be stored at the school.
6. Self medication may be allowed under *certain circumstances* after the consultation with the school nurse, i.e. Asthma Inhalers and Epinephrine Auto Injectors.
7. For "over-the-counter" medications, i.e., nonprescription medications, the school nurse shall follow the Board of Registration in nursing protocols.
8. 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.
9. Medication orders must be renewed at the beginning of each school year.

The Dover-Sherborn Middle School will *not* delegate or authorize unlicensed personnel to administer any medication, *except in the following circumstances:*

1. For the purpose of administering emergency medication to an individual child, the school nurse may identify individual school personnel or additional categories, who shall be listed on the medication plan and receive training in the administration of emergency medication to a specific child.
2. In the case of field trips and other short-term special school events, the nurse may delegate medication administration to another responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child; however, every effort shall be made to obtain a nurse to accompany students at special events.

Parents/Guardians who are going to be out of town must complete the *Parent Authorization for Emergency Care* form. This form is available from the school web site and can be found on the Health Office Home Page. This form must be completed when a parent/guardian leaves his or her child in the care of another adult overnight or for an extended period of time. We need all of the contact information including daytime telephone and cell phone numbers of the temporary caregiver. These forms are also available at the Main Office or in the Health Office.

Physical Examinations

Each child needs to present to the school nurse documentation of a physical examination prior to first school entry and at intervals of every three to four years thereafter. At the Dover-Sherborn Middle School, a written report of a physical examination within the past year is required for each student entering **7th grade**.

Protocol for Students Requiring Temporary Home or Hospital Education

The student's physician must complete the Department of Education's "Physician's Statement for Temporary Home or Hospital Education" form and return the form to the school nurse. Upon receipt of the medical order, the school nurse will review the form to determine eligibility pursuant to 603 CMR 28.08(3). If eligible, the school nurse will work with the guidance counselor regarding the educational implications of the student's medical needs. Tutoring will not begin without the appropriate documentation and administrative consent.

If the student receives special education services at school, the Administrator of Special Education is to be notified and involved with **any** decisions pertaining to the student's educational arrangements. The student's Special Education Liaison will coordinate delivery of services.

Re-Entry Protocol

The partnership between home and school is never more important than at the time of a student's re-entry after an extended absence from school or hospitalization. It is the practice of the Dover Sherborn Public Schools to conduct a re-entry conference any time a student is not present at school for one of the following reasons:

- Hospitalization or evaluation for emotional/psychiatric reasons
- Prolonged absence for medical reasons
- A temporary alternate placement (TAP), i.e. ski school, Olympic training, DYS placement/return
- An out-of-school suspension when a meeting requested by the building Headmaster

The re-entry conference is conducted in an effort to assist the student to make a smooth transition back into school and to share all pertinent information about the student.

The re-entry conference will generally occur 24 hours in advance of the student's anticipated return to his or her classes. Present at the conference will be the student's parent(s)/guardian(s), the student (as appropriate), a member of the administration, the student's school counselor, the school adjustment counselor or school nurse (as appropriate), and the assistant principal (in the event of suspension).

The goals for the re-entry conference:

- Provide a smooth transition back to school
- Provide an opportunity for parents/guardians and/or consultants to supply the school with updated information about the student
- Where necessary, permission forms will be completed for sharing of information
- Short term (2 weeks) expectations will be defined for the student both academically and behaviorally
- A re-entry plan will be established
- Other professionals to be collaborated with will be identified

- A liaison at the school will be designated as the contact for the parents/guardians and outside collaborators
- A date will be set for follow-up with the student and/or parents/guardians, as appropriate either by telephone, email or conference

Please call your child's school counselor to arrange a re-entry meeting as soon as you know the date of your child's return to school. Please understand that a minimum of 24 hours notice is generally needed in order for a meeting date and time to be confirmed.

Special Education

Under the Massachusetts law, special education services are available to eligible students aged three through twenty-two. Students may be referred by school staff or parents/guardians if a disability is suspected. An evaluation will not be conducted without written consent from a parent/guardian. Once the evaluation is completed, the parent/guardian will be invited to attend a TEAM meeting to discuss the results of the evaluation and the TEAM will determine whether the child is eligible for special education. No services will be provided without a parent's/guardian's acceptance of the Individual Education Program (I.E.P.).

If you would like further information regarding special education services, please contact the Special Education Director Pre-K-12 at 508-785-0036.

Copies of procedural safeguards can be obtained on the Department of Elementary and Secondary Education at www.doe.mass.edu.

Student Immunizations

Massachusetts Immunization Law states that any student who cannot show documented proof of up-to-date immunizations may be barred from school attendance after fourteen days of entering school. Medical or religious exemption requests should be discussed with the school nurse.

State regulations require that in order to attend school in Massachusetts, all students **entering the 7th grade** must submit proof that they are up to date on their immunizations and **physical examinations**.

The following immunizations are required for all students entering the 7th grade

- **2** doses on MMR vaccine (or 2 doses of a measles-containing vaccine and 1 dose each of mumps and rubella vaccines);
- **3** doses of hepatitis B vaccine (or 2 doses if adolescent has received the Recombivax HB 2- dose adolescent schedule option)
- **1 or 2** doses of varicella vaccine (1 dose if less than 13 years of age; 2 doses if 13 or older);
- **1** booster dose of Td or Tdap (if it has been more than 5 years since the last dose of DTaP, DTP, or DT was given)

The following immunizations are recommended for all students entering the 7th grade:

- While not required, 2 doses of MMR (or mumps containing vaccine) are recommended for all students
- While not required, a 2nd dose varicella vaccine is now recommended for all children less than 13 years.
- While not required, annual influenza vaccination is recommended for all school age children;
- Meningococcal vaccine is recommended for all 11-12 year olds and required for all students in grades 9-12 who are living at a school.

Students with Disabilities

As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment or teasing.

ATTENDANCE REGULATIONS AND PROCEDURES

Attendance

Daily attendance is essential to the school's success. As prescribed by law, students should not miss school except for reasons of illness. Parents are responsible for this legal obligation. Vacations during school time should be avoided, regardless of the rationalization for such absence. A parent does not have the legal right to substitute family vacations for school attendance. For those students who miss 10 or more days, a letter will be sent home documenting the absences.

For absences due to non-school related events (including family vacations) the student possesses the sole responsibility to obtain the information needed to maintain appropriate performance in school. Teachers have no obligation to prepare material that the student will miss during their absence prior to the student's departure. Students are encouraged to follow teacher websites or contact a peer to keep abreast of what is happening in each class.

Students attending events or enrolling in programs (i.e. ski school, theater, equestrian event) that take them from school for two weeks or more will be required to withdraw from the Dover-Sherborn Middle School. Students who are returning to the Dover-Sherborn Middle School within the same school year are advised to follow the curriculum to the best of their ability by following curriculum roadmaps and teachers' websites.

Being Tardy

A student is marked tardy if he/she arrives at school after the start of first block (7:40 a.m.). The only excused tardy is one that has been authorized by the administration, for example: illness (accompanied by a doctor's note), religious holiday, doctor's visit or death in the family. **ALL TARDIES SHOULD BE REPORTED BY PARENTS/GUARDIANS TO**

THE HEALTH OFFICE PRIOR TO 8:30 A.M. After a student has accumulated three (3) unexcused tardies per quarter any unexcused tardy thereafter will result in an office detention. A parent/team conference may be held to collaborate on addressing this issue.

If you are already in the building and are late to first period, you **will** be assigned an office detention that day.

Being Tardy/Absent

A student who arrives after 11:00 a.m. is considered “tardy-absent” under the state guidelines of attendance.

