

Dudley-Charlton Regional School District



2011 — 2012

MIDDLE SCHOOL HANDBOOK

Dudley Middle School

Charlton Middle School

“...to advance the knowledge and well being of our children and our community.”

The Principals' Letter

Dear Students, Parents and Guardians:

We would like to welcome you to Dudley and Charlton Middle Schools. The middle school years are filled with new opportunities and experiences for our students. We encourage each of you to get involved in the educational programs and school activities that will be happening this year. No educational endeavor is successful without the support of parents and families.

The Middle School Handbook is provided to inform students and families about the expectations and regulations for the middle schools. This handbook was written to reflect the vision of the middle schools and provide guidelines for a safe, developmentally appropriate educational experience for young adolescents.

We look forward to working with you this year. Please feel free to call your middle school if you have any questions or concerns.

Yours truly,

Gregg J. Desto
Dudley Middle School

Dean W. Packard
Charlton Middle School

IMPORTANT DATES

First Quarter – 8/30/11 through 11/4/11

Progress Reports	Week of October 3, 2011
Parent Conferences	October 6, 2011
Report Cards	Week of November 7, 2011

Second Quarter – 11/7/11 through 1/20/12

Progress Reports	Week of December 12, 2011
Report Cards	Week of January 23, 2012

Third Quarter - 1/23/12 through 3/30/12

Progress Reports	Week of March 5, 2012
Parent Conferences	March 8, 2012
Report Cards	Week of April 2, 2012

Fourth Quarter - 4/1/12 through the last day of school

Progress Reports	Week of May 14, 2012
Report Cards	will be mailed home

Schedule may be adjusted due to school cancellations

Progress Reports will be given to the student each quarter to be brought home for parent/guardians' signature.

Report Cards for first, second, and third quarter will be given to the student to bring home. Fourth quarter report cards will be mailed.

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DUDLEY MIDDLE SCHOOL

Colors:

Light Blue and Black

Mascot:

Titans

Motto:

Students First



CHARLTON MIDDLE SCHOOL

Colors:

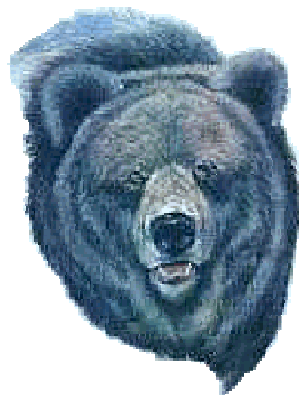
Dark Blue, White, Gold

Mascot:

Grizzly Bears

Motto:

Strength
Through
Team Work



VISION STATEMENT

The Middle Schools in Dudley and Charlton will focus on the unique needs of a learner in transition from childhood to adolescence.

These schools will provide a safe, child-centered environment with enough flexibility to ensure maximum opportunities for all students.

In these schools, teaming will be the foundation for a challenging academic climate, personal and social growth, and parent and community partnerships.

NONDISCRIMINATION POLICY STATEMENT

(Refer: Policy 5122.2)

Students

Educational Opportunities

"It is the policy of the Dudley-Charlton Regional School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendment."

The Dudley-Charlton Regional School District is committed ensuring that all of its programs, activities, employment, practices and facilities are accessible to all members of the public. We do not discriminate in or deny access on the basis of race, color, sex, religion, national origin, ancestry, disability, or sexual orientation.

Title IX, Chapter 622 Student Grievance Procedure

Any person who feels aggrieved as a result of policies and practices within the Dudley-Charlton District with regard to educational opportunities regulated by Title IX, Chapter 622 legislation will direct their complaints as follows:

Grievances in regard to educational practices and opportunities shall be directed at first level to the building principal where the student resides.

A resolution of the complaint or grievance will be attempted at that level. If the grievant, be they student or parent, is not satisfied with the resolution or disposition of the complaint with regard to educational opportunities, they shall register their complaint with the superintendent of schools.

If a just and equitable resolution of the complaint is not arrived at the level of superintendent of schools, in terms of educational opportunities, the grievant or the parent of the grievant shall request to be placed on the agenda of the most appropriate and convenient school committee meeting.

Upon reviewing the matter of grievance, the school committee shall uphold the complainant or make suggestions to modify and resolve the problem or shall uphold any decisions rendered by the administration and superintendent of schools at this point. This decision by the school committee and its reasons for its decision shall be rendered in writing to the complainant.

BULLYING, HARASSMENT and THREATENING BEHAVIOR

Because we believe that all students deserve a safe learning environment and that, in our diversified population, students must learn understanding and respect for all individuals, bullying, teasing and threatening behaviors will not be tolerated at the Dudley and Charlton middle schools. Any behavior deemed by an administrator to be bullying will result in consequences.

State law and district policy (Policy #1349) define bullying as "the repeated use of a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

- causing physical or emotional harm to the other student or damage to his or her property;
- placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
- creating a hostile environment at school for the bullied student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school."

State law and district policy prohibit bullying:

- at school and at all school facilities;
- at school sponsored or school related functions, whether on or off school grounds;
- on school buses and school bus stops;
- through the use of technology or an electronic device owned, licensed or used by a school; and
- at non-school related locations and through non-school technology or electronic devices, if the bullying affects the school environment.

State law and district policy mandate that all schools expressly prohibit bullying and have a bullying prevention and intervention plan. The following represents a summary of that plan relative to Dudley and Charlton Middle Schools:

In an effort to provide all students with an educational environment free from bullying, administration, faculty and staff at Dudley and Charlton Middle Schools will:

- Be provided with annual written notice of the bullying prevention and intervention plan;
- Be provided with annual training on said plan;
- Provide age-appropriate instruction on bullying prevention to the students;
- Provide information to parents regarding bullying prevention efforts at school;
- Prohibit bullying in accordance with state law and district policy;
- Prohibit retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying;
- Be required to immediately report any instance of bullying or retaliation that they have witnessed or become aware of to the principal or his designee, who shall promptly conduct an investigation. If the principal or his designee determines bullying has occurred, he will:
 - a. notify law enforcement if he determines that criminal charges may be pursued against the perpetrator;
 - b. take appropriate disciplinary action (as defined on page 32 of this handbook);
 - c. notify parents / guardians of the perpetrator; and
 - d. notify the parents / guardians of victim and provide them with the action taken to prevent further acts of bullying.

