

MISSION STATEMENT

Blake Middle School believes in a living mission statement, based on the concept that the community seeks and respects knowledge, integrity, character, wisdom, and the willingness to adapt to a continually evolving world.

WELCOME

Welcome to the Thomas A. Blake Middle School. This handbook shares the policies and procedures that direct the learning at Blake. We hope it will serve as a helpful tool for you, and that you have a wonderful year! Looking carefully and thoughtfully at this handbook is a good place to begin. Learning is an exciting and challenging process. It requires consistent effort and the willingness to examine your work and your progress. Learning from and with your fellow classmates, your teachers and our greater community brings fun, joy and a sense of personal satisfaction.

For many years the emphasis in schools has been on the “3 R’s” of **Reading, wRiting and aRithmetic**. Our school program continues to recognize the importance of this academic foundation by increasing your understanding of and interest in math, science, literature, social studies, world languages, health and physical education, computer technology and the fine and applied arts.

Today, students also need to master the “4 R’s” of **Responsibility, Respect, Resourcefulness and Reflection** in order to be successful life long learners.

- You need to be **responsible** for your actions, words and deeds.
- You need to be **respectful** of others and yourself as we work to build a safe, supportive community for all.
- You need to be **resourceful**, by exploring options, listening to different points of view and uncovering your own answers.
- You need to be **reflective**, taking pride in your successes and learning from your mistakes.

We at Blake Middle School are committed to helping each of you achieve academic success, explore special interests, and discover your strengths as a unique individual. Your middle school years are a time when you will grow and change in many ways. We are here to support you and to recognize and celebrate your many skills, talents and accomplishments.

OUR MIDDLE SCHOOL PROGRAM

Our middle school encompasses grades six through eight and focuses on the learning needs of early adolescents. Emphasis is placed on academic success and acquisition of

basic skills while, at the same time, students are supported in the development of life-long learning habits and behaviors.

The middle school program at Blake utilizes the interdisciplinary team approach at each grade level. Within each grade level, teachers and students are assigned to a cluster. Students in a specific cluster work exclusively with three, four or five teachers for English, World Language, Math, Science, and Social Studies. The cluster of teachers serves the same group of students and therefore learns more about them, in order to share and teach more effectively. The clusters in each grade level form a team to assure a common curriculum and a core learning experience for all students. Teams of students and teachers are located in close proximity to each other. The purpose behind this team and cluster organization is to ease the transition to the middle school for students and parents, promote communication and student support and enhance coordination and cooperation among subject area specialists.

Students also experience exploratory related arts courses in which the students from all clusters are grouped together. Where possible, the emphasis is on a ‘hands on experience’ and a project based curriculum. Engaging students and helping them take responsibility for their own learning and behavior continue to be the primary goals of middle level education.

The Code of Student Rights and Responsibilities helps to assure a safe and secure environment for all to learn and grow and is the basis of our school policies and procedures.

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

A STUDENT HAS A RIGHT TO:

1. Receive appropriate instruction and assignments that incorporate a variety of teaching methods and media.
2. Have teachers who are knowledgeable in the curriculum and are actively involved in motivating students to learn.
3. Participate in the formation of his/her learning goals by obtaining advice and support from the guidance counselors, advisors, and faculty.
4. Receive prompt assessment of his/her progress and be given extra help and support.
5. Hold his/her opinions and to respectfully express these in class discussions, student forums, and school publications.
6. Feel safe and supported in school without fear of physical harm or exposure to profanity, obscenity, illegal substances, harassment, or hazing.
7. Know the rules and regulations concerning students and the school. Rules and regulations are considered common knowledge when they are explained through

- one or more of the following: assemblies, student handbook, newsletters, and/or announcements.
8. Participate in student activities, subject to the rules of the organization.

A STUDENT HAS THE RESPONSIBILITY TO:

1. Attend all his/her assigned classes and to participate actively by :
 - Preparing adequately for classes
 - Communicating with teachers and fellow students
 - Utilizing school resources
 - Arriving at class prepared for work with sharpened pencils, books, notebooks, and necessary study materials
2. Enhance the quality of his/her learning by:
 - Recording and completing daily assignments
 - Participating actively in classroom activities
 - Accepting personal responsibility for missed assignments
 - Doing one’s best work
3. Make every effort to achieve maximum results in his/her educational programs through accepting constructive criticism, reflecting, and receiving extra help when needed.
4. Respect the rights, privacy, opinions, and property of others by:
 - Treating people with dignity and respect
 - Being cooperative and helpful
 - Using appropriate language and gestures
 - Asking permission to use or borrow an item
6. Familiarize himself/herself with rules and regulations
7. Follow the rules established for all school activities
8. Do his or her own work

STUDENT LIFE

CURRICULUM AND INSTRUCTION

Blake Middle School offers an engaging curriculum that sets high expectations for all learners. It exposes them to a broad knowledge base, builds basic skills, and develops critical thinking and problem solving skills. The curriculum is centered on students who are actively engaged in a wide variety of learning experiences. The staff strives to connect content material with life experiences. Blake Middle School has been implementing differentiated instruction for several years and has completed curriculum maps and articulated exit skills to help set clear goals of what students should know, understand, and be able to do.

HUMAN SEXUALITY EDUCATION

Medfield has implemented a K - 12 Comprehensive **Health Education Program with human sexuality and AIDS education components in grades 6 - 12.** The School Committee has approved the curriculum to ensure children receive age appropriate information. Parents are

encouraged to participate in the education of their children and are welcome to review the curriculum at any time by calling to make an appointment with the Wellness content specialist, Sue Cowell, at (508) 359-4397.

We strongly recommend that all students participate in the lessons scheduled for their grade level. However, if a parent wishes to exclude his/her son/daughter from human sexuality education, the parent must forward written notification to the principal. Mutually agreed upon independent study projects will be assigned to equal the exempted class time.

PHYSICAL EDUCATION

By law every student is required to participate in physical education classes unless excused for medical reasons upon the receipt of a doctor’s certificate. Suitable gym attire and sneakers must be worn for classes. A locker is provided for storage of gym clothes. Sixth and seventh graders are provided with locks, and eighth graders are strongly encouraged to bring in a lock for their gym locker. Notes from parents to excuse students from classes may be honored at the instructor’s discretion for one week. Prolonged absences or permanent excuses require a doctor’s note which will be filed in the nurse’s office. All permanent excuses must be renewed before the start of the next school year.

SCHOOL SCHEDULE

Monday/Tuesday/Friday

Period A	7:40-8:25
Period B	8:30-9:13
Period C	9:18-10:01
Period D	10:06-10:49
Period E	
7 th Grade	
E Period	10:54-11:41
Lunch	11:44-12:06
Advisory	12:09-12:31
8 th Grade	
Advisory	10:54-11:16
Lunch	11:19-11:41
Period E	11:44-12:31
6 th Grade	
Period E	10:54-11:41
Advisory	11:44-12:06
Lunch	12:09-12:31
Period F	12:35-1:18
Period G	1:22-2:07

Wednesday/Thursday

Period A	7:40-8:25
Period B	8:30-9:13
Period C	9:18-10:01
Period D	10:06-10:49
Period E	

7 th Grade	
E Period	10:54-11:41
Lunch	11:44-12:06
SSR	12:09-12:31

8 th Grade	
SSR	10:54-11:16
Lunch	11:19-11:41
Period E	11:44-12:31

6 th Grade	
Period E	10:54-11:41
SSR	11:44-12:06
Lunch	12:09-12:31

Period F	12:35-1:18
Period G	1:22-2:07

Periods rotate during weeks 2 and 3 on Wednesdays and Thursdays.

HOMEWORK POLICY

Regular daily homework is an important component of the school program and the learning process. Blake teachers will orient each student to use an electronic agenda on their mobile learning device for efficient and regular management of homework assignments. Students are expected to record all homework and long-term projects in their electronic agenda on a daily basis.

Teachers assign homework to:

- Provide additional practice in essential skills
- Promote a sense of responsibility and self-discipline
- Encourage each student to develop good work and study skills
- Help each student learn to budget time wisely
- Create opportunities to meet individual needs
- Connect students with out-of-school learning resources and experiences
- Challenge each student to study independently

It is the student's responsibility to:

- Keep a completed agenda book
- Bring home necessary materials
- Establish a suitable place to study
- Budget time wisely and plan appropriately when long-range assignments are given
- Complete homework assignments on time
- Inform the teacher if he/she is confused or needs extra help
- If work is missing or incomplete, return to the teacher outside of class time to obtain assignment(s) and fulfill requirements

It is the responsibility of the parents/guardians to:

- Provide the child with a suitable environment for study
- Encourage and support the child
- Foster independent work habits

- Inform the school if the student is struggling and needs clarification or support

Homework assignments can and do vary according to the nature of the subject and the learning activity of the lessons. Failure to complete homework could result in a verbal warning, a teacher detention, a zero or a parent conference. Homework missed due to an absence can usually be identified by contacting the 'homework buddy' that was assigned in class. Students can also check teacher websites for updates and assignments.

