

**CAMERON**

**MIDDLE**

**SCHOOL**

**Handbook**

**2011-2012**



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Dear Students and Parents/Guardians of the Cameron Community,

Cameron Middle School is excited to be opening for the eleventh academic year since the building was renovated in 2000! We welcome back all our seventh and eighth graders and extend a special welcome to our newest students in the incoming sixth grade class. Cameron MS is fortunate to have a strong and supportive faculty and looks to provide its students with an extraordinary education and the opportunity to appreciate and accept cultural diversity and differences.

All our students have the right to learn and all our teachers have the right to teach. To accomplish this goal the school must be a safe environment where everyone can live up to his/her full potential. Students have rights and responsibilities, most of which are outlined in this handbook. Self-discipline and respect are essential ingredients when maintaining a safe school and providing a quality education for all students. It is imperative that students and parents/guardians carefully read and understand everything written in this handbook.

We are eagerly awaiting the start of the school year. With the cooperation and partnership between the school and the home, it should be a wonderful year for all Cameron Middle School students!

Sincerely,

*Judith S. Kelly*

Judith S. Kelly

Principal

### **Student Mission Statement**

**To be a good Cameron citizen...**

- **Be helpful and tolerant of others**
- **Be respectful of self, all adults and all students**
- **Take responsibility for your own learning**
- **Create a safe and fun environment to learn**



## **NONDISCRIMINATION POLICY STATEMENT**

The Framingham Public Schools does not discriminate based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status, or any other status protected by law. Any concern related to the implementation of this policy may be addressed directly to the building Principal, the Superintendent of Schools (508-626-9117) or the 504 Coordinator .

The Boston Office of the Massachusetts Commission Against Discrimination is located at One Ashburton Place, Boston, MA 02108.



## **PUBLIC NOTICE PROTECTIVE REGULATIONS**

**The Framingham Public Schools does not discriminate based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status or any other status protected by law. Grievance Procedures for the district can be found on the Framingham Public Schools website:  
<http://www.framingham.k12.ma.us>**

**As related to disabilities, the District complies with the following two Federal Civil Rights Laws:**

### **AMERICANS WITH DISABILITIES ACT**

Program applicants, participants, members of the general public, employees, job applicants and others are entitled to participate in and benefit from all Framingham Public Schools' programs, activities, and services without regard to disability.

Copies of this notice are available, upon request, in alternative print formats (large print, audio tape, Braille, computer disk, etc.) Our grievance procedure, self-evaluation, as well as ADA policies, practices and procedures are also available. Inquiries, requests, and complaints should be directed to: Eugene Thayer, interim Superintendent of Schools, ADA Coordinator, 14 Vernon Street, Suite #201, Framingham, MA 01701, 508-626-9117(voice), 508-626-9119 (TTY), 508-626-9126 (Fax).

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Framingham Public Schools complies with Section 504 of the Rehabilitation Act of 1973, which protects the rights of individuals with disabilities in programs and activities that receive federal funding. Section 504 regulations require the provision of free and appropriate public education to eligible students, reasonable accommodations and procedural safeguards. Grievance procedures are available upon request. Inquiries concerning the application of Section 504 may be referred to: Brad Haven, 504 Coordinator, 215 Elm Street, Framingham, MA 01701, 508-626-9128, or to the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

**The Framingham Public Schools also complies with the following State and Federal Statutes and School Committee Policy:**

**CHAPTER 622 OF MASSACHUSETTS GENERAL LAWS AND  
TITLE IX OF THE FEDERAL EDUCATION AMENDMENTS OF  
1972**

**Regulations governing the application of Chapter 622** of the Massachusetts General Laws, Acts of 1971, were issued in June of 1975. Chapter 622 specifies “No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study in such public school on account of race, color, sex, religion, national origin, or sexual orientation.” These regulations focus on the services, programs and opportunities offered to students.

The Chapter 622 Regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content, and extra curricular and athletic activities.