For further information regarding the Dudley-Charlton Regional School District policy or the complete Massachusetts state law on bullying, including the legal definition of terms relative to bullying, please visit the following websites or contact your child's school directly.

- Dudley-Charlton Regional School District policy can be found at <http://www.dcrsd.org/district.cfm?subpage=361905>
- Massachusetts General Law governing bullying can be found at <http://www.malegislature.gov/Laws/SessionLaws/Acts/2010/Chapter92>

SCHOOL DAY AND SCHOOL SPONSORED ACTIVITIES

The rules and regulations contained in this handbook apply during the school day, at extracurricular activities and at school sponsored events/activities.

Students who are eligible to participate in extracurricular activities must meet the following criteria:

- Attend school the day of all activities;
- Not have received a suspension or detention assigned the day of the activity;
- Initial membership in a team sport or on-going club activity may require team/teachers' recommendation and contract if academic and behavior performance is less than satisfactory.
- To participate in interscholastic sports at grades 7 and 8 will require a passing grade in all core major subjects.

VISITORS

All visitors must ENTER THROUGH THE MAIN ENTRANCE. They will be admitted by using the voice/video entry system. They must sign in at the main office and receive a visitor's badge. This badge must be worn in the school at all times.

Badges must be returned when a visitor leaves the building.

SCHOOL CANCELLATIONS/DELAYS

School cancellations due to inclement weather will be made over radio stations WESO in Southbridge, WTAG in Worcester, WSRS in Worcester, and WORC in Webster; in addition, television stations WBZ and ABC Channel 5; and, the school website (www.dcrsd.org).

ATTENDANCE

The whole school population, as well as smaller statistical groups within the school, must each meet state and federal requirements regarding attendance for the school to achieve Adequate Yearly Progress (AYP) and an acceptable performance level. AYP and performance will affect school financing now and into the future.

It is the contention of the School Committee that when a student displays excessive absenteeism he/she cannot truly master course content material and denial of credit appears reasonable. The middle school attendance policy is based on the following premises:

- each class period contains instructional material or activities that are important to the student
- regular attendance provides the continuity to the learning process particularly in terms of opportunity for interaction among student and teachers

All absences must be verified by a call-in from a parent or guardian on the day of the absence. An absence is defined as a whole day or dismissal prior to 11:00 a.m. or arrival after 11:00 a.m.

All absences will count toward promotion decisions.

For purposes of promotion, students who have more than 12 absences for the year from a core course and have not met the criteria for an appeal will be required to make up the course(s) in

summer school to be considered for promotion. Students who fail multiple Unified Arts classes will be subject to review by the Principal before promotion is recommended.

A notification letter will be sent to parents after 8 absences. Students are responsible for all schoolwork missed during the absence.

Appeal

After a student has exceeded his/her allowable absences, a parent may request an appeal for review in order to re-examine the specific conditions relating to the individual case. Requests for review must be made in a timely fashion and no later than the 4th quarter progress report. The principal will review the material presented and may determine the absences to be valid for unusual or extenuating reasons.

PROMOTION

Students must pass all core courses (language arts, math, social studies, science and reading, literacy/foreign language), or make up the subject in summer school, if available, to be eligible for promotion to the next grade. Students who fail any Unified Arts class will be subject to review by the Principal before promotion is recommended.

It should be noted that no more than two (2) subjects can be completed in summer school and only with prior administrator's recommendation. Additionally, no course in which the final grade is below 53 can be made up in summer school. The summer school grade will not replace the final grade. However, it will be noted on the transcript and used for promotion purposes. A minimum grade of 75 in the summer school course is required for promotion purposes.

MAKEUP WORK

If a student is absent from school, due to illness or family emergency, he/she will have one (1) day more than the number of days absent to complete makeup work [days = school days]. Serious/long term absences will be referred to the principal for a schedule of schoolwork.

Students who are absent from school more than 3 days due to illness may request work to be sent home.

Students who are absent from school for extended periods will be given their schoolwork in advance of their absence as requested. All assigned work **will be due upon return to school**. **Additional assignments** may have been given in school during the absence; these will be given to the student upon his/her return to school for completion in a timely manner. Students who have been absent are encouraged to schedule some review time with their teachers for follow up. Parents are encouraged to contact teachers if there are any questions. Requests for work prior to the absence should be made **no less** than 48 hours before the anticipated absence.

Students leaving for extended periods of time must get their assignments beforehand and all work will be due one day after their return. Students may receive a "0" for incomplete assignments.

TARDIES/EARLY DISMISSAL

Students who come in late to school must:

- bring an acceptable note signed by a parent/guardian;
- upon entering school, check in with the main office and obtain a late slip.

If the student fails to bring in a note, a parent will be notified.

Unsubstantiated tardies in excess of eight may result in a parent conference and/or after school detentions.

Students who are being dismissed early must:

- bring in an acceptable note signed by a parent/guardian with the following information
 1. Student name
 2. Reason for dismissal
 3. Time of dismissal
 4. Person picking up student and a telephone number to confirm if necessary
- bring this note to the main office or homeroom teacher, as per school practice, during homeroom

Parents and guardians are required to pick up their children at the middle school main office. People picking up students will be required to show a picture ID and sign out the student.

DRESS CODE

We expect that all students will dress and groom themselves neatly in clothes that are suitable for school activities. Students will adhere to the following:

- *no bare midriffs, revealing clothes, or clothing that reveals undergarments;
- *no hats or outerwear, including bandannas and kerchiefs (exception: medical or religious considerations);
- *no displays of inappropriate language or illegal substances in written or picture form;
- *no accessories or footwear that may cause a safety concern or a disruption.

The administration reserves the right to decide whether certain clothing is appropriate for school. Parents will be notified and students will be asked to change their clothing if deemed inappropriate. If a student refuses to change or a parent is unable to bring in appropriate clothing, a student may be asked to serve the day in in-school suspension. Repeated offenses will result in a parent conference.

Dress Requirements for Physical Education. In order to receive credit for Physical Education, students must wear appropriate clothing for physical activity, including t-shirt or sweatshirt, shorts, sweatpants, or wind pants, and sneakers. No clothing with zippers, loops, straps, or other potentially unsafe attachments will be considered acceptable.

GRADING

Grades in core courses (English / language arts, math, social studies, science, and foreign language or reading / literacy) are registered in numeric form. Passing grades will range from 60 to 100. Failing grades are 59 and below.