Being Absent

When a student is absent or tardy, a parent must call the Health office at **785-8149, extension 7102** before 8:30 a.m. to report the REASON for the absence or tardy. If a student is absent for an extended period (more than 5 days), a doctor's note must be given to the school nurse before the student may return to class.

It is important to note that when a student is absent from school, he/she will not be allowed to practice or represent Dover-Sherborn in a school sponsored activity (i.e. sports events, drama/musical productions, dances, math meets, etc.) on that day. To be considered present, for participation purposes, a student must arrive by 11:00 a.m.

If you know that you are going to be absent (for any reason) for more than three consecutive school days, please notify the school guidance counselor, team leader and the nurse. The School may require a Doctor’s note. Arrangements must be made with your teachers about the procedure to be followed to assure that you keep up with your academic studies. You should also expect to have to attend extra help sessions and stay after school upon returning.

Being Dismissed Early

If you are to be excused from school before the regular dismissal time, bring a note to your advisory teacher. Your dismissal time will then be noted on the attendance bulletin. At the time of dismissal, go to your locker if necessary, report to the main office before leaving the building, and, if you return to school, report again to the main office for an admit slip to class.

Truancy

Truancy is unauthorized absence from school. Students are responsible for all work missed as a result of being truant. Any students found guilty of the above offense will receive the following consequences:

First offense: Up to a one-day suspension; parent-student conference

Further offense: Up to a two-day suspension; parent-student conference, potential court referral.

Non-Resident Policy

Attendance in Advance of Residing. Non-residents will be allowed to attend upon receipt, by the Superintendent of Schools, of a signed purchase and sale agreement (passing of papers to be scheduled no later than sixty days from the date of the purchase and sale agreement).

New Construction. Non-residents may attend upon receipt, by the Superintendent of Schools, of a certified building permit with occupancy to occur no later than at the end of the current school year.

Students Moving Out of the District. Students moving out of the district may attend school in the district until the conclusion of the current marking period. If a student moves out of the district after February 1 in the elementary schools or after the start of the third quarter in the regional school, he/she may complete the school year. Students who complete their junior year as residents may continue to attend the High School as non-resident seniors.

The Superintendent of Schools and the School Committee may approve individual exceptions and arrangements when an emergency situation exists.

Voted by Dover, Sherborn and Regional School Committees at a Joint/Union School Committee meeting held on April 29, 1999.

Religious Day Observances

When students are absent from school for the purpose of religious observance during religious holidays, it is expected that:

- teachers will not conduct special or unique activities that will cause those students to miss out on an important curriculum event;
- teachers will not administer quizzes/tests on that day, teachers will keep homework expectations reasonable and the due date will be extended as needed to allow for religious observances;
- teachers will provide opportunity and time to make up any work missed on that day as defined in the Student Handbook;
- teachers will give extra help and additional support to those who require such attention, and
- teachers will not require projects or long-term assignments due on the day of or the day after a religious holiday.

Student Responsibilities: Students are expected to be responsible for getting extra-help, making individual arrangements with teachers, and making up work that may be missed because of an absence.

SCHOOL POLICIES AND PRACTICES

After School Activities and Behavior

There are many reasons to remain after school. A student might receive extra help from a teacher, or just help a teacher in his/her room. A student may be after school to participate in a club or rehearse for chorus, band, or a drama/musical production. There are other school

sponsored events like sports or a variety of intramural activities that you may sign up for. **In each instance the student must be with the supervising teacher.**

If you are not planning to be involved in a teacher supervised activity from 2:15 p.m. until 3:15 p.m., it is expected that you will take the 2:15 p.m. bus home. **If you are found wandering in or outside the building, you will be immediately assigned to office detention.** If you have obtained permission from the librarian you may remain in the library until time for your lesson or parent pick-up.

(Note: Each student pays a yearly activity fee of \$45 in order to participate in any club or after-school activity. Academic assistance by a teacher after school is not considered an activity)

After School Procedures

A variety of activities are conducted once the general school day concludes. Included are club meetings, athletic activities, rehearsals, and disciplinary sessions. Students who wish to see more than one teacher after school, should have written permission from the second teacher before leaving first teacher.

The following priorities will govern student's school-related responsibilities at the end of the regular school day:

1. Student appointments (medical) A note will be required from the student.
2. Teacher Discipline
3. Office Detention
4. Subject Matter Help Session
5. Student Activities and Intramurals

The process of securing the main building will start at 3:30 p.m. All students must be out of the main building at this time. Students will be allowed to stay in the main building after 3:30 p.m. only if they are under the direct supervision of a staff member.

Back-Packs

Back-packs will not be allowed to be carried during the school day after the start of first block through the end of the day. Eighth grade students will be allowed to have their back-packs for seventh period.

Behavior for Substitute Teacher

When your regular teacher is absent from your class you are expected to be even more considerate and courteous than normal. Remember that a substitute teacher is giving a service to the school and should be treated as a guest in the school. Students will be expected to follow all school rules. If you know your teacher is absent and the substitute does not arrive to your class within the first few minutes please notify the office.

Bus Regulations

While riding the school bus students must follow the 'Bus Rules and Regulations' listed below. If these or any other safety infractions occur, the following actions will result:

- 1st offense: Up to suspension from riding the bus for one week
- 2nd offense: Up to suspension from riding the bus for four weeks

3rd offense: Up to loss of privilege of riding the bus for the balance of the school year.

Bus Rules and Regulations

1. Students will be let off the bus at 7:20 AM to enter the middle school.
2. Students shall remain well back from the roadway while awaiting the arrival of the bus and refrain from throwing things or playing at the bus stop. Students should not arrive at the bus stop more than five (5) minutes early.
3. Students shall enter the bus in an orderly fashion, go directly to a seat, and remain seated until the destination is reached.
4. Students shall not litter or deface the bus in any manner.
5. Students shall not cause any distracting action(s) on the school bus.
6. Students shall keep their hands, arms, and heads inside the bus.
7. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
8. The Emergency Door must be used for emergency only. Students shall not touch safety equipment on the bus.
9. It is essential that each student cooperate with the bus driver for the safety of all concerned.
9. Students shall be picked up and unloaded only at regularly scheduled stops. (Any bus switches must be approved by the main office. Switches are not allowed on any Early Release Day.)
10. Students will disembark from the bus by the front door, passing in front of the bus if it is necessary to cross the road. In this manner, the student will have the protection of the flashing lights and will at all times be observed by the driver.
11. No person shall smoke or consume alcoholic beverages or use illegal substances on a school bus.
12. Pets or small animals are not to be transported to or from school on the Dover-Sherborn school buses.

Cafeteria / Food in Classrooms

At lunch time, students must proceed directly to the cafeteria. In order for lunch to run smoothly, there are required procedures. Students are to:

- Move in an orderly fashion through the lunch lines
- Remain seated at your table while eating
- Clean the table top and floor around it
- Do not leave the cafeteria to return to the Middle School during lunch unless you have permission from an adult on duty
- At the end of lunch, wait for an adult to dismiss your table before leaving the cafeteria. Please **DO NOT** bring any food or drinks back to the Middle School.

Students are not allowed to have food or beverages in the middle school with the possible exceptions.

1. Water in clear containers may be consumed at any time unless the student is in a no food or beverage area (library, gymnasium, and computer lab).
2. At the discretion of the classroom teacher, students may be allowed to consume their own food/beverages in the classroom. (There will be no sharing of food by students due to allergy concerns)

3. Teachers will be allowed to have food in their classrooms for educational purposes if approved by the Headmaster.
4. The Headmaster may allow students to have food/beverages on an individual basis.