EXTRA HELP

Extra help is a structure incorporated into the extended school day to support student learning through:

- Reinforcement or practice of skills
- Clarification of concepts and processes
- Extra time to explain and master content
- Opportunity to provide instruction in a smaller group
- Organization of materials

Extra help is structured so that:

- It is provided by all teachers
- Offered at least two times per week for a period of 30 minutes (2:10-2:40 or 7:10-7:40 Tuesdays-Thursdays)
- Each teacher's extra help times are posted on the classroom board on Monday of that week as well as posted on teachers' websites.

The Library/Media Center is open most days after school until 3:00 for students who would like to work on homework. Structured extra help is not available in the Library after school.

MAKE-UP WORK POLICY

Students are responsible for making up work which they have missed due to illness or other excused absence and should contact their teachers concerning missed work upon their return to school. Students should plan to make up work during scheduled help sessions or make other arrangements with individual teachers.

Teachers are available Tuesday-Thursday for students after school between the hours of 2:05 p.m. and 2:40 p.m. for the purposes of making up work, providing extra help and enforcing discipline. All students have the responsibility of informing teachers if they need twenty-four hour notice in order to arrange for a ride home. If a student requests a twenty-four hour notice, he/she should then make arrangements to be picked up the next day in order that the work can be made up as soon as possible.

Tests must be made up within a two-week period after the student returns to school. However, any missed work should be made up as soon as possible.

If a student is absent due to illness, the student should try to get that day's homework assignments by calling a friend. After an illness absence of three days or more with the prospect for a longer absence, parents should contact the guidance office to make arrangements for homework. The cluster needs twenty-four hours to gather all assignments. Arrangements should also be made with guidance to coordinate pick up of assignments.

TEXTBOOKS

Students are responsible for all the books issued them. A book not returned on the date due becomes a financial obligation for the student to whom it was issued. Students who have a textbook stolen should immediately report the loss to their subject teacher. Report cards and yearbooks will not be issued until all financial obligations are met.

ADVISORY PROGRAM

Blake's Advisory Program creates a positive and supportive environment for all students and staff that...

- Activates learning
- B**uilds character
- Creates community
- D**iscusses relevant issues
- Extends the academic success and life skills of all

Advisories meet for 22 minutes daily to build relationships, amongst students and their teachers. Tuesday and Thursday advisories meet for SSR, our sustained silent reading program. At least one advisory per week is used for recess. Students should dress appropriately for the weather. All school advisory times serve to discuss relevant issues, such as academic reflection, internet safety, celebrations, bullying and teasing, community service, and current events, as well as assist students with organizational skills.

SUSTAINED SILENT READING (SSR)

Blake Middle School has a required 22-minute Sustained Silent Reading Program period two times per week. During this SSR period, all students and staff enjoy reading as a lifelong hobby and skill. Students should keep a pleasure-reading book at school for this purpose.

SUMMER ENRICHMENT PROGRAM

Reading is a valued activity at Blake Middle School. During the summer, students are required to read a minimum of three books from a list of suggested titles, including the all-school book, which for 2014-15 is the American classic, *The Wizard of Oz* by L. Frank Baum. All

of the possible titles, as well as our incentives program, are listed on the Blake Library Media website under the Summer Reading link. Students also have the opportunity to sharpen their math skills using our summer math workbook.

SCHOOL DRESS

The responsibility for student dress and attire rests with both the student and the parent/guardian. We are confident that good judgment on the part of students and parents will result in the wearing of clothing which will contribute to a respectful academic environment and educational atmosphere. At Blake Middle School, we endeavor to remove as many distractions from the day as possible so that students are able to focus on the most important part of their day – learning. Each student will abide by the guidelines of decency, cleanliness and safety at all times. In accordance with our expectations for school dress, students are required to wear clothing that does not show the 4 Bs: boxers, breasts, buttocks, and belly buttons. We do ask students not to wear hats, short shorts, midriff shirts, or clothing that displays obscene language, violence, lewd or vulgar pictures, alcohol or drug references, sexual innuendoes, racial/ethnic/religiously offensive materials, or any graphic that may interfere with the educational process. Some guidelines that have been shared with students follow:

- Clothing needs to cover your body so that you and others can participate in and focus on learning.
- A general guideline for appropriate length of skirts and shorts is for them to be as long as your fingertips when extended at your side, with shoulders relaxed. This applies to the front and back.
- Undergarments should not be showing. Cleavage should be covered.
- Off the shoulder shirts are not appropriate.

If a staff member believes that a student's attire may be inappropriate, the student will be referred to one of the guidance counselors or administration. If the clothing is deemed inappropriate for school, the parents/guardians will be contacted. The school administration reserves the right at all times to determine what is or is not appropriate school attire. We encourage you to consult your parents if you are concerned about an item of clothing that you may be considering wearing to school.

STUDENT COUNCIL

The Student Council is a very active part of our school life and is comprised of one representative from each advisory. The Student Council sponsors dances and coordinates various other school activities including spirit days, all school celebrations, and community service projects. Student Council members are expected to set an example of good citizenship, and serve as positive role models. All

students are invited to actively participate in the activities of the council.

To be eligible for nomination to the Student Council, a student must be in good standing both academically and behaviorally within his/her cluster or grade level. In the fall each advisory elects one representative to serve on the Student Council. The officers are elected by a vote of the elected representatives. If a Student Council member's behavior or performance is deemed unacceptable by teachers, administrators, or student council advisors, that member may be placed on probation or removed from the Student Council.

SCHOOL DANCES

School dances are held several times a year for students in grades seven and eight. Tickets can be purchased at the door for \$5.00. The dances may only be attended by seventh and eighth graders at Thomas A. Blake Middle School or other Medfield residents who attend seventh or eighth grade elsewhere. Medfield residents who attend private schools must register with the main office and sign a dance contract at least 24 hours prior to the dance. Proper conduct and attire is required at all middle school dances. Inappropriate behavior will result in a call to the student's parents and may result in a student's ineligibility to attend one or more future dances. Refreshments are sold during the dance.

RULES OF CONDUCT FOR DANCES

1. All 7th and 8th grade dances will be held in the Blake Middle School Cafeteria. Students should arrive in front of the Blake cafeteria by 7:00 P.M. and will not be admitted after 7:30 P.M., unless arrangements have been made in writing with the Assistant Principal or Student Council Advisors 24 hours prior to the dance. *All students must be picked up by parents/guardians promptly at 9:00 P.M. in front of the Blake cafeteria.*
2. Students must have turned in a signed dance contract in order to attend dances.
3. All school rules regarding behavior and appropriate dress will be enforced at the dances.
4. If a student is absent from school on the day of the dance, the student is not allowed to attend the dance that evening.
5. Students cannot leave the dance early unless they are picked up by a parent. Parents must notify the Assistant Principal or Student Council Advisors in advance to be made aware of an early pick-up.
6. No outside food, beverage, or gum is to be brought into the cafeteria.
7. No moshing or grinding dances will be allowed.
8. 7th and 8th grade students that live in Medfield but do not attend Blake will be allowed to attend our dances. All guests must fill out a dance contract and arrangements must be made with the Assistant Principal 24 hours prior to the dance.
9. Cell phone use is prohibited during dances, except in the specified cell phone-use zone. Cell phones should not be used on the dance floor. Failure to follow this

rule will result in confiscation of the cell phone until the end of the dance.

Community Service Club

Community Service Club coordinates community service projects for Blake students to help others locally, nationally, and internationally. A group of dedicated 6th, 7th and 8th graders meet weekly to plan, promote and execute projects that address a variety of issues affecting people and the world today. The projects overseen by the group in past years included Halloween costume collection, a Heifer International fundraiser for impoverished communities, Sight Night, visits to the Thomas Upham House, Coats for Kids drive, Angel Run promotion, Pennies for Patients collection, school grounds clean up, and the construction and installation of two bluebird nest boxes for the school ground.