Unified Arts classes (physical education, health, computer, technology education, art, and music) are graded using the following designations:

- Pass with Excellence (PE)
- Pass (P)
- Needs Improvement (NI)
- Fail (F)

Exploratory classes are graded using the designations Pass (P) and Fail (F).

CHEATING

Cheating is an act of dishonesty that is not acceptable in society. Any form of cheating will not be tolerated at the middle schools. This includes obtaining answers by any means not accepted by the teacher, as well as giving or receiving information. It also includes plagiarism or copying another's work and submitting it as if it were the original work of the student.

Students will receive a grade of "0". Parents and counselors will be notified. Additional offenses will result in a parent conference and further consequences.

HONOR ROLL

As soon as possible after each quarterly marking period, an honor roll will be published. This list is posted in the main office, the grade level floors and the guidance office for one week prior to publication in the newspaper. It is the individual student's responsibility to verify whether or not his/her name is properly listed.

The Honor Roll will be calculated using the following guidelines:

Middle School High Honors

- Minimum average of 93 in core subjects
- No grade below 90 in any core subject
- No mark of needs improvement or failure in any other class

Middle School Honors

- Minimum average of 83 in core subjects
- No grade below 80 in any core subject
- No mark of needs improvement or failure in any other class

LOCKERS/BACKPACKS

All students will be assigned corridor lockers. Students will be held responsible for the condition of the locker. Students should not share their locker combination with anyone. No valuables should be stored in a student locker.

Lockers are the property of the middle school and are provided for student convenience only. The school reserves the right to inspect and/or search the locker and its contents if the administration has reasonable grounds to believe that it contains materials contrary to the best interests of the school and/or student body.

Students will be responsible for the replacement of damaged locks or lockers. **Locker privileges may be revoked if misuse occurs.**

Backpacks/book bags are to be stored in the student's locker during the day. Students will not be allowed to carry book bags, backpacks or bags of any kind during the school day unless travelling to and from lunch or physical education classes or at the discretion of the administration.

TEXTS AND SCHOOL MATERIALS

Every attempt is made to issue to each student textbooks which are in good condition. If these books are damaged, defaced, or lost, the student is required to pay for them. All books should be covered immediately and remain covered throughout the year. A student is responsible for all books, materials, and equipment issued to him/her. If the item issued to the student is misplaced, stolen, or damaged, the student will be required to pay for the item(s). The school is not responsible for lost, stolen, or damaged items belonging to the student.

AGENDA BOOKS

Each student will be provided with one daily agenda book free of charge. This book is the responsibility of the student. If a student loses or destroys his/her book, replacement books are available for sale from the main office for the sum of \$6.00, while supplies last.

All students will be required to carry agendas with them at all times.

MEDICATION POLICY

The individual school nurses will be permitted to administer medication, prescription and/or non-prescription, only when the following requirements are met:

1. Prescription medication must be in a pharmacy labeled container bearing the child's name, name of medication, dosage, time of administration, name of physician and date of prescription.
2. A written, signed and dated letter from a physician authorizing administering of all medication (prescription and non-prescription) is provided.
3. All medication will be brought to the nurses by a parent or guardian.
4. Psychotropic drugs may be administered at school only after the proper certification by the Massachusetts Department of Public Health. Not more than one month's supply may be kept at the school.

Self-medication is strictly forbidden. No medication, including non-prescription will be dispensed at the school unless the above procedures are carried out.

ACCIDENTS

Report all accidents on school property to the supervising staff member or the nearest teacher. The school nurse will attend to accidents and file an accident report.

ELECTRONIC DEVICES

The use of **ALL** personal electronic devices is prohibited during school hours. Any personal electronic device must be stored in locker and turned off during the school day. Any such devices will be confiscated by administration and returned only to a parent or guardian.

SPECIAL CONDITIONS

If there are restrictions and /or special conditions regarding parental and/or other contact with a student, medical needs, etc. it is the responsibility of the custodial parent to make the school aware of the situation. These restrictions or special conditions must be submitted in writing and kept on file at the school.

LOST AND FOUND

An article that is found should be turned into the lost and found. Students who lose articles should check with the office as soon as possible. However, the school assumes no liability for lost or stolen items. Lost and found items will be donated at the end of each quarter.

CAFETERIA AND FOOD IN THE ACADEMIC AREAS

Students are expected to be courteous during lunch. Students are responsible for the condition of their area and are expected to leave the cafeteria clean. Students are not allowed to bring food or drink outside of the cafeteria without permission.

ENERGY DRINKS

In recent years, we have seen an increase in middle school students' consumption of highly-caffeinated beverages often referred to as "energy drinks." Due to the adverse effects these beverages can have on middle school aged children (such as increased heart rate and blood pressure, dehydration, nervousness, irritability and insomnia), beverages such as Red Bull, Monster, Rock Star, Venom and others are not permitted on school grounds, buses or any school sponsored activities.

GUM

Administration reserves the right to allow individuals and/or groups to chew gum under special circumstances.

GAMBLING, CARD PLAYING, ETC.

Gambling and card playing will not be permitted at any time.

SELLING OF ITEMS

The selling of any items, unless a school-sponsored fundraiser, is prohibited at any time.

SKATEBOARDS, ROLLER BLADES, and any similar EQUIPMENT

Students are not allowed to use skateboards, roller blades or similar equipment within school buildings or on school property during school hours. The only exception will be if such equipment and students are under the direct supervision of a teacher **and/or** the activity is part of a class.

STUDENT RECORDS

The middle schools adhere to all federal and state regulations concerning the maintenance and access to student records.

GENERAL COMPLAINTS FROM THE COMMUNITY – (Policy 1311)

The school committee realizes that in order to continuously attempt to create and maintain schools that reflect the public's wishes, a system needs to be in place for receiving, considering and acting upon complaints from the community.

Although no member of the community will be denied the right to have his/her complaints heard and investigated, he/she will be referred through the proper administrative channels for solution before investigation or action by the committee is considered. Anonymous complaints will be disregarded.