Cell Phones, Laser Pointers and Other Electronic or Communication Devices

Cell phones, cam phones, pagers, PDA cell phones, and walkie talkies are not to be used at school during the regular school day. **Students are urged not to bring these items to school because of the risk of theft, loss or damage.** If it is necessary for a student to use a phone during school hours, the student may use the phone in the main office. The school day is defined as the time between the bell signaling the start of the school day and the bell signaling the end of the school day. Additionally, school meetings, activities, events and trips are defined as extensions of the school day and electronic devices may not be used during these times without the permission of the advisor. The school administration may, in its sole discretion, grant exceptions for the use of these devices based on critical need or appropriate documentation. Cell phones/cam phones/pagers/walkie talkies used during the school day will be confiscated and may be picked up after school. iPods and other such devices that are used inappropriately during the school day will also be confiscated. iPods and other such devices are allowed only in directed research periods and only if not disruptive to others. Laser pointers must not be brought to school.

Inappropriate use of cell phones, cam phones, pagers, walkie-talkies or other such devices in school or at school events will not be tolerated. Sexting may result in school disciplinary consequences and possibly other legal consequences. Please see the Harassment Policy below.

Electronic devices may not be brought into testing room. Teachers/proctors are authorized to collect devices during assessments unless the teacher, or a student's 504 or IEP allows the use of such a device.

Penalty: Commensurate with the offense; to be determined by the administration.

Cheating/Plagiarism Policy

All examinations and written assignments submitted by Dover-Sherborn students must be their own work, unless designated a collaborative assignment by their teacher. Cheating and plagiarism—the submission by a student of the words or ideas of another person as if they were his/her own—are serious academic offenses.

Electronic devices may not be brought into testing rooms. Teachers/proctors are authorized to collect devices during assessments unless the teacher, or a student's 504 or IEP allows the use of such a device.

Some faculty at the school regularly uses the turnitin.com plagiarism detection service to ensure academic integrity. The service allows teachers to compare student work to a database of millions of documents (an authenticity report is generated for each submitted piece of work).

If a student is found to be cheating in more than one course during an academic year, the administration reserves the right to impose additional sanctions including detention or suspension depending on the circumstances.

Cheating or plagiarism occurs when a student:

- submits another student's paper as his/her own
- copies sections of another student's paper or exam into his/her own page
- quotes another's words without properly citing the author's work
- does not quote an author's work which is subsequently passed off as one's own
- improperly downloads another person's paper, research or parts of a paper from the Internet and passes it off as one's own
- borrows or steals another student's work and submits it as his/her own
- copies source material without proper citation (examples: without reference to author and page)
- summarizes source material without specific reference to original source

Other examples of cheating or plagiarism include:

- using ideas or information written or non-written; including such things as conversations, musical compositions, computer programs, web pages, spread sheets, drawings, photographs, digital images, lab reports and charts and homework of any kind and passing them off as one's own
- attempting to pass off a paper written for one course that was previously written for another
- paraphrasing of any kind, including changing or rewriting an author's words
- quoting portions of an author's work and then using more of that author's work as if it were one's own
- copying someone else's work, including homework, and passing it off as one's own
- making up sources or including sources in one's bibliography which were not used

Homework: A student is cheating when he/she attempts to copy or borrow inappropriately another student's homework or when he/she inappropriately gives information to another student.

Penalty: teacher disposition; parent/guardian notification.

Quizzes/Test/Midyear Exams/Final Exams: A student is cheating when he/she attempts inappropriately to gain any information from another student or from any unauthorized materials, or when he/she knowingly gives information to another student.

Penalty: Zero grade given for the work; parent/guardian notification.

Repeat offense: Zero grade given for the work; parent/guardian notification: possible suspension.

Written Projects/Research Reports/Lab Reports: A student is cheating when he/she uses anyone else's words or ideas without documentation or when he/she inappropriately gives/receives information.

Penalty: Zero grade given for the work; parent/guardian notification.

Repeat offense: Zero grade given for the work; parent/guardian notification: possible suspension.

Communication

Telephones:

Students may use the telephone in the office. Students may **not** use either classroom phones, or personal cell phones. (Cell phones may be used after school hours)

Voice-mail:

The Middle School has a telephone line designated specifically for Voice-Mail. The number to dial is (508) 785-8149. Teacher voice-mail box numbers will be published periodically during the year for students and parents.

E-mail:

All faculty and students have e-mail. A faculty member's e-mail is their last name and first initial followed by @doversherborn.org. Example: kelleys@doversherborn.org. Students' assigned e-mail accounts are for school work and correspondence with teachers. Personal messages and inappropriate, harassing, vulgar or threatening comments will result in suspension of privileges. The school reserves the right to check student email periodically.

Dress Code

Students are expected to display an appropriate appearance when attending school or school-related events. A student's clothing should not disrupt, distract, or interrupt the school's educational process.

While in school, students will wear clothing that meets the following standards:

- No bare backs.
- No spaghetti straps, tube tops or strapless shirts.
- No low cut shirts or blouses that expose cleavage or chest hair.
- No bare midriffs. All shirts must be long enough to be worn tucked in.
- No bare feet or unsafe footwear.
- No clothing that uses see-through material unless worn with other appropriate attire.
- No articles of clothing that display obscenities, vulgarity, weapons, violence, sexism, or racism; no clothing that promotes the use of illegal drugs, alcohol or tobacco.
- No droopy pants or clothing that reveals undergarments.
- No hats should be worn in school.
- The length of shorts and skirts must be longer than the tip of the student's fingers when his/her extended arm is by his/her side.

The administration reserves the right to determine what is or is not appropriate, and will determine appropriate consequences for non-compliance.

The administration may waive restriction in cases involving extenuating medical circumstances.

Exchanging Gifts/Invitations/ Locker Decoration in School

Locker decorating, exchanging of gifts, and distributing invitations leads to as many hurt feelings as good feelings. Please leave these activities for outside of school.

Field Trips

Guidelines for School-Sponsored Field Trips

All Field Trips (usually of one day duration) are designed to enhance the academic study of the students. Each student participating must have a completed Field Trip Release Form signed by the parent. All details of each field trip will be given to students and parents well in advance of the trip. Teacher (and some parent) chaperones will provide supervision on the trip and at a ratio of adult-to-child that allows safe management.

Fire Drills/Lockdowns

During a fire drill or lockdown, students must follow the directions of the classroom teacher and move as quietly and quickly as possible to the designated area via the prescribed route.

Forging Parent/Guardian Signature

Forging a parent's or guardian's signature is against school policy.

Penalty: teacher or administrator disposition; notification of parent/guardian

Late Buses

If you remain after school for activities, detention, or help sessions, you will take the late bus home at 3:30 p.m. You will find the late buses parked on the driveway between the middle school and Lindquist Commons. In order to find which bus to board, tell a bus driver where you live and you will be directed to the correct bus.

No Late Buses:

All Fridays during the school year and all early release days

Metco Bus:

Transportation arrangement for METCO students after 2:15 p.m. must be made with the METCO Coordinator or designee.

If you leave school grounds at 2:15 p.m., you may not return to take the 3:15 p.m. bus (unless prior arrangements have been made with the Headmaster). Your parents would be expected to provide transportation home from your friend's house.

Lockers

All students have lockers at school. Your hallway locker and Physical Education locker have a combination that only you will know. Do not share that combination with anyone. Be sure to secure items in your lockers and keep them closed and locked.

The lockers at DSMS are school property. The administration has the right to check lockers for damage and for illegal or inappropriate items if they have reasonable suspicion. Keep your locker clean, neat and free of any non-essential items.

Longboards/Skateboards and Scooters

Because of safety concerns, longboards/skateboards and scooters are not permitted on campus at any time. Failure to comply will result in disciplinary action.

Lost and Found

Inquire about missing items in the Main Office.

Parent/Guardian Messages to Students

Classes will not be interrupted to give messages from home to students except in the case of a family emergency.