INTRAMURALS

The Intramural program at Blake Middle School prides itself on encouraging academic, physical, social and emotional growth of students. Intramural activities are held on weekdays immediately after school, usually beginning at 2:15; they typically last one hour. Fees are determined at the rate of \$6 per hour for all activities. All students in grades six through eight are encouraged to participate in activities that are offered. Students must make arrangements to be picked up at the end of the activity; they may not loiter at the school. Information about the Fall, Winter and Spring Intramural seasons will be communicated via hard-copy newsletters, the newflash, the Intramurals website, the public address system, and the individuals in charge of the activities. All students participating in an intramural must return a permission slip and indemnity form before beginning an activity; additional copies may be found in the main office or with the Intramural Director. All activities are cancelled when the district cancels school or there is an early release.

INTERSCHOLASTIC SPORTS

Students from Blake Middle School compete with students from other schools in the following sports: football, field hockey, volleyball, basketball, softball, baseball, and track and field. Eighth grade students are generally given special consideration in both the selection process and in the amount of time played. Students must have had a physical exam within 13 months, according to MIAA regulations, in order to participate in the interscholastic sports program. A copy of the physical must be given to the school nurse before the student can practice or play. In order to avoid missing playing time and disrupting the team, please plan ahead if the physical is due for renewal during the season.

Eligibility: It is the policy of the Blake Middle School that each participant must be in good academic standing in all of his/her subjects to remain eligible to compete.

Each participant must pay an athletic user fee for each sport. Scholarships are available through the principal in cases of financial need.

LOCKERS

Advisory teachers will assign each student a locker at the start of the school year. This locker is the responsibility of the student and must be kept neat and clean. Students may not attach posters, messages, birthday wishes, etc. on the outside of lockers. We require all students to have and use a lock. It must be a combination lock, and the combination must be recorded with advisory teachers. Families will receive a list of types that fit on Blake lockers. Students are discouraged from bringing valuable/distractible possessions to school however all electronic devices, phones, and IPODs should be kept locked in hallway lockers. Students participating in after school activities are discouraged from leaving personal items unattended, but should lock them in the locker room or in their hallway lockers. The school is not responsible for lost or stolen items. School lockers are school property, and students need to know that lockers are subject to inspection by school officials.

LOST ARTICLES OR CLOTHING

Check with the main office secretaries if articles or money have been lost. Lost and found articles should be turned in to a classroom teacher or to the secretaries in the school office. The lost and found is located outside the cafeteria and should be checked frequently. Items left for an extended period of time are donated to charity. Large sums of money or other valuable articles should not be brought to school. If this is necessary, please leave these items in the school office for safekeeping.

STAYING AFTER SCHOOL

Students are encouraged to take advantage of extra help with teachers and participate in intramural activities after school. Students are reminded that they must be in a supervised activity with an adult after school until they leave the building. The Library/Media Center is open most days after school until 3:00 p.m. for students who would like to work on homework. Extra help is not available in the library after school. Students who are waiting for rides may wait in the lobby or in front of the school.

STUDENT BEHAVIOR

It is expected our students will exercise self-discipline and conduct themselves in a courteous and polite manner which

respects the rights and privileges of all members of the school community.

If self-discipline should prove to be inadequate for this task, the Student Conduct and Discipline Code will be instituted by the administration and faculty.

This code applies to every student in grades six through eight and shall be in effect on school property during regular school hours as well as at other places and times where teachers and school administrators have jurisdiction over students, including, but not necessarily limited to school-sponsored functions such as field trips and athletic events. This code also applies to students when they are being transported on school buses and/or private cars for school functions.

ACADEMIC HONESTY AND RESPONSIBILITY

We expect all students to do their own work. Plagiarism is a form of cheating by using another's ideas, phrases, words, pictures, or opinions without giving credit to that person in the form of footnotes or endnotes. Examples of cheating include, but are not limited to, the following:

1. Looking at another student's work during a test or quiz.
2. Providing another student with answers on homework and assessments or allowing another student to copy work.
3. Copying answers from another student or teacher.
4. Possessing cheating sheets with answers on them, or writing answers elsewhere that you can refer to during a test or quiz.
5. Talking during a test or about a test with another student without permission.
6. Having another person do your work and handing it in as your own.
7. Forging signatures or misrepresenting your work or resources.
8. Computer cheating:
 - a. Using information obtained from Internet sources without citing proper documentation.
 - b. Copying ideas, phrases, pictures, and words from internet sources without documentation and using them in an assignment.
 - c. Purchasing, finding answers, or translating material and submitting this work as your own.

Depending on the situation, students will receive a zero for any work where cheating has been determined to have occurred. Partial credit may be earned by completing an alternate assignment at the discretion of the teacher.

A conference between the student and teacher will take place, and the Assistant Principal, parents/guardians, and other cluster teachers will be notified.

BUS RULES

1. Be respectful of others on the bus, in word and deed.
2. Sit in an available seat and remain seated in the forward position until the bus stops at your destination.
3. Keep the aisles free from hands, feet and objects.
4. Do not yell or make loud noises.
5. Do not litter on the bus.
6. Do not eat or drink on the bus.
7. Do not throw objects on, at or out of the bus.
8. Follow the directions of the bus driver, including observing any assigned seating that the driver chooses to implement.

Consequences:

Bus drivers will submit discipline reports to the Assistant Principal. The Assistant Principal will meet with the student, contact the parents/guardians, and appropriate consequences may be given, including the possible loss of bus privileges.

COMPUTER RULES AND EXPECTATIONS

All computer equipment at Blake Middle School is to be used for educational purposes. When using any school computers or any other school technology, students are expected to comply with school rules and expectations as outlined in this handbook. All students will be given a contract to sign stating that they understand and will abide by the rules listed below. Failure to comply with these rules will result in loss of computer privileges and/or other disciplinary action and may negatively affect a student's grade.

Rules

1. I will be responsible with my username and password and will log in using only my own personal account.
2. I will not attempt to access any files that I have not been authorized to use, even if they have become available to me.
3. I will use the computers only for educational purposes.
4. I will not attempt to perform any act that may be construed as illegal, unethical, threatening, or harassing in any form. I will not...
 - send any communication that is intended to harass, threaten, annoy or embarrass another person
 - interfere with any student's ability to complete work, including my own
 - create or download a computer virus and place it on any computer on the network
 - damage school equipment
 - use or copy information from a website and pass it off as my own work
 - use printers for inappropriate or non-school related materials.

5. I will not go into teachers' or other students' folders or files.
6. I will not access Internet sites containing sexually explicit or pornographic content, promotion of violence, drugs or other illegal activities, money-making schemes, spam or chain letters, or games not linked through a Blake teacher's website.
7. I will not remove icons or change computer settings, including the desktop background.
8. I will not download files or install software.
9. I will not use a non-school supported e-mail program, instant messaging programs, social networking sites, twitter, chat rooms or non-school related blogging.
10. I will not bring food, gum, candy, or drinks into any computer lab.
11. It is my responsibility to inform a Blake staff member when I witness one of the rules listed above being broken.

MOBILE DEVICES

iPAD INITIATIVE

BLAKE MIDDLE SCHOOL STUDENT USER GUIDELINES

2014-15

(Updated 8/21/13)

Guidelines:

The student will follow the policies outlined in the Medfield Public Schools Acceptable Use Policy and the Student Handbook while at school and at home at all times.

The student will use devices in ways that are appropriate, meet the expectations of the Medfield Public Schools, and are educational.

Devices should not be used outside of the classroom setting during school hours unless a teacher or building administrator gives prior permission.

The student takes full responsibility for his or her device and keeps it with himself or herself or locked in his or her locker at all times.

The school is not responsible for the security of the device.

For devices brought in from home, the student is responsible for the proper care of his/her personal device, including cost of repair, replacement or any modifications needed to use the device at school.

The student will use the Medfield Public Schools network. Use of 3G and 4G wireless communications is not permitted.

The student will use appropriate language when using digital communications such as e-mail, journals, wikis, etc.

The student will only use his/her iPad in areas that are deemed appropriate, and will comply with teachers' request(s) to shut down or put the device in 'sleep mode'.

The student may not use the devices to record, transmit, or post photos or video of a

person or persons on campus without express permission of a teacher or building administrator. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or building administrator.

The school reserves the right to inspect a student's personal device if there is a reason to believe that the student has violated the Medfield Public Schools Acceptable Use Policy, school handbook rules, administrative procedures, school rules or has engaged in misconduct while using his/her personal device.

Violations of any of the policies, guidelines, and rules stated above involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

The student should not loan out his/her device nor give his/her password to other individuals.