The school committee believes that complaints are best handled and resolved as close to their origin as possible, and that professional staff should be given every opportunity to consider the issues and attempt to resolve the problem. Therefore, the proper channeling of complaints will be as follows:

- Level 1 – Teacher (if applicable, non-applicable or unresolved), move to Level 2
- Level 2 - Principal or principal's designee and teacher (move to level 3 if unresolved)
- Level 3 - Superintendent, principal and teacher (move to Level 4 if unresolved and if apt)
- Level 4 - School Committee (if apt)

Upon written receipt of such complaint and all action taken thus far, the school committee and the superintendent shall confer as to whether the issue presented is one within the jurisdiction of the school committee under Massachusetts General Laws as amended by the Education Reform Act of 1993.

Complainants should be aware, for example, that under the laws as amended by the ERA, a local school committee has a role in neither hiring, firing, nor disciplining any school employee other than the superintendent, assistant superintendent or administrator of special needs, not in disciplining, suspension, nor expulsion of students for weapons, drugs or assault on school personnel.

In the event the school committee determines that the complaint is not within the jurisdiction or certain levels have been skipped, it will be referred back through the proper channels.

If the complaint warrants discussion and/or action by the school committee, the complainant shall be informed that the issue will be placed on an upcoming agenda. The school committee will give careful consideration to the problem while affording all involved any legal rights they may have under applicable law and contract, and will inform the complainant of any action taken to arrive at a solution to the extent the release of such information does not abrogate any such right.

COMPLAINTS CONCERNING SCHOOL PERSONNEL/INSTRUCTIONAL MATERIAL (Policy 1312)

The Dudley-Charlton Regional School Committee's policy number 1312(a) in part states, "people with complaints are encouraged to seek resolution at the individual level, where appropriate, with the staff member or principal of the school, as this is where most problems can be most easily resolved."

GRIEVANCE PROCEDURE

A grievance procedure is a complaint brought by a student or group of students, who feel that a provision of a school regulation has been misinterpreted, applied inequitably or unjustly. When a grievance is alleged, the following procedures should be followed:

1. The aggrieved party should attempt remediation through a conference with the teacher involved. Should this prove unsatisfactory, the grievance may be taken to the guidance counselor.
2. The aggrieved party, if dissatisfied, may present his/her grievance to the principal who, after hearing the facts and after consultation with the teacher, may take any action deemed necessary.
3. If the aggrieved party feels the solution/decision is not agreeable, he/she may appeal to the Superintendent, who after consultation with the Principal, may take any action deemed necessary.
4. Still dissatisfied, the aggrieved party may present the case to the School Committee.

SMOKING AND USE OF TOBACCO (Refer: Policy 1330.1)

The use of tobacco products within school buildings, school facilities, on school grounds and on school buses is prohibited by Massachusetts General Law, Section 36 Chapter 71 of the Acts of 1993.

Therefore, the use of tobacco products within school buildings, school facilities, on school buses and on school grounds under the jurisdiction of the Dudley-Charlton Regional School District is forbidden.

Students who violate the Tobacco Products Policy will be subject to the school Discipline Code at the end of the Handbook.

DETENTION

Detentions may be given for inappropriate behavior by teachers or administrators and will usually last 60 minutes. A written 24 hour notice will be given to the student. This must be signed and returned to the teacher or administrator. Failure to return the notice will result in a call to the parent. Detentions are the first responsibility for all students and take priority over any extracurricular activities or responsibilities. Skipping detentions will result in consequences consistent with the disciplinary guidelines on p. 35.

SUSPENSION (in-school)

In-school suspension may be an option in certain circumstances to be determined by the administration. If a student is assigned to in-house suspension, the student will:

- Get his/her books and school materials and report directly to the in-house room for morning attendance.
- Fill out the forms for assigned work to be sent to in-house by team teachers and unified arts
- Work quietly throughout the day, asking for the supervisor's help when needed
- Be prepared with appropriate independent reading if schoolwork is finished.

In- house will not be counted as an absence from class if all assigned work is completed during the day.

Poor behavior while in In School Suspension will result in out of school suspension and In School Suspension time will be completed upon return to school.

SUSPENSION (out of school) (Refer: Policy 5114) **Suspension**

A student guilty of misconduct may be suspended from school by the principal or designee when other means of correction have failed or when keeping the student in school would be detrimental to the general welfare of the school and its students.

Parents or guardians shall always be notified of the suspension in writing, even when this follows oral notification. A concerted effort will be made to notify parents or guardians of the suspension by telephone or in person, as soon as possible after the decision to suspend is made.

Parents or guardians shall always be notified of their child's direct involvement in an incident that results in the suspension of another student. A concerted effort will be made to notify parents or guardians of the incident as soon as possible after the incident.

In accordance with Chapter 71, Section 37H of the Massachusetts General Laws,

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored for school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student

may be representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

In cases involving the possession or use of weapons, the possession or use of illegal substances, the illegal possession of alcohol, or the use of excessive force, provided that the violation occurs on school property, the principal or headmaster of every school system within each city, town or district shall have the authority to suspend a student, including an indefinite suspension and no other disciplinary measure adopted as a rule or regulation may inhibit his authority to suspend. Where a student has been suspended by a principal or headmaster under the authority of the previous sentence, the school committee may review such suspension and alter the disciplinary measure after a hearing.

In cases of extreme misbehavior a student may be suspended for a period of up to ten school days with the approval of the superintendent, as outlines below.

The process by which a student may be suspended includes the following:

1. The involved administrator will provide the student with the facts, pertinent information, and reasons why the suspension action is contemplated. The student will be provided the opportunity to respond prior to any decision to suspend.
2. In extreme cases where immediate suspension is necessary, the student will be informed of the facts, pertinent information and reasons for the suspension and be given an opportunity to respond as soon as possible.
3. Prior to reinstatement there will be a conference held. That conference should include the involved student, that student's parent(s) or guardian(s), and other directly involved people.
4. In cases of extreme misbehavior where a student faces suspension for up to ten days, the administrator will follow the process described above. Should the situation warrant, that administrator may suspend the student for up to 10 days. The superintendent must then review the case and the length of the suspension.

The superintendent will notify the school committee when a student has been suspended for more than five days.

Any suspension shall be a prohibition against such student in attending school; school functions or school affiliated activities during the period of time of suspension.

If the duration of the suspension exceeds the number of school days left in the school year then whatever days remain on the suspension shall be served at the start of the next school year. When the student involved is a high school senior and the days left in the school year is less than the days remaining under the suspension then the student shall not be allowed to attend graduation exercises or any other school activities that extend beyond the last school day.