Passes

In order for you to leave the classroom while classes are in session you must have a proper pass from the room you are leaving. If you have made arrangements to go to another teacher you must obtain a pass from that teacher during a study or period 7, before you can leave your assigned area.

Personal/Valuable Items

When leaving the building to go to lunch, physical education classes, etc., students should leave their books on designated tables and shelves near exits to cafeteria and the gymnasium. **Books and other belongings may not be left on the floor, as this is fire hazard.** Any student's belongings which are left on the floor will be held in the main office until the end of the school day.

Students are asked not to bring valuable items such as jewelry, large amounts of money, radios, etc., to school. Each student should be sure that his/her regular locker and gym locker are ALWAYS LOCKED. The Main Office should be notified immediately if your locker is not operating properly. Please report any lost or stolen items to the Main Office and fill out a Personal Property Report.

Procedures for H Block

All students will go to their H Block classes as per their schedule. Please report there before going to any other location. The H Block Help Session and Directed Research sessions are quiet, study centered times at DSMS. Students will work quietly and will bring sufficient material to stay focused and academically productive for 42 minutes. Students must have a pass that is signed by a teacher with a current time noted in order to be in the halls. The only exception should be bathroom, locker, water, office/nurse passes (available in all rooms).

Any student desiring to see any teacher during H Block must procure a pass prior to H Block.

In short, get a pass early in the day. The exceptions to this rule are the library, art room, and computer lab. H Block teachers can give passes to students for those three areas, but no more than three students may receive passes at one time. All students need to return to their assigned H Block class by 2:05 PM.

Any student found in the hallways without a pass will be spoken to or brought to the office. An administrator will be present in hallways during H Block. Repeat offenders may be subject to further consequences (detention, parent contact, loss of H Block pass privileges).

Visitors

If a student wishes to have a guest for the day, a visitor's pass should be obtained the day before the visit. Students must get signed permission from each teacher before a visitor's pass may be obtained from an administrator. This pass should be shown to each class teacher for that day. The visit is limited to one day only. Permission for the visit will be granted at the Headmaster's discretion. During the both the first and last month of the school year, or the day before a long vacation, requests for visitors' passes will not be honored.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR §99.00) and Student Record Regulations (603 CMR 23.00) are designed to protect parents'/guardians' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The student records laws and regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The state regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. State regulations require the school district to keep a student's transcript for sixty years after the student leaves the school system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as:

- Standardized test results
- School-sponsored extracurricular activities
- Evaluations and comments by teachers, counselors, and other persons
- Disciplinary records
- Other information

The temporary record is destroyed within seven years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents/guardians and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents/guardians may:

Access to Vocational Technical Education

“Massachusetts Regulations on Access to Equal Educational Opportunity 603 CMR 26.00 was promulgated in part to ensure that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study at public schools in the Commonwealth. School districts should provide middle school students and their parents/guardians with information on vocational-technical education. Common methods of providing information include visits to high schools with vocational technical education programs, and recruitment activities in middle schools conducted by high schools with vocational technical education programs. Middle schools release student names and addresses to the vocational technical high school subject to the Massachusetts Student Records Regulations 603 CMR 23.07.” - Mitchell D. Chester, Commissioner of Elementary and Secondary Education, February 3, 2010.

Amendment of Records

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. With certain exceptions relating to insertions by an Evaluation Team (see 603 CMR 23.08(2)), the parent/guardian and eligible student have a right to request, in writing, that information in the record be amended or deleted. They are entitled to meet with the Headmaster (or the Headmaster's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent/guardian or eligible student who is not satisfied with the Headmaster's decision may appeal the decision to the Superintendent and request a hearing before the Superintendent. 603 CMR 28.09; 34 CFR §99.21.

Confidentiality of Records

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student. School personnel that have access include staff members who work directly with the student, as well as administrative and clerical staff who are employed by or under agreement with the Dover-Sherborn Regional School District and who need access to a record in order to fulfill their duties.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within seven years after the student transfers, graduates or withdraws from the school system. Dover-Sherborn Middle School destroys a student's temporary record upon a student's graduation, transfer, or withdrawal from the middle school. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent/guardian and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents/guardians and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers Guide published by the Massachusetts Department of Education in 1995.

Inspection of Records

As per federal and state regulations, a parent/guardian or an eligible student has the right to inspect all portions of the student record upon request. 34 CFR §99.10; 603 CMR 23.07(2). The record must be made available within ten days after the request, unless the parent/guardian or student consents to a delay. The parent/guardian or eligible student

should submit their request to inspect a record to the school principal/headmaster. The parent/guardian and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. 34 CFR §99.11.

Non-Custodial Parents, Access Procedures

As required by M.G.L. c. 71 § 34H and 603 CMR 23.07(5), a non-custodial parent may have access to the student record in accordance with the following provisions.

Parents who do not have physical custody of their children are eligible to obtain access to the student record unless:

1. The parent's access to the student or the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
2. The parent has been denied visitation or, based on a threat to the safety of the child, is currently denied legal custody of the child or is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation.
3. A court has issued an order prohibiting the distribution of the student's record to the non-custodial parent.

Upon receipt of a written request for records from a non-custodial parent, the school will notify the custodial parent. Access will be provided after 21 days unless the custodial parent provides documentation that the non-custodial parent is not eligible to obtain access to the record for any of the reasons set forth above. The parent/guardian and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Release of Directory/Vocational Information

Pursuant to 603 CMR 23.07 and 34 CFR §99.31(a)(1), Dover-Sherborn Middle School reserves the right to release a student's name, address, telephone listing, without the consent of the eligible student or parent/guardian. Parents/Guardians and students who object to the release of this information (without their prior written consent) must notify the administration no later than September 6, 2013.

Under sections 23.10(1) of the Massachusetts Student Records Regulations, Dover-Sherborn Middle School will release the names, addresses, and telephone listings of students to the appropriate vocational-technical high schools upon request, as required by federal law, unless the Vocational-Technical Schools' Request for Student Information form has been completed and returned to the main office of the middle school by September 6, 2013.

Right to file a complaint

Parents/Guardians and eligible students have the right to file a complaint concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

Transfer of Records

Under 603 CMR 23.07(4)(g) consent from a parent or eligible student is NOT required to forward a transferring student's records to a new school, in which the student seeks or intends to enroll, if the school that the student is leaving provides notice that it forwards student records to the new school when a student transfers. Please be advised that it is the policy of Dover-Sherborn High School to forward a transferring student's records to a new school without seeking the prior consent of the parent or eligible student.

DISCIPLINE CODE

The Discipline Code is administered within the guidelines set forth by the state and federal laws and regulations with regard to due process for students. The Handbook is distributed at the beginning of every year to every student. It is the expectation of the administration and the school system that parent(s)/guardian(s) and student will read the Handbook. Students and parents/guardians are responsible for raising any questions that they may have regarding this Handbook and its provisions with the school administration. Even if the student does *not* sign the acknowledgement form included with the distribution of this Handbook, such presumption is made.

Alcohol and Other Drug Policy

The Dover Sherborn Public Schools strive to provide a healthy, safe and supportive school environment for all students, staff and visitors. Since under Massachusetts's law it is illegal for any individual under the age of 21 to use or possess alcoholic beverages and, regardless of age, to use or possess an illicit drug, acceptance of illegal and unhealthy activity is prohibited.

A student violates this policy if he/she possesses, uses, delivers, buys or sells alcohol, alcohol/drug paraphernalia or any controlled substance in any place or vehicle under school jurisdiction and/or at any school sponsored activity regardless of location.

The Dover and Sherborn Police Departments will be notified in all cases of actual possession, sale and distribution of alcohol or other drugs. The Headmaster will turn over all drugs or contraband to the police before the close of the school day.