LUNCH AND CAFETERIA USE

You have the opportunity to eat lunch with your friends and classmates while you are at school. The school cafeteria provides a substantial and balanced hot meal. Milk is sold separately for students who wish to bring their own lunches and ice cream is also offered for sale. It is important to observe the following rules:

1. Students should enter the cafeteria in an orderly fashion and proceed to an appropriate table. Reserving seats or moving others' belongings is not permitted.
2. Once seated, students are to remain at that table and are not permitted to wander from table to table.
3. Running, pushing and cutting into lines are prohibited.
4. All food, including ice cream, is to be eaten in the cafeteria. No food or soft drinks are to be brought and consumed in the classrooms before or after lunch. Only water bottles are allowed in the classroom.
5. After finishing lunch, tables are to be cleared. Trays and materials are returned to the cleaning area after throwing away trash, papers and garbage.
6. Dismissal will be by the adult supervisor on duty. When dismissed, students should leave the cafeteria through the front right or left doors as directed and proceed through the hallways without
7. Students are expected to enjoy lunch and chat with friends, maintaining a conversational noise level. Chanting, clapping and other boisterous behavior is not appropriate in the cafeteria.
8. Students are not to leave the cafeteria without the supervisor's permission.
9. We expect that the cafeteria will be neat and clean at all times. It is everyone's responsibility to help keep the tables and adjacent areas clean and free of debris.

10. Students are expected to respectfully cooperate with the directions of the cafeteria supervisors. When asked to clean up, students should follow adult directions, helping out to create a pleasant environment for our school community. Habitual offenders of good cafeteria behavior will be referred to the office. Continual offenses or serious misbehavior can result in loss of cafeteria privileges (lunch detention in the office) and possible further disciplinary action.

OTHER SCHOOL RULES

To be assured of a safe and respectful academic learning environment, the following rules have been instituted:

1. Passing in corridors needs to occur in an orderly and respectful manner; specifically, no running, pushing, horseplay or loud noise are allowed. Students should stay to the right of the hallway to avoid congestion.
2. Students are responsible for covering and looking after textbooks and will report lost books to the appropriate teacher.
3. Chewing gum is not allowed.
4. Distracting items such as battery operated communication devices, mp3 players, laser pointers, iPods, gaming systems, and video cameras interrupt the learning environment and are not allowed in school. Cell phones are not allowed during the school day and should remain locked in lockers if brought to school. Items will be confiscated if used at inappropriate times.
7. Students must use the pass system any time they leave class by signing out and initialing upon return.
8. Students are prohibited from selling items during school without the approval of the administration.
9. Gambling of any type is prohibited.
10. Illegal substances, cigarettes, smoking materials, smokeless tobacco, matches, lighters, pocket knives or any form of weapons, water pistols and other items such as snaps, stink bombs, etc. that are not appropriate to a school setting are not allowed.
11. Snowball throwing is not allowed on school property or aimed at school vehicles.
12. Riding bicycles and skateboards and rollerblading are not allowed at the bus loading area or the front driveway. Please walk your bike and carry your skateboards on school grounds. Students are encouraged to wear helmets for safety.

DISCIPLINARY POLICY AND PROCEDURES

Every effort is made at all levels to help the students assume responsibility for managing their own affairs within the school setting. More difficult matters may be resolved with the help of the parent/guardian, the Assistant Principal, or the Principal.

Should disciplinary action be warranted, it may include, but not be limited to any one or a combination of the following: verbal warning, teacher detention, office detention, loss of

leadership positions, loss of field trip opportunities, loss of privileges such as assemblies, end-of-year activities, or intramurals, internal or external suspension, community service, work detail, referral for counseling, and or recommendation to the School Committee for expulsion.

Students are cautioned that police may be notified of law infractions involving property damage, bodily injury, stealing, drug use or possession, or other violations of the law.

SPECIAL NEEDS DISCIPLINE

All students are expected to meet the requirements for behavior as set forth in the Student Handbook. Chapter 71a of the Massachusetts General Laws, known as 603 CMR 28.00, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individual Education Plan (I.E.P.) The following additional requirements apply to the discipline of special needs students.

DEFINITION: Suspension shall be defined as any action which results in the removal of a student from the program which is prescribed in his/her Individualized Education Plan. This includes in-school suspensions as well as any exclusion from transportation services, which prohibits the student's participation in his/her prescribed program.

Procedure

1. I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P.
2. The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notice.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the I.E.P. as provided in the Section 333 of the 603 CMR 28.00 Regulations, will be held to determine the appropriateness of the student's placement in the program. The TEAM will make a finding as the relationship between the student's misconduct and his/her handicapping condition and either: a. design a modified program for the student or; b. write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the I.E.P. relative to discipline code expectations.

In addition, the Department of Education will be notified by a SPED administrator as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

ADMINISTRATION AND IMPLEMENTATION OF THE DISCIPLINE CODE

The following will be considered when determining a consequence for undesirable behavior:

1. Age and grade level of the student.
2. Frequency of misconduct by the student.
3. Level of seriousness of the particular misconduct.
4. Attitude evidenced by the student.
5. Any other relevant factor, including but not limited to, handicapped children and children with educational plans under Chapter 766 of the General Laws.

When discipline problems occur in the presence of a teacher, it is the responsibility of the teacher to handle the situation until all strategies available to the teacher have been exhausted. School personnel employ realistic and appropriate methods of discipline. For example, cleaning furniture is an appropriate consequence for writing on it. According to the seriousness of the offense, the following discipline procedures may be used. The discipline procedures are intended to be in ascending order of severity or seriousness.

Teacher Action

1. Teachers will issue a verbal reprimand, schedule a teacher-student conference, arrange a telephone or in-school parent-teacher conference.
2. For each offense the teacher may assign one or more after-school supervised detention(s). The length of time will be at the assigning teacher's discretion. Twenty-four hours notice will be given to all students when detentions are assigned and parents/guardians will be contacted.

Teachers will refer a student to the administration for Level 2 action for the following:

- Failure to report for teacher-assigned detention
- Repetitive, inappropriate behavior
- Any threat to the safety of students or staff
- Any illegal act

Administrator Action

1. An administrator may conduct an administrator-teacher-student discipline conference or conduct a telephone or in-school administrator-parent conference.
2. An administrator may assign an administrative office detention of one to five days. This detention will be from 2:10 p.m. to 3:00 p.m. The number of days will be at the discretion of the administration. If an office detention is assigned, a call to the parents will be made.
3. An administrator will assign an internal or external school suspension (1 to 10 days).
4. An administrator may refer the student(s) to public safety officers - police and/or fire.

5. An administrator may refer the student to the Norfolk County Juvenile Court System.

The following behaviors are examples of serious violations of the Blake Middle School's policy of providing a safe and supportive environment where all people are treated with respect and dignity. Students involved in harassment, hate crimes and/or bullying will be suspended from school for a period up to ten days. Before returning to school the student and his/her parents will be required to meet with school administrators and possibly with the victims in order to apologize and guarantee that the behavior will not happen again.

BULLYING AND HARASSMENT

BULLYING

According to the Medfield Public Schools Bullying Prevention and Intervention Plan, created in December 2010, bullying and cyberbullying means unwelcome written or electronic communication, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:

1. That are being offered through the school district; or
2. During any education program or activity; or
3. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or
4. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
5. As used in the School Committee Policy, "electronic communication" means any communication through an electronic device including, but not limited to, a telephone, cellular phone, computer or pager.

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.

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Reports of bullying and cyber bullying by electronic communication or other means, occurring in or out of school will be reviewed and, when a nexus to school exists, may result in disciplinary action. Parents of students alleged to have engaged in cyber harassment may be required to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyberbullying may not be re-admitted to the regular school program until his or her parent(s) attend such meeting.

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

HARASSMENT

Harassment in school occurs when a student or adult's verbal or physical conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance by creating an intimidating, hostile, humiliating or offensive work environment. A single incident, depending upon its severity, may constitute illegal harassment.

Harassment is defined as unsolicited remarks, gestures, or physical contact, display or circulation of written materials or pictures derogatory to either gender, racial, ethnic groups, color, national origin, ancestry, religion, age, sexual orientation, or disability group.

A hostile, offensive or intimidating school environment may be created by behaviors such as the following:

- a. Actions that degrade, demean, insult or abuse another person. Verbal statements, unwelcome physical conduct, including unwelcome physical contact, or writing of a threatening, sexual or racial nature or statements or physical conduct related to a student's race, color, religion, natural origin, ethnic background, gender, sexual orientation or disability.
- b. Graffiti, slogans or other visual displays (such as swastikas and burning crosses) which contain racial, ethnic, religious slurs or insults based on the student's gender, sexual orientation or disability.
- c. Unwelcome sexual advances, including same-gender harassment.