When a student (whether suspended or not) becomes so severely disruptive that the student appears to represent a danger to himself or to others and cannot be controlled and that student's parents or guardians cannot be contacted, cannot report to school, do not wish to cooperate, or also cannot manage the student at school, the Dudley or Charlton Police Department may be called at the discretion of the building administrator(s) to remove the student.

PROCEDURES

Procedures for suspension up to 10 days and after 10 days: General requirements

1. All students, including eligible students with disabilities, receive prior written notice regarding the school's Code of Conduct.
2. The School's Code of Conduct includes required procedural safeguards such as opportunity for a hearing (per Goss v. Lopez).

3. Any eligible student may be suspended up to 10 days in any school year without implementation of procedures described.
4. After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
5. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days;

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team convenes to:
 - a. develop or review a functional behavioral assessment of the student's behavior to modify a behavior intervention plan or develop an assessment plan;
 - b. identify appropriate alternative educational setting(s); and
 - c. determine the relationship between the disability and the behavior – “a manifestation decision” (Is IEP appropriate? Is placement appropriate? If there was a behavior plan, was it implemented? Does student understand impact and consequences of his/her behavior? Can student control behavior?).
3. If the Team determines that the behavior is not a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in some other setting.
4. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 days if:
 - a. the behavior involves weapons or illegal drugs or another controlled substance while at school or a school function; or
 - b. the district provides evidence that the student is “substantially likely” to injure him/herself or others and a hearing officer orders the alternative placement; and
 - c. the interim alternative education setting enables the student to continue in the general curriculum, to continue receiving services identified on the IEP, and provides services to address the problem behavior.
5. If the Team determines that the behavior IS a manifestation of the disability, then the district takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan.
6. The school district provides written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the placement on the last accepted IEP or interim alternative placement, unless the parent and the school district agree.

Procedural requirements applied to students not yet determined to be eligible for special education

1. If, prior to disciplinary action, the district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. the parent had expressed concern in writing; or
 - b. the parent had requested an evaluation; or
 - c. school district staff had expressed concern that the student had a disability.
2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

Expulsions

The exclusion or expulsion of a student from school requires the action of the principal. Such exclusion of a pupil from school should be considered only after a careful study of all facts surrounding each individual case indicates that no other approach is feasible.

The principal shall not permanently exclude a pupil from the public schools for alleged misconduct without first giving him and his parent or guardian an opportunity to be heard.

The following guidelines should be considered with regard to expulsion:

1. Evidence that the pupil's behavior interferes with the maintenance of discipline and/or the learning processes of other students.
2. Professional advice that it is in the best interest of the student, in terms of his intellectual and social development, to remove him from the school system.
3. A student being excluded should be advised as to which action, if taken, may be useful in his gaining readmission.

EXPULSION (Refer: Policy 5114)

M.G.L. Chapter 71, Section 37H

- A. Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, controlled substance as defined in Chapter 94C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from school or school district.
- B. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from school or school district.
- C. Any student who is charged with a violation of either paragraph A or B shall be notified in writing of an opportunity for a hearing; provided however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After the hearing, a principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph A or B.

- D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at the hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- E. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

M.G.L. Chapter 71, Section 37H1/2

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

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

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

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

Upon expulsion of such student, no school or school district shall be required to provide educational services to the student.

HAZING

Hazing of students is prohibited by state law (MGL 269, Sections 17-19) and is defined as any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of the student.

1. All incidents of hazing will be reported to the appropriate police authorities as required by law.
2. Depending on the seriousness of the hazing incident, the first occurrence will result in informing parents and assignment of in-school suspension or out of school suspension for up to ten days. The second occurrence will result in out of school suspension for ten days.

WEAPONS IN SCHOOL (Refer: Policy 5131.3) [Definition of Weapons: Appendix A, Policy 5131.3]

The school committee intends to ensure that all students shall be able to attend school in a safe environment that is free of weapons and the violence associated with the use, or threatened use, of a weapon against another student or staff member.

In compliance with Massachusetts General Laws (see Appendix A), the school committee prohibits firearms and other dangerous weapons in schools and adopts the statutory definitions of a firearm and other dangerous weapons. Other dangerous weapons that are not defined in the statutes are defined in Appendix A.

Possession and/or use of any firearm, or other dangerous weapon on school grounds, in a school building, on a school bus or at any other school-sponsored activity will not be tolerated.

The school district supports the prosecution of all school related weapons assaults.

Any student found in possession of a firearm or other dangerous weapon shall be:

- a) suspended for a minimum of 10 school days
- b) reported to the police for possible prosecution
- c) reported to the superintendent for consideration of expulsion for up to 180 school days

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT DISCRIMINATION / HARASSMENT POLICY

POLICY

Personnel

Harassment

4116-6.2

I. Introduction

It is the goal of the Dudley-Charlton Regional School District to promote an environment that is free from discrimination and which affirmatively provides access to employment and equal educational opportunity. Discrimination or harassment, that is based on race, color, sex, religion, national origin, ancestry, disability, age or sexual orientation, is unlawful and will not be tolerated. Further, any retaliation against an individual for initiating, or cooperating with an investigation of, a discrimination complaint is similarly

unlawful and will not be tolerated. This policy is designed to assist in achieving the aforementioned goal by providing procedures by which an employee, student or other member of the community should report allegations of illegal, inappropriate conduct, and pursuant to which any such allegation will be investigated, and appropriate, corrective or disciplinary action taken if warranted based on the outcome of such investigation

The Dudley-Charlton Regional School District takes allegations of illegal discrimination and harassment seriously and intends to respond promptly to such complaints. Where it is determined, after a factual investigation, that such inappropriate conduct has occurred, the district will take reasonable, timely, corrective action, including disciplinary action where appropriate, designed to eliminate the conduct.

While this policy sets forth the goal of promoting an educational environment and workplace free of harassment, the policy is neither designed nor intended, and shall not be construed so as, either: (a) to limit the District's authority to discipline or take remedial action for conduct which the District deems unacceptable, regardless of whether that conduct satisfies the definition of harassment; or (b) to create additional, legal remedies in any forum other than the District, as to which see, for example, Section VII below for pre-existing forums, laws and regulations which already provide an extensive system for enforcement of legal rights and remedies for violations of same.