The Dover Sherborn Public Schools will continue to provide, without penalties, assistance to students who are voluntarily seeking alcohol and other drug treatment or advice and will continue to protect the due process rights of all students.

Sanctions for Violations of the Alcohol and Other Drug Policy

1. Pursuant to Section 37H of chapter 71 of the Massachusetts General Laws, any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in M.G.L. c.94C including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion from the school by the middle school Headmaster.

The following sanctions will apply to any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of alcohol, or under the influence of alcohol or controlled substances, or who knowingly aids or abets the delinquency of anyone who possesses or is under the influence of alcohol or controlled substances:

1st offense:

- a. Up to one week suspension from school.
- b. The parents or guardian of the student will be required to attend a meeting with the Headmaster to discuss the offense and consequences. They will also receive written notification of the school's policy for second offenses of the Alcohol and Drug Policy.

2nd and subsequent offense(s):

Suspension for up to two weeks and the administration may recommend a long term suspension.

The student will be given referral sources for an alcohol and other drug screening/assessment with appropriate follow-up. As with all medical treatment, the school is not responsible for providing or paying for such assessments or treatment.

Bullying/ Cyber Bullying

Statement of Purpose

The Dover Sherborn Public Schools Bullying Prevention and Intervention Plan meets the requirements of M.G.L. c. 71, S370 and is modeled after the Massachusetts Department of Elementary and Secondary Education's Model Plan for dealing with bullying behaviors in our schools. The Plan includes strategies for identifying, reporting and responding to bullying behaviors. This Plan is a key part of our schools' mission "to inspire, challenge and support all students as they discover and pursue their full potential" and it complements our schools' student wellness and discipline policies. Please note the use of the words "target" instead of "victim" and "aggressor" instead of "perpetrator" are used throughout this document to be consistent with language used by the Massachusetts Department of Elementary and Secondary Education.

The Bullying Prevention and Intervention Plan can be found at
<http://www.doversherborn.org/index.cfm/cd/FAP/cdid/14216/pid/10575>.

Definitions essential to the Dover Sherborn Bullying Prevention and Intervention Plan

Aggressor is a student or a member of the school staff who engages in bullying, cyber bullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students or a member of the school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or

- materially and substantially disrupts the education process or the orderly operation of a school

Cyber bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyber bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, 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 is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

Class Cutting

Unexcused absence from a class, the library, or the computer center may result in you serving a minimum of one detention and your parents will be notified. In addition, zeros may be given for any work due or completed on the day of the cut. Repeat offenses may result in suspension or other appropriate consequences as determined by Administration.

Climbing

For safety reasons, students are prohibited from climbing the face of a building, onto the roof of a building, on trees without school-employed adult supervision, or on any other such object. Penalty assessed may range from a warning to suspension and possible expulsion depending upon the severity or the pattern of behavior.

Conduct Outside of School

A student's behavior off campus or in cyberspace, for example, emails, postings on social networking websites, instant messages and text messages can have a serious negative impact on other students or members of the school community during the school day and at extracurricular activities. As such, if a student engages in conduct outside of school that causes a substantial disruption to the school environment, such conduct may be considered a basis for discipline, up to and including expulsion from school.

Disciplinary Behaviors/Offenses and Sanctions-Partial Listing

Consequences are not automatic and administrators use their discretion in determining what consequences are appropriate given the violation and circumstances surrounding the violation. The infractions and consequences are intended to give both students and parents/guardians a clear understanding of administration's expectations for conduct and consequences that will be considered in making discipline decisions.

1. indicates first offense 2. indicates repeat offense

BEHAVIOR/ACTION	SCHOOL RESPONSE/CONSEQUENCE
Students may not sell items during school hours. (This shall include but not be limited to candy, food, jewelry, school supplies and clothing.)	<ol style="list-style-type: none"> 1. All items will be confiscated and the appropriate detention or suspension will be determined. 2. Same as #1
Cafeteria Misbehavior Such as but not limited to the following: Food fights Failure to clean up after oneself	<ol style="list-style-type: none"> 1. Cafeteria cleanup duty (time determined by the severity of the case) 2. Cafeteria cleanup duty and up to one detention
Cursing, foul language Comments directed towards another student and/or a staff member	<ol style="list-style-type: none"> 1. Up to two office detentions; possible suspension; parent/guardian notification 2. Up to one-day suspension; parent/guardian conference. If action results in disruption to the educational process, up to a five-day suspension
Cursing overheard/not directed toward a person	<ol style="list-style-type: none"> 1. Warning; parent/guardian notification, consequences dependent upon severity 2. Up to two office detentions; parent/guardian notification
Cutting class Unexcused absence from a class, the library, the computer lab, or directed research	<ol style="list-style-type: none"> 1. One office detention, parent/guardian notification, and zeros may be given for any work due or completed on the day of the cut 2. Up to two office detentions, parent/guardian notification, and zeros given for any work due or completed on the day of the cut
Cutting detention Applies to both teacher-assigned and office detentions	<ol style="list-style-type: none"> 1. Two office detentions assigned for every failure to report and parent/guardian notification.
Disruptive Behavior Applies to situations when a student is sent to the office from a class, the library, the computer lab or a directed research for disruptive behavior	<ol style="list-style-type: none"> 1. Up to two office detentions; parent/guardian notification 2. Up to one-day suspension; parent/guardian conference

<p>Insubordination or insolence Such as but not limited to the following: Failure to follow a reasonable request by a staff member Boldly disrespectful in speech or behavior Verbal assault An act of insubordination that places others at serious risk</p>	<p>Consequence is dependent upon severity and may vary from an office detention and parent/guardian notification up to a five-day suspension and possible recommendation for long-term suspension depending on the circumstances.</p>
<p>Physical intimidation The act of physically intimidating another by invading personal space and/or backing someone against a wall</p>	<p>Up to a five-day suspension or possible recommendation for long term suspension depending upon the severity of the case or repetitive nature of the case; parent/guardian conference</p>
<p>Verbal threat of violence against the life of another</p>	<p>Possible suspension or recommendation for long term suspension depending upon the circumstances</p>

An appeal may be made to the headmaster if there are extenuating circumstances.

These rules have been carefully devised for the safety and benefit of all students and are subject to discussion and possible revision at the end of each year. All rules, regulations and policies of the Dover-Sherborn Middle School apply to all students regardless of age. These rules are in effect on campus and at all school sponsored activities, trips and tours.

Students are expected to be courteous, reasonable and responsible. Students will respect all staff, other students, and school property. Inappropriate attitudes and behavior will be dealt with in a manner that will encourage change. A system of warnings and procedures is built into the overall approach to changing behavior in the middle school. The following will be considered when determining a consequence for undesirable behavior:

1. Age and grade level of the student.
2. Prior disciplinary record.
3. Seriousness of the misconduct.
4. Cooperation and honesty of the student.

Fighting

First offense: a possible three (3) to five (5) day suspension (administrative decision). Police may be notified.

Subsequent offenses: a possible five (5) to ten (10) day suspension (administrative decision). Police may be notified of all occasions of fighting, and charges may be brought for disturbance of a public assembly and disorderly conduct. The School Committee will be notified.

Any student involved in a fight who fails to cease or desist at the request or intervention by a staff member may be suspended for up to ten (10) days (administrative decision).

Any student who strikes or causes bodily harm or injury to a staff member who is attempting to intervene will be considered to have physically assaulted the staff member and will be subject to expulsion by the Headmaster under c.71, sec. 37H.

Inappropriate Physical Contact

School grounds are not an appropriate environment for certain types of physical contact even when consensual. Such behavior will result in referral for appropriate discipline up to and including long term suspension depending upon the circumstances.