Students who are found guilty of harassment are subject to discipline. The disciplinary action will be commensurate with the severity of the infraction.

BLAKE STUDENT ANTI-BULLYING PLEDGE

At T.A. Blake Middle School, students treat others in various ways. Most of the time, students are treated with kindness. When a student accidentally drops a pen or pencil, others will help by picking it up. When a student is confused about a test or homework, others will help him or her understand the material. Throughout the hallway, students make conversations with others and give compliments and say nice things to those who pass by. For the most part, our students generally avoid physical fights. As a school we will continue to address incidents that arise and work to support students when bullying and teasing takes place.

What needs to stop happening

The tone and spirit of a school are largely determined by its student population. In order to make Blake the best it can be, we need to step forward and take action to prevent bullying and teasing.

- Rumors, hurtful lies about someone that others could believe, cannot be told.
- Verbally abusing people is not acceptable. Constructive suggestions are one thing but generally speaking, if you don't have something nice to say, don't say anything.
- Physical harassment is not allowed. Don't punch someone in the shoulder, check them into lockers or pull their books onto the ground. Respect other people's space and move through the hallways with care, not pushing your way through a crowd.
- "Just Kidding" and "No offense" are not excuses. Don't say mean things like "You're ugly", or "That shirt is gay" and then try and save face by saying "Just kidding".

- Don't talk behind a person's back. The person cannot defend him or herself. If you have a problem with someone, tell it to his/her face in a respectful way.
- Excluding and ignoring people is not nice and can make others feel sad. Make room for everyone at your lunch table and don't move others' belongings when they have already chosen a seat at the table.
- Judging people on their outside appearance is shallow. Take the time to get to know a person's personality before jumping to conclusions.
- Pretending to be cool is NOT cool. Do not try to be someone you are not. Be yourself!

What should start happening

"Treat others as you would like them to treat you."

The rule that has forever been above all others is the Golden Rule. It is effective in almost all situations, including the halls and classrooms of Blake Middle School. By respecting yourself, your classmates and your teachers, you are creating a positive learning environment and social atmosphere for all. We all need to be respectful, responsible, reflective and resourceful in our interactions with others. Give honest compliments. Try to reach out to others who might need a friend, a helping hand or a seat at lunch. Don't stereotype people based on their looks or what they wear. Celebrate people for who they are, always respect people's property, help stop rumors and don't start them. Stand up to students who are being unkind to others; don't be a bystander. Speak up and tell them that it is wrong to be unkind. Support the classmate whose feelings are hurt. If this doesn't work, report the incident to a trusted adult. If you are the target of mean behavior, let teachers, guidance counselors, or your parents know so that everyone can work together to have it stop.

What I will do

We the people of Blake Middle School feel that we should strive to be the best school we can be. To that end,

- I will show RESPECT for myself, my fellow students and the staff of BMS.
- I will be RESPONSIBLE for my actions and words. "Just kidding" and "I was only fooling around" are not acceptable responses. When I have made a mistake, I will work to repair the damage.
- I will REFLECT on my behavior and try to be accepting of and kind toward others.
- I will stand up against bullying, teasing and unkind behavior. Bullying and teasing may seem funny to some people, but it is never funny to the target of the behavior. I will lead by example, showing compassion to others and comforting those whose feelings have been hurt.
- I will be RESOURCEFUL in helping to stop bullying, teasing and unkind behavior at Blake.

BULLYING PREVENTION AND INTERVENTION ACTION PLAN

Thomas A. Blake Middle School, in accordance with State and District policy, prohibits bullying and/or harassment of any kind. This includes cyber-bullying and retaliation, and applies to all members of the educational community. The following Action Plan serves as a guide for all members of Thomas A. Blake Middle School, and to assist in ensuring a safe, respectful, and rewarding educational experience for all.

Bullying and Harassment, as defined in the Student/Parent Handbook, will not be tolerated, and must be reported immediately and consistently. Staff and students are expected to report incidents of bullying/harassment via the Bullying/Harassment Incident Reporting Form that is available in the main office, guidance, health office and online. Upon receipt of a Bullying Reporting Form, the administration will investigate the report and process findings in accordance with the school's disciplinary process.

Following the investigation, a summary of findings will be completed including action steps and any resulting consequences/interventions. This may include consultation with counseling staff, classroom teachers, coaches, club advisors, or any other member of the students' educational support team.

In the event that the incident constitutes a violation of the Thomas A. Blake Middle School's Code of Conduct, disciplinary consequences will be determined on a case-by-case basis in relation to the specific details and offenses involved in the incident.

In all instances, parents of all parties involved will be notified of the incident report, and kept apprised of the investigation as it pertains to their child. All Bullying Reporting Forms will be housed in a secure location with the building administration regardless of findings.

HARASSMENT AND SEXUAL HARASSMENT POLICY

Preamble

The Medfield Public Schools, in accordance with the provisions of state and/or federal law, prohibits discrimination and harassment on the basis of gender, race, national origin, sexual orientation, language preferences, religion, handicap, and all other protected characteristics in education programs and activities of the public schools.

The Medfield Public Schools also prohibits other harassment (any pattern of intimidation or ridicule for any

mean spirited, irrelevant or invidious reason). This policy applies to both education and employment opportunities.

The Medfield School Committee is committed to maintaining an educational atmosphere in which each and every student can pursue scholastic achievement and personal fulfillment.

For purposes of this policy, "sexual harassment" means unwelcome 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 an individual's academic work or as a basis for academic decisions; or,
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic performance by creating an intimidating, hostile, humiliating or sexually offensive academic environment.

Staff/students found guilty of sexual harassment are subject to discipline. The disciplinary action will be commensurate with the severity of the infraction.

Guidelines for dealing with sexual harassment

1. By law, the victim defines sexual harassment. What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is bothering him or her. This can be done in ways described in items 2 and 3 below.
2. Always take every report of sexual harassment seriously and take some kind of action immediately. Many times, situations involving non-physical harassment can be quickly and quietly resolved if the harasser and the victim can be persuaded to sit down and talk things over in the presence of a third person. Note: The Superintendent of Schools has designated Mr. Vaughn and Mrs. Bosh as the school system's contact persons for sexual harassment complaints. However, a student may address any staff member with whom he/she feels comfortable discussing the matter.
3. If the victim does not agree to meet with the harasser, the victim should write the harasser a letter giving:
 - a. An exact description of the behavior, including when and where it occurred.
 - b. A description of how the behavior made the victim feel "embarrassed," "upset," "angry," etc.
 - c. A request that the behavior stop because it is sexual harassment and is against the law.
 - d. A promise that if the behavior stops, nothing further will be said and no further action will be taken.

The letter should be dated and signed by the victim, indicating that a copy of the letter has also been given

to a school staff member. (This protects the victim from retaliation and provides proof that the victim has made it clear to the harasser that the behavior is unacceptable and should be stopped.) This letter should be hand delivered to the harasser by either the victim or the school staff member. In most instances this will stop the harassment; if it doesn't, there is now a legal basis for taking further action. Note: In the case of student to student harassment, the staff member to whom the student reports the harassment should immediately sit down with the student, inform the administration, and help him/her draft the letter and make sure the letter is delivered.

Confidentiality

Reports of sexual harassment will be kept as confidential as possible involving as few people as possible, with the goal of protecting both parties and stopping the behavior, rather than punishing anyone (unless the behavior was found to be so blatant and severe that the victim has suffered severe emotional and/or physical harm) As mandatory reporters, school personnel are required to notify the appropriate state authorities whenever information is received that indicates a child may be harmed, threatened, or in danger.

Retaliation

Retaliation in any form against any person who has filed a complaint relating to sexual harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student and in addition:

1. Suspension from school for a minimum of ten (10) days with a possible recommendation for an additional five (5) days.
2. Possible recommendation for expulsion hearing.
3. Removal of student from any leadership position.

HATE CRIMES

You have the right to attend school without being the victim of physical violence, threats of harm, intimidation or damage to your personal property. A hate crime occurs when a person is targeted for physical assault, threat of bodily harm or intimidation, at least in part because he/she has a disability or is a member of a different race, color, religion, ethnic background, national origin, gender, or sexual orientation from the offender. Hate crimes are against the law and students will face serious consequences if involved.