II. Definition of Harassment

Harassment consists of conduct, whether verbal, physical, or written/drawn, that is based upon a person's protected status based on race, color, sex, religion, national origin, ancestry, age, disability or sexual orientation, and that is illegal under applicable, federal or Commonwealth law or regulations.

While it is not possible to list all circumstances that may constitute harassment, the following are some examples of conduct which may do so, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Bullying
- Making dehumanizing remarks
- Extortionate behavior
- Displaying offensive cartoons or pictures
- Writing messages of an offensive nature.

- Harassment occurs when such conduct, based on objective criteria and a reasonable person's perception, has the purpose or effect of substantially and unreasonably interfering with an individual's work or educational performance, or of creating an unreasonably intimidating, hostile, or offensive working or educational environment.

- Harassment occurs when submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or success as a student.

All individuals should take special note that, as stated above, retaliation against an individual who has complained about harassment, or retaliation against an individual for cooperating with an investigation of a harassment complaint, is unlawful and will not be tolerated.

III. Complaints of Harassment

If any Dudley-Charlton student or employee believes that he or she has been subjected to harassment, as described above, they have the right to file a complaint with the school district.

If you would like to file a complaint, you may do so by contacting any building principal, the superintendent of schools, or other central office administrator. These personnel are also available to discuss any concerns you may have and to provide information to you about the district policy on harassment and the complaint process.

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IV. Harassment Investigation

When a complaint has been reported, the Dudley-Charlton Regional School District will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and the witness(es), if any. The district will also interview the person alleged to have committed harassment. When the district has completed the investigation the administrator, to the extent appropriate, will inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate, illegal conduct has occurred, the administrator will take such timely action as the administrator believes will reasonably serve to eliminate the offending conduct, including, where appropriate, disciplinary action.

Formal Procedures for Resolution

- A. Both students and employees may direct the complaint to the administrator or supervisor who has immediate jurisdiction over the school involved. Students and employees are expected to direct the complaint no later than 20 calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. The student or employee shall submit the complaint in writing and will state the name of the individual and the location of the school/department where the alleged harassment practice occurred, the basis for the complaint, including the date(s) on which the violations are alleged to have taken place and the details of same with sufficient specificity for the administrator to investigate same, and the corrective action the student or employee is seeking. If the complaint is filed by or on behalf of a student and involves an administrator or supervisor, it shall be addressed to the Director of Student Resources.
- B. The appropriate administrator, supervisor or director will conduct the necessary investigation in timely fashion after receiving the formal, written, complaint. In the course of the investigation, the appropriate administrator, supervisor, or director shall contact those individuals who have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and, if apt, the principal or appropriate authority involved.
- Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the students or employees that are involved in the complaint are not immediately available. The appropriate administrator or director, however, will make sure that the complaint is handled as quickly as is reasonably feasible and will strive to complete the investigation within 30 school or working days. When more than 30 school or working days are required for the investigation, the administrator or director shall inform the student or employee who filed the complaint that the investigation is ongoing.
- C. After completing the initial investigation, the administrator or director shall request a meeting with the person against whom the complaint was filed to discuss the tentative findings and, at the same time, to give the person against whom the complaint was filed an opportunity to respond to such findings, and to seek to resolve the complaint. When feasible and appropriate, the administrator or director will make every attempt to resolve the issue within the time parameters of this initial meeting; however, more than one meeting may be necessary. The administrator or director will strive to complete both the investigation and the resolution of the complaint within 30 school or working days. When more than 30 school or working days are required for the investigation and resolution process, the administrator or director shall inform the student or employee who filed the complaint and the individual against whom the complaint was filed that additional time is needed for the resolution process.
- D. If the administrator or director finds that there is reasonable cause for believing that an illegal, harassing practice has occurred, he/she will either take appropriate action as discussed above or will refer the matter to the Superintendent of Schools

for the Dudley-Charlton Regional School District for appropriate action, up to and including, if apt, expulsion for students or termination for employees.

Disciplinary Action

Disciplinary action will be consistent with the requirements of applicable collective bargaining agreements, Massachusetts and federal laws, and school district policies. Any staff member or student who is dissatisfied with the results or progress of the school's investigation may discuss his/her dissatisfaction directly with the building principal, or if the complaint is against the principal, with the Superintendent of Schools. The Superintendent shall have the right to consider or review any complaint or the prosecution or disposition of same in the Superintendent's discretion, but shall not be required to do so unless the complaint has been made against a principal, an employee of the central school district administrative office or another employee for whom the Superintendent has primary responsibility under M.G.L. c. 71.

State and Federal Remedies

In addition to the above, if a student or employee believes he or she has been subjected to harassment with regard to protected status, he or she may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit a student or employee from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-- 180 days; MCAD -- six months.)

The United States Equal Employment Opportunity Commission (EEOC) JFK Federal Building Room 475 Government Center <u>Boston, MA 02203</u>	Massachusetts Commission Against Discrimination (MCAD) One Ashburton Place Room 601E Boston, MA 02108 617-727-3990
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Second Reading

And Adoption: January 24, 2007

First Reading: January 10, 2007

SEXUAL HARASSMENT (Refer: Policy 4116-6.4)

I. Introduction

It is the goal of the Dudley-Charlton Regional School District to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Dudley-Charlton Regional School District takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this:

"sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions;

or, (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work 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 and 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 environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon 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 about 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; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, 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 this organization.

III. Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint, you may do so by contacting any building principal, the superintendent of schools, or other central office staff. These personnel are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

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AIDS/ACQUIRED IMMUNE DEFICIENCY SYNDROME-SCHOOL ATTENDANCE (Refer to Policy 5141.1)

The school committee adheres to Commonwealth of Massachusetts guidelines and statutes concerning HIV Infection/AIDS as they relate to children and adolescents in school settings. The following Department of Public Health documents are an integral part of this policy:

1. Updated Medical Policy Guidelines: *Children and Adolescents with HIV Infection/AIDS in School Settings*, August 1991
2. Appendix A – *Medical Guidelines Regarding Students Who Bleed in an Uncontrollable Fashion in a School Setting*.
3. Appendix B – *Universal Precautions for School Settings*.