Physical Assault

One-sided attack: five (5) to ten (10) days suspension with the possible recommendation for long term suspension. Assault with a weapon: possible five (5) to ten (10) days suspension and possible recommendation for long term suspension for the assault. Additionally, the student will be subject to possible long-term suspension or expulsion by the Headmaster for possession of a “dangerous weapon” pursuant to M.G.L. c. 71, sec. 37H. In the case of a physical assault, the Dover Police Department may be contacted, and if the case involves possession or use of a dangerous weapon, a weapons report will be filed pursuant to M.G.L. c. 71, sec. 37L.

A physical assault on school personnel will result in a suspension with the possibility of long term suspension or expulsion by the Headmaster pursuant to M.G.L. c. 71, sec. 37H.

Provoking a Fight

Any student who, by word or action, is determined to have provoked or instigated a fight will receive up to a 1-5 day suspension.

Conduct Outside of School

A student’s behavior off campus or in cyberspace, for example, emails, postings on social networking websites, instant messages and text messages can have a serious negative impact on other students or members of the school community during the school day and at extracurricular activities. As such, if a student engages in conduct outside of school that causes a substantial disruption to the school environment, such conduct may be considered a basis for discipline, up to and including long-term suspension from school.

Graffiti

Writing graffiti on school property is a serious offense that will result in suspension and possible criminal charges. The student will be charged the full costs for removal of the graffiti. Under Massachusetts law (M.G.L. c. 266, Section 126B) a student convicted of defacing or vandalizing property will have his/her driver’s license suspended for a year or, if the student is under sixteen, one year will be added to the minimum age eligibility for driving.

Harassment Policy

The Dover Sherborn Public Schools are committed to providing faculty, staff, and students with a learning and working environment that is free from harassment (verbal and/or physical) based on gender, race, religion, national origin, ethnic background, color, age, sexual orientation, or disability.¹ The goal is to maintain a school climate that is supportive, respectful of all school community members, and conducive to learning.

Definition of Harassment Forbidden by This Policy

For the purposes of this policy, the term “harassment” shall be defined as conduct (verbal or physical) based on gender, race, religion, national origin, age, sexual orientation or disability, that creates an intimidating, hostile or offensive educational or work environment and/ or that unreasonably interferes with another individual/s education or work performance.

Complaint Procedures

Any member of the Dover Sherborn Public Schools who believes that she/he has been the victim of harassment (as defined above) by a teacher, pupil, visitor, administrator, or other personnel of the Dover Sherborn Public Schools, or who has knowledge of any of the above should report the alleged acts as soon as possible.

A harassment complaint may be made to the Headmaster or to the Superintendent 508- 785- 0036. If the report is to someone other than the Headmaster, it becomes the responsibility of that person to report the complaint to the Headmaster in writing using the forms that are available in every Headmaster's office or in the office of the Superintendent of Schools.

So that all members of the school community will be made secure in bringing forth complaints, a volunteer member of the faculty from each building will be designated as an equity coordinator. Ideally, the equity coordinator will not be of the same gender as the Headmaster.

Upon receiving a complaint, the equity coordinator, or other member of the school community shall immediately notify the building Headmaster who shall serve as the complaint-hearing officer. The building Headmaster or designee will immediately address the concern. Depending on the circumstances and seriousness of the incident, interventions can range from informal to formal. Informal interventions include immediately and effectively addressing the situation, for example, by encouraging people to identify the difficulty, talk it out, and agree on how to deal with it. If that does not work or if the situation warrants further action, a formal harassment complaint will be processed. Within five (5) working days, the Headmaster shall forward all formal complaints to the Superintendent of Schools and the Title IX/Chapter 622 coordinator.

¹ Massachusetts state law has been amended to include “gender identity” as a protected classification under M.G.L. c. 76 sec. 5. As such, the administration reasonably anticipates a change in the school district harassment policy to reflect this change in the law.

The hearing officer shall respect, as much as possible, the privacy of the complainant, the person against whom the complaint is filed, and all witnesses. ALTHOUGH EFFORTS WILL BE TAKEN TO PROTECT CONFIDENTIALITY, THIS IS NOT ALWAYS POSSIBLE IN HARASSMENT INVESTIGATIONS.

All complaints will be taken seriously. While rights of all individuals will be protected, a program for monitoring an alleged situation of harassment will be developed immediately to prevent the possibility of any recurrence of the behavior. It is unlawful to retaliate against a person for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment. Retaliation against a complainant or witness will not be tolerated. Appropriate disciplinary action will be taken against any party involved in the retaliation.

Reporting Locations:

Dover Sherborn Public Schools, Office of the Superintendent, 157 Farm Street, Dover, MA 02030

Dover-Sherborn High School, Office of the Headmaster, 9 Junction Street, Dover, MA 02030

Dover-Sherborn Middle School, Office of the Headmaster, 155 Farm Street, Dover, MA 02030

Chickering School, Office of the Principal, 29 Cross Street, Dover, MA 02030

Pine Hill School, Office of the Principal, Pine Hill Drive, Sherborn, MA 01770

Investigative Procedures

The Headmaster or designee shall consider every report of harassment seriously and shall investigate all reports immediately. The Title IX/1622 coordinator and other staff (e.g. school psychologist) shall assist the school hearing officer, as needed, in the investigative procedures and the identification and delivery of all necessary services to concerned individuals.

In the event that students are involved in allegations as victim, perpetrator, or witnesses, the Headmaster will notify the parents and/or guardians of the allegations. The Administration reserves the right to question such students as part of its investigation.

The person issuing the complaint as well as the individual against whom the complaint is filed shall be separately interviewed, with the goal of resolving the complaint at this level. If resolved, parties will be notified and documentation describing the incident and subsequent resolution shall be kept by the Headmaster for one year. If the complaint is not successfully resolved, the Headmaster shall continue with the investigation by interviewing other knowledgeable parties. Documentation supporting or discounting the allegation shall become part of the investigation process.

Whenever possible, the Headmaster shall complete the investigation and report within twenty (20) school days after the complaint has been filed indicating whether the allegations have been substantiated as factual or not. There will be no reprisal against the person filing the complaint whether or not the complaint is sustained. If the allegations are substantiated, the Headmaster or, in a case against an employee, the Superintendent or Headmaster must take immediate corrective and/or disciplinary action to resolve the situation. Such action may

include, but is not limited to, requiring an apology, direction to stop offensive behavior, counseling or education, suspension, or expulsion. Follow up will be conducted to insure that neither continued harassment nor retaliation occurs.

As soon as the report is completed, all formal records of harassment shall be forwarded to the Superintendent and Title IX/622 coordinator and shall be kept in a separate file; only the Superintendent and the Title IX/622 coordinator shall have access to these files. Written findings will be provided to the concerned parties upon request to the extent legally permissible. Concerned parties will have the right of appeal to the Superintendent of schools within ten (10) working days of receipt of the concluding report.

Adopted by the Dover-Sherborn Regional School Committee, Dover School Committee, and Sherborn School Committee on June 16, 1998

Hazing

The prohibitions upon the hazing of students are contained at CH. 269, S. 17, 18 and 19. Those sections provide as follows:

CH. 269, S.17. Crime of Hazing; Definition; Penalty

Whoever is a principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or 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 any 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.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c.536; amended by St. 1987, c.665.

CH. 269, S.18 Duty to Report Hazing

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 one thousand dollars. Added by St. 1985, c.536; amended by St. 1987, c.665.

CH. 269, S.19. Hazing Statutes to be Provided; Statement of Compliance and Discipline Policy Required

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issues copies of this section and section seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Penalty: Up to three days out-of school suspension; police notification.