TEACHER DETENTION

All teachers will handle their own detentions for minor incidents occurring within their jurisdiction. Teacher detention will take precedence over all school activities. Detentions are served within 24 hours of notice when issued by a Blake faculty member. 24 hours notice will be given to all students when detentions are assigned, and parents/

guardians will be contacted. Teacher detention may be issued for, but not restricted to, the following:

1. Class disruption that interferes with a teacher's right to teach or a student's right to learn
2. Tardiness to class
3. Missing homework assignments/inadequate class preparation

OFFICE DETENTION

This is assigned by the school administration and may be held every Tuesday and Thursday during the school year between 2:10 and 3:00 P.M. A parent will be contacted if an office detention is given. Detentions are served within 24 hours of notice when issued by a Blake faculty member. The following are some examples of offenses for which a student would be given an office detention.

1. Disruptive conduct in the classroom, corridors, library, cafeteria or school buses
2. Disrespectful speech or actions
3. Defacing or damaging school property
4. Excessive tardiness to school
5. Skipping a teacher detention
6. Missing a class without permission
7. Any other behavior deemed to be inappropriate by the school administration.

RESTRAINT POLICY/PROTOCOL

When an emergency arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect the student or another member of the school community from injury. Physical restraint may only be used when non-physical interventions would not be effective and the student's behavior poses a threat of injury to the student and/or others.

SUSPENSION POLICY

Appropriate behavior is expected of all members in the Blake community. Infractions of the discipline code of a serious nature require action commensurate with the violation. Students whose actions are not in compliance with school rules and regulations may be given an in-school or out of school suspension. Depending on the nature of the infraction suspensions are given from one to ten days. Students that are suspended from school may not be permitted to attend any function or activity sponsored by school during the period of the suspension. The following are some examples of offenses that are cause for suspension:

1. Insubordination. It is expected that lawful and reasonable requests made by an adult to a student should be carried out immediately.
2. Stealing or receiving stolen property

3. Fighting and/or possession of weapons
4. Truancy
5. Leaving school grounds without permission
6. Physical violence or the threat of physical violence
7. Smoking on school property
8. Drug and/or alcohol possession or paraphernalia
9. Gambling
10. Vandalism
11. Use of profanity or obscenities toward others
12. Harassment/Bullying
13. Any other behavior deemed unacceptable by the Blake administration

EXPULSION FROM SCHOOL

A student may be expelled from the Blake Middle School at the discretion of the principal consistent with the provisions of Mass. Gen. L. ch. 71, § 37H and § 37H½. Any student expelled may appeal to the Superintendent within 10 days. A student may be subject to expulsion for, but not restricted to, the following:

1. Possession of a dangerous weapon or a controlled substance on school premises or at a school sponsored or school related event.
2. Assaulting a principal, assistant principal, teacher, student, or other educational staff member on school premises or at a school related event.
3. Conviction of a felony or upon adjudication on admission in a court of guilt with respect to such a felony or felony delinquency.

GENERAL INFORMATION

ATTENDANCE

Arrival: When students arrive at school each day, they should wait in the gym or cafeteria area for the 7:30 a.m. music and then go to lockers and report directly to their first class. Students should not arrive before 7:10 a.m., as no supervision is available. Students are required to be present in their class by 7:40 A.M. when attendance is taken. Daily exercises are conducted and announcements for the day are made at the beginning of the day.

Tardy to School: Students are responsible for being in school on time each day in order to prepare for the day and maximize learning time. Students arriving after 7:40 A.M. must report to the office to get a tardy pass. Students should have a note from home explaining their tardiness. The office logs all tardies as ‘excused’ or ‘unexcused.’ Examples of excused tardies are medical appointments, illness, and unavoidable events. Examples of unexcused tardies are traffic and oversleeping. After the third ‘unexcused’ is registered, the parent will receive a letter, and the student will be assigned a detention for each subsequent ‘unexcused’ tardy. Morning or afternoon detentions may be given for unexcused tardiness. After six

tardies, excused or unexcused, the Assistant Principal will meet with the student and contact the parents.

Absences: Attendance at school is required by law and students are to be accounted for at all times during the school day. Students have the responsibility to be in school and in their class on time and are to attend all classes and participate in all assigned activities. Parents must call the **Blake absence line (508-242-8501)** each morning that a student will be absent or more than a few minutes tardy. Please note that a call to the absence line is required even when the student plans to come to school later in the day after an appointment. It should also be noted that habitual excused tardiness or absence is unacceptable.

If a student is absent for five or more consecutive days, a doctor’s note is required for re-admittance to school. Upon return to school the student must report to the main office for an admittance slip. A student absent during the school day may not participate in school-sponsored activities.

Dismissal: If a student needs to be dismissed from school before 2:05, that student must bring a written request signed by a parent and give it to the main office first thing on the day of dismissal. The request, signed by a parent or guardian, should state the time, date, reason for dismissal as well as the student’s name and homeroom. The note also needs to indicate if the student will be returning to school that day. If a request is made by telephone, a parent must come in to the main office to dismiss a student. Students must always check in at the main office before being dismissed and also when returning to the building to obtain a pass for class. Students are not called on the public address system before being dismissed. They should report directly to the office for dismissal at the appropriate time.

Students are required by state law to attend 180 days in school unless students are absent for illness, religious observances, legal proceedings, or family emergencies. Absence from school for vacation purposes is discouraged. We are aware that some parents make the decision to take their student out of school based on specific circumstances that may allow for the family to be together or for the student to gain a different educational experience. We strongly request that student vacations or family obligations be scheduled within the framework of the school calendar. When parents/guardians do remove students from school, we request that two weeks notice is provided to the administration so that teachers can be notified.

Should parents keep a child out of school for reasons other than those sanctioned by the State, they are assuming the responsibility for their child to make up the work. It should be realized that teachers cannot realistically provide work to take the place of instruction missed during planned absences. Since assignments are based on material that has been previously taught, work cannot in most cases be identified until after the child returns. Teachers, both regular and special education, are not required to reteach the missed lessons.

Parents that go out of town and leave children with a caretaker need to provide the school with a letter granting the school permission to dismiss the student to the caretaker in the event of illness or to act in the place of the parent in the case of an emergency.

CALENDAR MARKING PERIODS

<u>TERM I</u>	August 27 th -December 5th Interim reports go home October 24th Report cards go home December 12th
<u>TERM II</u>	December 8th – March 14th Interim reports go home January 30th Report cards go home March 20th
<u>TERM III</u>	March 23rd - June 17th Interim reports go home May 8th Report cards go home June 17th

** These dates are tentative and subject to change

ACADEMIC REPORTING

The purpose of academic reporting is to provide feedback on a student’s progress and to help direct future efforts. Grade reports are issued three times a year. Academic achievement is reported by letter grades accompanied by teacher comments on student conduct and effort. The letter grades with their numeric equivalents are listed below for the academic areas of English, reading, social studies, science, mathematics and foreign language.

A+	(97 - 100)	D+	(67 - 69)
A	(93 - 96)	D	(63 - 66)
A-	(90 - 92)	D-	(60 - 62)
B+	(87 - 89)	F	(below 60)
B	(83 - 86)	I	(Incomplete)
B-	(80 - 82)	X	(Medically Excused)
C+	(77 - 79)	Au	(Audit)
C	(73 - 76)	P	(Pass)
C-	(70 - 72)		

Grades are reported in the following manner for art, health, music, physical education and related rotations.

A = Outstanding	N = Needs improvement
P = Satisfactory	U = Unsatisfactory

INTERIM REPORTS

In addition to the three term reports during the year, an interim report will be issued halfway through each term. The approximate dates are noted in the calendar section “marking periods” of this handbook. Students are expected

to bring the interim report home and return it, signed by a parent or guardian, within two days. These reports are issued to indicate a student’s current status in each course as well as areas of needed improvement and or concern. These serve as valuable pieces of communication between school and home and alert students and parents of work done or areas needing attention.

ACADEMIC ACHIEVEMENT

Students will be awarded Academic Distinction if the following standards are met:

- A or above in all academic subjects
- All A’s or P’s in the related rotations
- Excellent or Good in conduct and effort

Students will be awarded Academic Recognition if the following standards are met:

- B or above in all academic subjects
- All A’s or P’s in the related rotations
- Excellent or Good in conduct and effort

Effort marks are based on participation, preparation and attitude.

COMMUNICATION

Weekly information containing current school news will be available on-line via the internet every Thursday at Medfield.net under the Blake Middle tab. Periodic news updates will also be available on-line at Medfield.net under the Blake Middle tab and the *Principal’s Blog* link. Parent and community groups who wish to have their information included in this forum need to have that information approved by the Superintendent of Schools and/or the principal and turned into the school secretary by Monday at 12:00 p.m.