DRUGS (Refer: Policy 5131)

Chapter 133, Sec. 430. The second paragraph of Section 37H of Chapter 71 of the Massachusetts General Laws is hereby amended by inserting after the first sentence the following:

In cases involving the possession or use of weapons, the possession or use of illegal substances, the illegal possession of alcohol, or the use of excessive force, provided that the violation occurs on school property, the principal or headmaster of every school system within each city, town or district shall have the authority to suspend a student, including an indefinite suspension, and no other disciplinary measure adopted as a rule or regulation may inhibit this authority to suspend. Where a student has been suspended by a principal or headmaster under the authority of the previous sentence, the school committee may review such suspension and alter the disciplinary measure after a hearing.

Students attending school or any school activity who are in possession of any illicit drug or have been using any illicit drug, will be suspended from school for a minimum of five school days up to 10 school days. A satisfactory conference with the student and his or her parent or legal guardian should take place before the student is readmitted. Conditions must be established and made clear to the student before his readmission. Readmission will include evidence that steps have been, or are being taken to seek solutions to the problems that were the basis for the suspension.

Students selling, or possessing with intent to sell any illicit drug on school property, or at any school function, will be suspended for 10 school days.

A report will be made immediately to the local police authorities of all suspensions under this policy and the incidents relating to the suspension. In the event that there is a conviction for selling drugs at school, the student will be brought before the school committee for exclusion from school.

Any suspension (pursuant to the provisions herein) shall be a prohibition against such student in attending school, school functions or school-affiliated activities during the period of time of suspension.

If the duration of the suspension exceeds the number of school days left in the school year then whatever days remain on the suspension shall be served at the start of the next school year. When the student involved is a high school senior and the days left in the school year is less than the days remaining under the suspension, then the student shall not be allowed to attend graduation exercises or any other school activities that extend beyond the last school day.

USE OF ALCOHOLIC BEVERAGES (Refer: Policy 5131.6)

The possession, serving, or consumption of any alcoholic beverage on school property or at school functions is prohibited.

Those students identified as having been drinking alcoholic beverages prior to attendance at, or participation in, school-sponsored activities will be barred from such activities.

Students attending school, or a school activity, who are in possession of alcoholic beverages, or have been drinking alcoholic beverages, will be suspended from school for a minimum of five school days up to 10 school days. Students selling or possessing with intent to sell any alcoholic beverages on school property, or at any school function will be suspended for 10 school days. A report will be made to the local police authorities of all suspensions under this policy and the incidents relation to the suspension.

A satisfactory conference with the student and his or her parent(s) or legal guardian(s) should take place before the student is readmitted. Conditions must be established and made clear to the student before his readmission. Readmission will include evidence that steps have been or are being taken to seek solutions to the problems which were the basis of the suspension.

BUS CONDUCT (Refer: Policy 5131:1)

Students are not allowed to ride any bus other than the one assigned to them unless they must go to another destination for childcare or other emergency purposes. When such a situation occurs, the following procedure must be used:

- The student must have a signed note from a parent/guardian explaining the reason for the bus change;
- The note must be given to a school administrator in the morning of the day of the necessary bus change;
- The note, once signed by the administrator, must be given to the driver of the bus that the student is riding that afternoon.

Changes to this procedure may only occur in consultation between the parent/guardian and an administrator.

Of primary concern is the safety of the pupil while boarding, disembarking or being transported on the buses. Students are expected to exhibit behavior which respects the rights and privileges of other students as well as the bus property. Failure of students to exhibit proper bus behavior may result in the loss of bus transportation privileges for the offender. **(Refer: Policy 5131:1)**

Please refer to the discipline code in this handbook, beginning on the next page.

Please Note: The Dudley-Charlton Regional School District Policy Book is available at the District Office and the Dudley and Charlton town libraries.

**DUDLEY MIDDLE SCHOOL
CHARLTON MIDDLE SCHOOL
GENERAL DISCIPLINARY GUIDELINES**

The purpose of discipline is to help students meet their responsibilities while affording each student the opportunity to achieve at his/her fullest potential in a safe, orderly learning environment. The usual sequence for addressing disciplinary issues begins with the teacher and the team before any administrative referral. The following list of potential misbehaviors and disciplinary actions is not all-inclusive. The list is provided for students and parents as an informative guideline for situations that may occur. The administration reserves the right to use discretion when warranted.

<u>Offense</u>	<u>Disciplinary Action</u>
1. Possession of a weapon in school, on school grounds, or at a school function.	Minimum ten days out of school suspension. Police notified. Subject to expulsion. See Policy 5114, Suspension and Expulsion, pages 16-21.
2. Selling, distributing, or possessing with intent to sell or distribute alcohol or drugs (including prescription and non-prescription medication) in school, on school grounds, or at a school function.	Ten days out of school suspension. Police notified. Subject to expulsion. See Policy 5114, Suspension and Expulsion, pages 16-21.
3. Possession, consumption, or under the influence of illegal drugs, chemicals used as inhalants, or alcohol in school, on school grounds, or at a school function.	Five to ten days out of school suspension. Police notified. Subject to expulsion. See Policy 5114, Suspension and Expulsion, pages 16-21.
4 a. Arson b. Setting off incendiary device c. Setting off false alarm.	Ten days out of school suspension. Police notified.
5. Bomb threat.	Ten days out of school suspension. Police notified.
6. Possession of Fireworks or other incendiary device	Five to ten days out of school suspension. Police notified.

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| 7 a. Fighting on school property. | One to five days out of school suspension. (In school suspension may be offered depending on the severity of the incident.) |
| b. Prearranged fight or incident with clear evidence of provocation. | First Offense. Minimum of five days out of school suspension.
Police notified.
Second Offense. Ten days out of school suspension.
Police notified. |
| 8 a. Assault/battery on school personnel. | Ten days out of school suspension.
Police notified.
Subject to expulsion. |
| b. Assault/battery of another student. | Ten days out of school suspension.
Police notified. |
| 9. Threatening, harassment, or bullying, of school personnel or students. | Warning, office detention(s), in-school suspension, or out of school suspension depending on the severity of the incident.
Police may be notified. |
| 10. Violent act towards another student(s). | In-school or out of school suspension, depending on the nature and severity of the incident. Police may be notified. |
| 11. Directing obscenities or vulgar acts, or obscene gestures, towards school personnel. | First Offense: One to three days in school or out of school suspension.
Second Offense: Three to five days out of school suspension. |
| 12. Dangerous behavior (including, but not limited to, actions that may result in injury). | Warning, office detention(s), in-school suspension, or out of school suspension depending on the nature and severity of the incident. |
| 13. Insubordination and/or disruptive, inappropriate behavior. | Warning, office detention(s), in-school suspension, or out of school suspension depending on the nature and severity of the incident. |
| 14. Vandalism and/or theft. | Restitution and office detention(s), in school suspension, or out of school suspension depending upon the nature of the incident.
Police may be notified. |