Violation of Another's Civil Rights

Students have the right to be free from discrimination including verbal or physical attacks based on race, national origin, religion, sex, disability, gender identity, sexual orientation or homelessness. Any student who violates another student's rights to be free from discrimination will be subject to disciplinary sanctions which will vary, depending upon the

seriousness of the offense, from detention up to and including expulsion. Particularly serious violations will also be referred to the police.

Photographs

Students and parents/guardians are not to photograph and/or post students' images from field trips, outdoor activities, or general classroom settings.

Selling and Distributing

Any student who is found selling or distributing controlled substances on school premises or at school-sponsored or school related events will be subject to expulsion by the Headmaster under M.G.L. c. 71, s.37H. Any student who is found selling or distributing alcohol on school premises or at school-sponsored or school-related events will be suspended for two weeks and the Headmaster may recommend the student's expulsion.

Sexual Harassment

As special laws deal with the subject of sexual harassment, it is appropriate to review those provisions and their scope.

Sexual harassment in public schools is sex discrimination, and therefore is prohibited by federal and state laws. Title IX of the federal Education Amendments of 1972 (20 U.S.C. 1681) states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Massachusetts law on fair educational practices (Chapter 151C of the Massachusetts General Laws) also forbids sexual harassment in the schools. It defines sexual harassment as follows:

The term "sexual harassment" means any sexual advances, requests for sexual favors and other 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, a term or condition of the provision of the benefits, privileges or placement services, or as a basis for the evaluation of academic achievement, or
- Such advances, request or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect

of creating a work place and/or educational environment that is hostile, offensive, intimidating, or humiliating to male or female workers or students may also constitute sexual harassment.

It is not possible to list all those additional circumstances that may constitute sexual harassment. Nevertheless, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness:

- unwelcome sexual advances – whether they involve physical touching or not
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comment on an individual’s body, comment on an individual’s sexual activity, deficiencies, or prowess
- displaying sexually suggestive objects, pictures, cartoons
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- inquiries into one’s sexual experiences
- discussion of one’s sexual activities

All employees and students should take special note that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is unlawful and will not be tolerated by the Dover Sherborn Public Schools.

Any conduct forbidden by the above state or federal statutes shall be considered violative conduct and shall be actionable under this policy.

Smoking Policy/Tobacco Use (including the use of chewing tobacco)

Massachusetts’s law prohibits tobacco use in all school buildings and facilities, on school grounds and in school buses by all individuals.

1st offense: Parent/Guardian notification, up to two days suspension, parent/guardian conference, and attendance at a smoking cessation program.

2nd offense: Parent/Guardian notification, up to four days suspension, parent/guardian conference and a \$100 fine* (administered in the same manner as a traffic ticket and payable to the town of Dover).

Further offenses: Parent/Guardian notification, up to five days of suspension, parent/guardian conference and a \$100 fine* administered in the same manner as a traffic ticket and payable to the town of Dover).

Dover-Sherborn Middle School will provide information regarding smoking cessation programs whenever possible.

Furthermore, students are not allowed to be in possession of tobacco products, tobacco related products, lighters or matches on school property.

1st offense: Confiscation of materials, parent/guardian notification, warning of what will happen on any further offenses.

Further offenses: Confiscation of materials, parent/guardian notification, up to two days suspension and parent/guardian conference.

**commensurate with the policy of the Dover and Sherborn Boards of Health*

Snowball Throwing

Snowball throwing on school grounds or at a school event is expressly prohibited. Penalty assessed may range from a detention to suspension and possible long term suspension depending upon the severity or pattern of behavior. Please refer to the prohibition on Physical Assault.

Theft

Theft, the unauthorized taking of private property without permission from any member of the Dover-Sherborn school community or property of the school district is expressly prohibited. Disciplinary penalties may include possible short-term or long-term suspension depending upon the severity of the offense.

Trespassing

Students are reminded that unauthorized presence on school property may be considered trespassing and violators may be prosecuted in accordance with the laws of the Commonwealth of Massachusetts and/or in accordance with any applicable town ordinances.

Vandalism

Vandalism, including the destruction of, damage to, or effacement of school property or the property of another is expressly prohibited. (This includes vandalism of the property of another school system.) Disciplinary penalties may include possible short-term or long-term suspension depending upon the severity of the offense.

Violative Conduct

It is a violation of this policy for any teacher, student, visitor to the school, administrator, or other school personnel to engage in harassment (as defined above) toward any person associated with the School System whether that harassment occurs on school grounds, or during school-related activities. Complaints of harassment will be investigated by school authorities in accordance with the procedures set forth below.

Disciplinary Sanctions / Due Process

Teacher Detention

Teacher detention takes priority over extracurricular activities and all other personal plans. Office detention and required extra-help session take priority over teacher detention. Students will be given a 24-hour notice to serve detention so that proper arrangements may be made. However, students may elect to serve detention on the day it is given. Teacher detention will be held from **2:20 p.m. to 3:15 p.m.** If a student fails to attend an assigned teacher detention, the teacher will send a referral to the Main Office and the student will be assigned two office detentions.

Office Detention

Office detention is held from 2:20 p.m. - 3:15 p.m. Monday through Thursday. Students serving office detention need to report to the main office. This is a time for silent study or silent reading. Students are expected to comport themselves appropriately. Office detention takes priority over extracurricular activities and all other personal plans. However, extra-help requested in writing to the main office by a student's subject teacher(s) will satisfy a student's office detention obligation (subject teachers will hold the student until 3:15 p.m. or return with the student to office detention if extra-help is completed before 3:15 p.m.). Students will be given a 24-hour notice to serve detention so that proper arrangements may be made. However, students may elect to serve detention on the day it is given. If a student fails to attend an assigned office detention, he or she will be assigned two office detentions for each one missed. If a student is referred to the office for inappropriate behavior during office detention, that student will be subject to suspension at the discretion of the headmaster.

Short Term Suspension / Long Term Suspension / Expulsion

EXPULSION PURSUANT TO M.G.L. C. 71, §37H AND 37H ½

Students are subject to expulsion (i.e. permanent exclusion) by the Principal for the conduct listed below.

- Possession of a dangerous weapon*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2.

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of the suspension/expulsion.

PROCEDURES APPLICABLE TO CONDUCT COVERED BY M.G.L. C. 71, §37H AND 37H ½

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
 - a) The reason for the suspension
 - b) A statement of the effective date and duration of the suspension
 - c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

Continuation of Educational Services under M.G. L. ch. 71, §37H and §37H½

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational

services and make academic progress during the period of removal under a school-wide education service plan, which is described below, and will be so informed at the time of the suspension/expulsion. If the student withdraws from the school and/or moves to another school district during the period of suspension or expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

SUSPENSIONS

Suspensions may be short term or long term. Short term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. Long term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

Suspensions may also occur in-school or out-of-school. In-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his/her discretion, allow a student to serve a long-term suspension in school.

During the course of any suspension, a student is ineligible to participate in any school-related activities, including athletic activities. The student and his/her parents are expected to meet with a school administrator prior to the student's return to class. During the course of an out-of-school suspension, a student not be on school premises.

A student will not be excluded from school without being afforded appropriate due process as set forth below. If, however, a student's continued presence in school 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, a student who is charged with a disciplinary offense may be removed temporarily from school before receiving due process pursuant to an Emergency Removal (see below for more information).

I. IN-SCHOOL SUSPENSION

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 about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent 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 for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension.

II. SHORT TERM OUT-OF-SCHOOL SUSPENSION

Except in the case of an Emergency Removal (see below), 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 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 for school communications, or any other method of delivery agreed to by the school and parent.

2. Efforts to Involve Parent: The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the

parent. 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 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 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.

III. LONG TERM SUSPENSION

Except in the case of an Emergency Removal provided below, 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 by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

- a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
 - b. Set out the key facts and conclusions reached;
 - c. Identify the length and effective date of the suspension, as well as a date of return to school;
4. 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 cumulative days);
5. 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.