The website also contains links to individual teachers’ websites, nightly homework postings, upcoming events, the BMS calendar, intramural program, Program of Studies, Library Media Center, and lunch menu.

Teachers communicate with parents whenever they deem it appropriate to share information, note concerns, or commend students for outstanding performance and/or marked improvement. These communications may take a variety of forms including a telephone call, e-mail, conference, memo, or interim report. Parents may communicate with individual teachers by using the voice mail system or e-mail and can request parent/teacher meetings by contacting the grade level guidance counselor or cluster leader. Please allow 48 hours for a response. There could be difficulty with our server so if you do not receive a response, please send the message again or call the main office.

FIELD TRIPS/SPECIAL EVENT PARTICIPATION

Field trips, assemblies and special programs are designed to enhance the academic curriculum and are an integral part of the learning experience at Blake Middle School. We take great care to be sure our programs have direct curriculum tie-ins and are developmentally appropriate. It is our expectation that all students participate fully in all special activities. We expect all students to act appropriately, exercise good judgment, and follow basic rules of courtesy and respect. Clear guidelines and expectations will be discussed with students before any special event. If a student demonstrates an inability to participate appropriately or comfortably in these types of activities, the cluster or administration may recommend that he/she not attend a function or go on a field trip. In such cases, alternative activities will be planned at school. Parents would be contacted, and an alternative program would be provided. If participation in any of these activities prove to be a financial burden, parents should contact the principal for support.

GIFT GIVING POLICY

The Medfield School Committee discourages gift giving to staff. Massachusetts State law prohibits public employees from accepting gifts in excess of \$50.00. In accordance with the Conflict of Interest Law, staff members must publicly disclose all gifts they receive as a result of their position within the Medfield Public Schools. In the disclosure the teacher is required to provide the name of the gift giver and the value of the gift received. The Medfield School Committee's policy related to gifts does not specifically prohibit gifts from individuals, but "urges them to find other modes of expression that do not involve personal gifts." If you so desire, families may make a donation to one of our community support groups that provides support for important educational activities, the Blake School Library Gift Books in honor of a teacher, or to the Blake Gift Fund which will be given to the teachers to purchase supplementary classroom materials. Thank you notes from the students/parents are appreciated.

For further information, please reference the Massachusetts Ethics Commission's website: <http://www.mass.gov/?pageID=ethhomepage&L=1&L0=Home&sid=1eth>.

GUIDANCE OFFICE

The guidance counselor is a part of the team of parents, teachers, administrators and specialists responsible for guiding a student's social, emotional and academic development throughout the middle school years. A guidance counselor is assigned in 6th grade and stays with the students through the three years of the middle school. All guidance counselors work with all students through the

group guidance classes and related rotations. A student may meet with his/her counselor to discuss problems with school work, educational choices, development of work habits, or any other problem that may be of concern to the student. The counselor will also meet students in small groups periodically throughout the year. Parents/guardians are always encouraged to contact or make an appointment with their child's grade level guidance counselor to discuss overall school performance, social or emotional concerns, peer relations, or family issues that may impact school. The phone number for Blake's guidance office is (508) 359-2445.

6th grade counselor – Ms. Jen Dondero

7th grade counselor – Mr. Matt Marenghi

8th grade counselor – Ms. Tracy Allen

HEALTH SERVICES

Our primary concern is the safety and welfare of our students and staff. A school nurse is available during school hours and serves as a liaison between school, home, and community agencies to advance the health and well-being of students.

Physical Examinations

Students who enter Blake Middle School from another school system, and all students entering seventh grade, must submit a current physical examination to the school nurse prior to attending school. It is preferable that this exam be conducted by the student's primary health care provider; however, arrangements can be made to have the school physician examine a student, if needed. Exemption from the physical examination, which is based on Massachusetts state law, can only be granted due to a *religious objection, which should be included in a letter from the parent to the principal.*

Documentation of a student's recent physical examination should be furnished to the school during sixth grade in order for each student to have a current physical on file by the first day of seventh grade.

Immunizations

The regulations governing the immunizations of students (105 CMR 220.00) require the following **for entry into seventh grade:**

2 MMR (measles, mumps, rubella)

Tetanus Booster (Tdap)

2 doses of Varicella vaccine or a history of Chicken Pox (documented by a physician)

Students not up-to-date with immunizations will be excluded from school until documentation is provided. The only exceptions are a health care provider's documented medical exemption, if an immunization is medically contraindicated, or a religious exemption documented by a written statement from parents.

State Mandated Screenings

Vision and hearing screening and Body Mass Index (BMI) screening, based on height and weight measurements, is performed annually on all seventh grade students, and as

needed. Postural screening is conducted annually by the physical education teachers on all students, and re-screening is done by the school nurse as needed. The school nurse will notify the parents of any abnormal findings and follow up on physician reports as necessary.

School Committee's Policy on Medication

All medication, including over-the-counter medication as well as prescription medication, requires a **health care provider's (physician, nurse practitioner, orthodontist etc.) and a parent's written authorization**, with the **exception** of Acetaminophen (Tylenol), for which the school physician has written orders. Parent permission for Acetaminophen may be given on the blue Emergency Information Form which is completed by parents each September.

All medications, with the exception of inhalers, epinephrine auto-injectors (Epi-Pens), and other approved medications, must be kept in the School Nurse's office and be dispensed by the school nurse. All prescription medication must be brought to school in the original labeled pharmacy container. Over-the-counter medications must be brought to school in original, unopened containers. Pharmacies will provide an extra prescription bottle for the school upon request.

Self-administration of Medication

Students may not carry or self-administer ANY medication in school without prior approval from the school nurse, and documentation from their health care provider. Written approval from the student's health care provider should be indicated on the Medfield Public Schools Medication Authorization Plan and reviewed with the school nurse.

Field Trips

The Department of Public Health regulations allow nurses to delegate responsibility for the administration of Epinephrine auto-injectors and **scheduled medications** to trained teachers. The regulations do not allow for delegation of any other medications that are given on an as-needed basis on field trips, such as Benadryl, Tylenol or inhalers. Students may self-administer medication on field trips **ONLY** if the student's health care provider has checked off the box on the Medfield Public Schools Medication Authorization Plan and subject to the approval of the school nurse.

Under no circumstances may students share medication or dispense medication of any kind to other students.

Medical Dismissal Procedure

If a student becomes ill or is injured at school, he/she will be sent to the school nurse's office for evaluation. If the nurse determines that the student needs to be dismissed from school, the nurse or other school personnel will contact the student's parent(s) or designated adult. When the student's parents cannot be reached within a reasonable time frame, then the Emergency Contacts listed on the student's Emergency Health Information form will be

contacted to pick up the student from school. The school nurse may also consult with the student's health care provider and/or the school physician. When immediate hospital treatment is required as determined by the school nurse or school personnel, an ambulance will be called and parents will be notified. Emergency forms for the main office, cluster and school nurse will be sent home on the first day of school each year to be completed by parents and returned to school. Parents are responsible for updating this information as needed (a new health concern, new telephone numbers, change in address etc.). All injuries, while at or going to and from school, should be reported to the office immediately.

Communicable Diseases

Please notify the school nurse if your child has been diagnosed with a communicable disease. A student who has been diagnosed as having a communicable disease or who has been absent from school for five or more consecutive days can not return to school without documentation from his/her health care provider.

NO SCHOOL PROCEDURES

In case of stormy weather or for other serious reasons, school may be canceled. Information about no school sessions will be announced in the following ways: fire alarm signal 22 repeated four times on the town whistle at 6:15 a.m. for all schools and at 6:30 a.m. for elementary schools only; delay of opening for one hour will be signaled by the fire alarm at 6:40 a.m.; announcements will be made over radio stations WBZ, WHDH, WRKO, WKOX, WCLB, WBCN and also on television stations 4, 5 and 7. If the school's opening is delayed one hour, bus routes will begin one hour later than the regularly scheduled time for the Middle School. This delayed opening will also be announced on the media mentioned above.

BUS AND TRANSPORTATION INFORMATION

Printed bus schedules are available in local newspapers. Students in grades 6-12 who live more than two miles from the school will be transported. We will also transport those students who live in areas which have been designated "safety" areas. Students will be notified well in advance of the bus routes which will be published in local newspapers before school opens in September. Your school office will also be provided with bus lists.