15. Possession and/or use of tobacco products.
- First Offense:** All materials confiscated. One to three days in school suspension.
Second Offense: All materials confiscated. Three to five days out of school suspension. Referral to Tobacco Awareness Program.
16. Truancy
- First Offense:** Three office detentions.
Second Offense: Three days in school suspension.
Third Offense: Three days out of school suspension. Referral to truancy officer.
17. Falsifying signatures and/or altering notes, excuses, or school documents.
- First Offense:** Two office detentions.
Second Offense: One to three days in school suspension.
18. Falsifying or refusing to give name to school personnel.
- Warning, office detention(s), in school suspension, or out of school suspension, depending on the nature of the incident.
19. Cutting class.
- First Offense:** Two office detentions.
Second Offense: One day in school suspension.
Third Offense: Three days in school suspension.
20. Inappropriate use of electronic devices.
- First Offense:** Warning and confiscation of the device. Returned only to parent or guardian.
Second Offense: Two office detentions. Confiscation of the device. Returned only to parent or guardian.
Third Offense: One day in school suspension. Confiscation of the device. Returned only to parent or guardian.
21. Possession of other materials inappropriate to the education process (obscene materials, etc.).
- Warning, office detention(s), in school suspension, or out of school suspension, depending on the nature of the incident. Confiscation. Return only to parent or guardian. Police may be notified.

22. Inappropriate bus behavior.	First Offense: Warning and/or office detention(s). Extreme behavior may Result in the loss of bus privileges at any time. Second Offense: In school suspension or out of school suspension depending on the nature of the incident.
23. Failure to report to office detention.	First Offense: Two office detentions. Second Offense: One day in school suspension.
24. Failure to report to class or teacher detention.	Two office detentions.
25. Refusal to report to in school suspension or disruptive behavior during in school suspension.	Two days out of school suspension and in school suspension to be completed upon return to school.
26. Refusal to Report to the Office/Administrator.	Warning. Office Detention(s), or In-School Suspension, depending on the nature of the incident.
27. Present in an Unauthorized Area, (including, but not limited to leaving the school building without permission, staying after school without teacher or staff permission and supervision and/or purposefully going to an unsupervised area.)	Warning. Office Detention(s), or In-School Suspension, depending on the nature of the incident.

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- In addition, the administration may adapt disciplinary actions if deemed appropriate after due process has been rendered.
 - **Repeated disciplinary actions** may lead to exclusion from co-curricular or extra-curricular activities (including, but not limited to, field trips) or may lead to court referral.
 - **Behavior contracts** that address specific issues may be written at any time with students, parents, teams, and administration involvement. Such contracts do not replace any disciplinary action but serve to reinforce positive behavior.
 - **Parents or guardians** will be notified of any violation resulting in office detentions, in school suspension, or out of school suspension. After the third in school suspension during a semester, a parent conference will be mandatory.
 - **Parent conferences** are also required for reinstatement following any out of school suspension.

INTER/INTRA NET USE

Internet/Intranet Policy

1. Internet/Intranet access is a privilege, not a right. The use of the Internet/Intranet must be consistent with the educational objectives of the Dudley-Charlton Regional School District. Abuse of the Internet/Intranet may result in suspension or termination of Internet/Intranet access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Dudley-Charlton Regional School District. In addition, if such conduct constitutes a violation of law, criminal prosecution may result.
2. Abuse of the Internet/Intranet includes, but is not limited to, the following conduct:
 - a. Placing unlawful and /or inappropriate information on a system
 - b. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
 - c. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
 - d. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
 - e. Participating in other types of use which would cause congestion of the networks or interfere with the work of others.
 - f. Using the Internet/Intranet in a manner which would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading computer viruses.
 - g. Accessing or transmitting materials that are obscene, sexually explicit, and accessing any prohibited sites on the Internet.
 - h. Revealing one's own personal address or telephone number.
 - i. Disseminating passwords, codes, access telephone numbers, or account numbers.
 - j. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the Internet/Intranet access network.
 - k. Attempting to harm, modify or destroy data of another user.
 - l. Exhibiting any other action whatsoever which would in any way subject the user or the Dudley-Charlton Regional School District to any civil or criminal action.
 - m. Discussing highly sensitive or confidential school department information in e-mail communications.
3. The Dudley-Charlton Regional School District assumes no responsibility for:
 - a. any unauthorized charges of fees, including telephone charges, long distance charges. per minute surcharges and/or equipment or line costs.
 - b. any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
 - c. any cost, liability or damages caused by a user's violation of these guidelines.
 - d. any information or materials that are transferred through the Internet/Intranet.
4. The primary purpose of the Internet/Intranet connection is educational. It is essential that everyone who uses this connection understands that purpose. Therefore,

anyone using the connection for purposes other than classroom-related instruction may be asked to log off should any significant slow-down occur. Failure to abide by these regulations shall result in the suspension of their Dudley-Charlton Regional School District account, pending administrative review.

5. The Dudley-Charlton Regional School District makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Dudley-Charlton Regional School District shall not be liable for any loss or corruption of data resulting while using the Internet/Intranet connection.
6. All messages and information created, sent or retrieved over the Internet/Intranet are the property of Dudley-Charlton Regional School District. Electronic mail messages and other use of electronic resources by students and staff are also the property of the school department and should not be considered confidential. Copies of all information created, sent or retrieved are stored on the school department's back up files. While the school department does not plan to review cache files or back up files on a regular basis, the school department reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
7. Within reason, freedom of speech and access to information will be honored. During school time, teachers of students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as information resources as television, telephones, movies and radio are accessed.
8. The Dudley-Charlton Regional School District strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the Internet/Intranet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. Any Internet/Intranet access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.
9. Many kinds of materials eventually, find their way to the Internet. If a user finds materials which are inappropriate while using a Dudley-Charlton Regional School District account, he or she shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
10. The Dudley-Charlton Regional School District administration reserves the right to amend this policy at any time without prior notice.