APPEAL TO THE SUPERINTENDENT

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. 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:

- The superintendent will make a good faith effort to include the parent 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.
- 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.
- 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.
- 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.

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 provided in Section C or D above, 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.

Continuation of Educational Services

Students serving an in-school suspension, short-term suspension, or long-term suspension have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Students who are suspended under §37H³/₄ for more than ten (10) consecutive days, whether in school or out of school, are entitled to receive educational services during the period of suspension under DSMS's Education Service Plan, which is described below. If the student withdraws from the District and/or moves to another public school during the period of suspension, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

Services during Removals and School-Wide Education Service Plan

Students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed.

DSMS has developed a school-wide Education Service Plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed.

DSMS's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, Saturday school, and online or distance learning.

STATE REGULATIONS

Statutory Provisions

Disturbance of Schools or Assemblies

M.G.L. c. 272 Sec. 40

Whoever willfully interrupts or disturbs a school or other assembly of people met for a lawful purpose shall be punished by imprisonment for not more than one month or by a fine of not more than fifty dollars; provided, however, that whoever, within one year after being twice convicted of a violation of this section, again violates the provisions of this section

shall be punished by imprisonment for one month, and the sentence imposing such imprisonment shall not be suspended.

EXTRACURRICULAR PARTICIPATION

Co-curricular and extracurricular activities are considered a vital part of student life. The high school sponsors a variety of teams, clubs, and organizations. Participation in extracurricular activities will enhance the quality and enjoyment of school life.

Behavior for School-Sponsored Social Activities

All school sponsored functions are well supervised by the Headmaster, Assistant Headmaster, staff and parents. Parents are urged to make certain the student enters the building when they are brought to the school for a school function. Parents are invited to come back early and observe the activity.

In order to insure student safety and supervision and because of the sense of responsibility to the student, staff members wait as long as necessary for all students to be provided with transportation home. Many times, this will cause a disruption of personal and family plans for the supervisors. Any student who is not picked up within fifteen minutes of the scheduled ending of an event will not be allowed to attend the next scheduled activity. The exception will be if the parent volunteers to chaperone the next scheduled activity. This policy will also apply to your child when the parent has entrusted the means of transportation to another responsible adult.

Student Council

The Student Council is the elected government of the entire student body. As such, it seeks to recommend changes in school policy and regulations that will keep up with the changing needs of all students. It provides a forum for the expression of student views and seeks to represent responsibly these views to the School Committee and administration. Meetings are open to every interested student. In addition, the Council is a service organization that sponsors special activities for the school and community.

Working Certificates

Working Certificates may be obtained only after a job has been confirmed at the Superintendent's office in the Fassnacht Administration Building from 8:00 a.m.-3:00 p.m. Students must apply in person.

Parent/Guardian must sign a form for the applicant under sixteen years of age; no certificate can be issued to anyone under fourteen years of age. Verification of a recent physical exam must be provided for a job that is food related.

WEATHER AND OTHER EMERGENCIES

When it is safe and reasonable to do so, every effort will be made to transport students home safely. When it is not possible to do so, students will be kept at school until such time as the

school administration can arrange safe transportation home or to a central location in each town. When possible, every effort will be made to bring students to a central location in the town of their residence. By doing so, we will be locating our youth where they will be near fire, police and emergency services. In most instances, there is a better chance that there would be power, light, heat and food available in the central location.

In Sherborn, the Pine Hill School and in Dover, the Chickering School will be the buildings used for these purposes. Students will be allowed to use whatever telephones are available to call home from Pine Hill and Chickering Schools. Attendance will be taken at the central locations so parents/guardians may call to check on where their children are.

Parents/Guardians may pick up students from their regular school or from the central location, or arrange to have a neighbor do so, or the school staff will make the arrangements.

No-School Announcements

Schools will be closed when extreme weather conditions exist in our towns. The school system depends on the weather forecast that is available in the early morning hours as well as the condition of roads and the ability of the bus contractors to pick up and deliver the children safely to the schools.

The safety of the children is of prime importance. While the Superintendent must make a decision in the early morning hours, parents/guardians can help by exercising their own best judgment about conditions at the time when their children must leave home to board the buses for school.

The option of starting school one hour later than usual will continue to be used. If the Superintendent of Schools decides to start school one hour later, students may expect to be picked up at their regular bus stops one hour later than the usual pick-up time.

Occasionally, unpredicted changes in the weather necessitate that schools be closed earlier than the regular closing time. Parents/Guardians can prepare children for this rare eventuality by making sure that they have an alternate place to go should they arrive home and find that no one is home.

The Dover Sherborn Public Schools utilize the Connect-Ed notification system to inform all parents/guardians of school cancellation, delay, and early dismissal, when applicable. Parents/Guardians receive both phone and email notification based on the most current contact information provided to the schools.

Radio/TV stations which will carry Dover-Sherborn's announcements:
WBZ/Channel 4, WCVB TV/Channel 5, WRKO/Channel 7, WFXT/FOX, WBUR (website only)

The "No School" whistle will be blown locally in Dover at 6:30 a.m., 7:00 a.m., and 7:30 a.m. Please do not call the Dover or Sherborn Police Station for "no school" information.

WHAT IF... QUESTIONS

....You forgot your lunch or lunch money?

The cafeteria will provide a lunch for you. You can pay them back the next day.

....You miss your bus?

If it is in the morning, have your parents drive you to school. If your parent is not available, call a relative or a family friend. If it is the 2:15 bus, wait for the 3:15 bus in the library or call home for a ride. If it is the 3:15 bus, call home for a ride and notify someone in the office.

....You lose a book?

Search the classrooms you have been in that day, look at home, and check the lost-and-found. Make arrangements with your teacher for you to pay for it. You will then get a new one from the teacher.

....You want to see a Counselor?

Go to the Guidance Office and make an appointment with the secretary.

....You want more extra help than just help sessions?

Make arrangements with the teacher. Teachers are available after school two days a week. Check websites for possible extra practice sheets. See if the teacher is available before school.

....You are late for class?

If you do it too often, you could be assigned a detention. Maybe you need better organization. Meet with your counselor to strategize timing of locker visits, and to organize binders.

....You have ANY issue with your locker?

Go to the office.

....You have two things to do after school and one of these is detention?

First, talk to the teacher or office about it. Forget the other thing and go to detention.

....Other kids are bothering you?

First, try talking to the other kid. Then, tell your counselor and he/she will help you determine the next best plan of action.

....You do not know which late bus to take home?

There is a map on the window next to the exit to Lindquist. You can also ask the bus drivers.

....You lose money in any of the machines?

Report that the machine is out of order to the cafeteria staff.

....You think that you did not deserve the punishment you were given for an offense?

Talk it over with the person handing out the punishment then talk to your counselor if the issue is not resolved.

....You want a friend to visit the school?

Visitors to our classes are not allowed. The only visitors allowed are students contemplating attending school here. In such instances, the parents of the visiting student should contact guidance two weeks in advance to make arrangements.

....You forget something at home (homework, gym clothes, band instrument...etc)?

Go to the office to call home to see if it can be dropped off.

....There is a fire drill, bus evacuation drill, or lockdown drill?

Be quiet and follow the direction of the supervising adult/teacher. Remember these are only drills to prepare us in case of a true emergency.

....You are sick and the nurse is not here?

Go to the Main Office and ask the secretary to contact the nurse.

....You left your books in the hallway?

Your books will be brought to the office. All books should be left in your locker or in a classroom with teacher permission.

....You do not know where an activity is taking place?

Go to the office or check the monitor in the main lobby.

....You do not find your WHAT IF here?

Ask any staff member and they will be glad to assist you.