Students will be picked up and dropped off at a stop within walking distance from their residence. No changes will be made in busing between August 15th and one week after the first day of Kindergarten. Unless Central Offices receives and approves exceptions prior to this date, arrangements will be made **ONLY TO AND FROM YOUR RESIDENCE. EXCEPTIONS FOR THE PURPOSE OF EMPLOYMENT** will be allowed *only* if we are provided with a letter from the parent, a letter from the employer, and the employment

involves the student REGULARLY RIDING ON ONLY ONE BUS.

PLEASE NOTE: When exceptions to regular drop off and pickup are needed (for purposes of CCD, scout meetings, temporary employment, etc.), under the new regulations, TRANSPORTATION MUST BE PROVIDED BY THE INDIVIDUAL PARENT. Students should not plan to ride home with a friend. We will not be able to accommodate any request, unless the exception is on the same bus and does not alter the route or add stops. Since all secondary buses are full, there will be no permission given for temporary bus changes. EXCEPTIONS WILL NOT TAKE EFFECT UNTIL THEY ARE APPROVED BY THE BUSINESS OFFICE. If you have any questions about this policy, please call the business office at 359-4798.

DROPPING OFF AND PICKING UP STUDENTS

MORNING DROP-OFF: Cars should pull forward as far as possible around the first circle (cafeteria). Once they are stopped, cars should discharge students regardless of their place in line. Motorists are reminded not to pull around vans that are loading or unloading students at the curb.

AFTERNOON PICK-UP: Cars should pull forward as far as possible around either the first circle (by the cafeteria) or the second circle (main entrance).

WALKERS AND BICYCLISTS: Walking and cycling students need to stay away from the bus loading area and delivery areas. Bike racks are located on the side of the gym. All bikes must be kept on the bike rack and must be locked. All students riding bikes and skateboarding are encouraged to wear a helmet for safety.

PLACEMENT POLICY

It is the practice of school administrators that placement of students within the Medfield School System is the prerogative of school personnel. Parents are discouraged from requesting specific teachers or clusters. The school department is in a position to make a decision based upon the best interests of all students.

PROMOTION POLICY

The school committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

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 building principal.

PRIVATE SCHOOL PROCEDURE

All students applying to private school need to follow necessary steps to ensure that all paper work is completed in a timely and efficient manner. Part of the application process includes a request from students that a transcript and recommendations be completed and sent by the Blake staff. All of these materials, transcript release and recommendation forms, should be given to the guidance office to be disseminated to the appropriate teachers. Students who are planning on applying for the 2013-2014 school year must meet with their guidance counselor by December 15. At this meeting, students must:

- Provide all forms from the schools under consideration
- Bring an 8" x 11" envelope with three stamps, addressed to the school, for each school under consideration
- Set up an appointment for an interview with his/her counselor

Any requests received less than one month before the deadline cannot be guaranteed to reach the school before the specified due date. All recommendations and forms will be mailed directly to the school and not given to parents or students.

SCHOOL OFFICE

The staff in the school office is pleased to assist in any way during the course of a school day. The office is open from 7 A.M. to 3:30 P.M. The phone number for Blake's main office is 508-359-2396 or 508-359-2397.

Forgotten items can be left in the office with the understanding that the students know to check in the office if they have forgotten an item. Please clearly label items with the student's name and grade.

Announcements are made at the beginning and end of the day in order to avoid interruptions of class time. We try to keep these announcements brief and school related. If a message needs to get to a student, we will make every attempt to pass the message along.

STUDENT RECORDS

Parents/guardians have the right to review student records and need to set up an appointment with the office to do so. Student records are not open to anyone but authorized school personnel without the written permission of the

eligible student or his/her parent or guardian. Parents/guardians should set up an appointment

SPECIAL EDUCATION

Children in need of additional services in order to succeed in their learning program may be referred for a team evaluation under the provisions of Mass. Special Education Reg. 603 CMR 28.00.

Referrals generally come from a classroom teacher or a parent. A referral must be made to the Director of Pupil Services. The team evaluation is chaired by the principal or designee and is made up of the school psychologist, learning specialists, speech and language clinicians, school nurse, and teachers. If you would like more information, please call the principal at 508-359-2396.

Some students with identified special needs will be provided with additional support in their regular classroom. A term used to describe this process is called 'inclusion.' For example, instead of leaving his/her classroom to work with a learning specialist, the learning specialist may come and work with the student in his/her classroom. This process benefits the student requiring extra support, provides teachers with additional staff and expertise in their room, and enhances the classroom as a whole. The students with learning disabilities have the opportunity to learn along side the more typical learners, and the more typical learners benefit by being in a classroom with more than one teacher and begin learning what it means to live and work in a diverse learning community. One of our goals for all our children is to acquire an appreciation for diversity, recognizing all our strengths and weaknesses so that we may work together efficiently and cooperatively.

Other students with special needs are able to learn at the same academic level as most other students, but may require a different approach. However, when a student's need requires additional support outside of the regular classroom, such as in the learning center, that service is also available. A full array of special education services is available at the Blake Middle School. Any questions regarding special education services should be addressed to the building principal.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities. Public schools must provide accommodations and services for students with a diagnosed disability. Students are entitled to receive accommodations or services, depending on their diagnosed disability and the environment in which they are functioning. School districts must make reasonable accommodations to allow students an opportunity to participate in school and other school related activities. It is not the intent of Section 504 to provide programs that are fundamentally different from existing opportunities. In

most instances, appropriate intervention for individuals found handicapped only under section 504 occur within the regular education setting.

SCHOOL-RELATED STATE LAWS

FIREARMS RULES AND REGULATIONS AS ADOPTED BY THE MEDFIELD SCHOOL COMMITTEE

Possession of a firearm on school grounds will result in the following:

1. Ten (10) day out-of-school suspension.
2. Confiscation of firearm and referral to police department.
3. Recommendation for possible expulsion hearing consistent with the provisions of Mass. Gen. L. ch. 71, § 37H and § 37H½.

Mass.Gen. L. ch.269, § 10. An Act Relative to Weapons Carried on School Grounds: "Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm or hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearms" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means."

Alcohol/Drugs/items deemed illegal by state law

Use, possession or sale/distribution of alcoholic beverages or controlled substances is forbidden by school policy and state law. The regulations are in effect during the school day and at all extracurricular activities and school functions. Violations of these regulations will result in the following sanctions:

1. Administrator – parent conference
2. Referral to police
3. 1 – 10 day suspension and/or possible expulsion
4. Possible recommendation for counseling
5. Exclusion from any school events or co-curricular activity for a time period to be determined by the administration.

PUBLIC SCHOOL SAFETY

Chapter 71, Section 37H and § 37H½. An act relative to safety in the Public School

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, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

- b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

Chapter 71, Section 37H 1/2

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 may suspend such student for a period of time determined appropriate by said principal if the principal 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 a suspension prior to such suspension taking effect. The student shall also receive written notification of the 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.
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 of a school in which the student is enrolled may expel said student if the principal determines that the student's continued presence in the school would have substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion taking effect. The student shall also receive written notification of the 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.

HAZING LAW RECEIPT

Each student is required to receive a copy of the Massachusetts General Law ch. 269 sec. 17-19. "An act Increasing the Penalties of Hazing." **When a student signs a receipt that states that he/she has received a handbook,**

the student is indicating that he/she has received a copy of that law. The law is printed in the following paragraph.

HAZING POLICY

CHAPTER 269 CRIMES AGAINST PUBLIC PEACE

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 not more than \$3,000.00 or by imprisonment in a house of correction for not more than one year or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections 18 and 19 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.

Ch. 269, S. 18, Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section 17 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 \$1,000.00.

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

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledges or applicant for membership in such group or organization, a copy of this section and sections 17 and 18. An officer of each such group or organization and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections 17 and 18.

Each secondary school and each public or private school or college shall file, at least annually, a report with regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also

certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, 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.

***EQUAL ACCESS POLICY - TITLE 9 AND
CHAPTER 22***

The Medfield Public Schools' policy is not to discriminate on the basis of gender, race, religion, color or national origin in any of its programs. Any person who believes the Medfield Public Schools is in violation of section 504 of the Rehabilitation Act of 1973 that states: "no handicapped individual should be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance", should contact the Superintendent of Schools. (Title VI, IX, 504)

Setting Goals for Academic Success:

Interim Report Term 1

My two goals for the remainder of the term are:

1.

2.

Interim Report Term 2

My two goals for the remainder of the term are:

1.

2.

Interim Report Term 3

My two goals for the remainder of the year are:

1.

2.