Title IX of the Educational Amendments of 1972 became effective in July of 1975 and is concerned only with discrimination on account of sex, while extending protection against sex discrimination to the employment practices of a school or school district. Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.” Title IX rules and regulations require education institutions receiving federal assistance to adopt a notification policy concerning Title IX.

A copy of this policy and/or any regulations or inquiries regarding Title IX or Chapter 622 may be obtained by contacting, Dr. Steve Hiersche, Superintendent of Schools & Title IX Coordinator for the Framingham Public Schools, Framingham, MA 01701.

# **Cameron Middle School**

## **Cameron Middle School Mission Statement and Expectations**

**Cameron Middle School provides a safe, positive learning community that celebrates individuality and student successes. Our goal is to prepare students to excel in a complex and global society by fostering creativity, problem solving, critical thinking and civic awareness. The school in partnership with parents and community members is guided by ongoing academic goals, which motivates students to become independent learners, leaders, and socially responsible citizens.**

**All students will:**

- **Maintain proficiency in mathematics.**
- **Read with fluency and comprehension in at least one language.**
- **Write effectively and increase vocabulary across all disciplines.**
- **Utilize critical thinking, creativity, and problem solving skills.**
- **Use technology to enhance learning.**

All aspects of the Cameron School Community will be student-centered with staff using every possible resource to promote student success. Cameron Middle School attempts to provide a safe, healthy learning experience for all students. It nurtures a climate founded on positive expectations and promotes students to take risks. Cameron Middle School faculty members accommodate the needs of a variety of learning styles including visual, auditory, kinesthetic, and tactile learners. Staff members stimulate critical thinking and promote a celebration of diversity. Cameron Middle School celebrates individual and group successes and connects the curriculum to students' lives.

Students are assigned to grade level teams of 70 to 100 students to promote a sense of small community and build a "school within a school" culture. Teams can develop a unique identity and focus on particular themes important to the members of the team. Teaming enhances home-school communication. Parents are encouraged throughout the year to help their child appreciate the benefits of the team structure as they develop academic and social skills.

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Students should conduct themselves in an orderly, respectful and courteous manner at all times. However, in the event a student acts inappropriately, there will be consequences in order to make it clear that this behavior is not acceptable and will not be tolerated.

## **Cameron Middle School Rights and Responsibilities**

One of the goals for our middle school students is the development of self-discipline. Students and parents need to learn that the student is responsible for his or her own actions. Administrators, teachers, students, and parents should be encouraged to be active partners in establishing and implementing the school rules. The following is a table of students' rights and responsibilities. In order for students to earn these rights they must accept responsibility.

### **POLICIES AND PROCEDURES**

#### **CONDUCT AND DISCIPLINE CODE INFORMATION**

Each student will be responsible for providing a positive and healthy environment for others by maintaining self-respect and self-discipline, while having consideration for the rights and property of others. Each student will bear the responsibility for his or her own conduct whenever students are:

- in school
- on school property
- at school sanctioned events, including athletic games
- on school buses or other school sponsored transportation
- charged or convicted of a felony for conduct which would represent a danger or health hazard within the school setting
- involved in a conflict outside of school which may have originated in school

Students who fail to accept these responsibilities will be subject to a progression of disciplinary actions which shall include:

- teacher detention
- office detention
- in-school suspension
- out of school suspension
- long-term suspension
- expulsion
- exclusion

#### **DUE PROCESS**

Students have the right to present their perspective regarding any serious disciplinary infraction with the administrator. The student may appeal decisions to the principal.

# Acceptable Use Policy Guidelines

## 1. Educational Objectives

- 1.1. The purpose of the Framingham Public Schools Network (FPSNET) is to facilitate communications in support of student education, staff professional development, and education research. Use of FPSNET must be in support of the educational objectives of the Framingham Public Schools.

## 2. Terms and Definitions

- 2.1. *FPSNET* refers to the Framingham Public Schools Network (fpsnet.net and fpsnet.org) and all associated resources. This includes, but is not limited to: workstations and peripherals, printers, network infrastructure, operating systems, software applications, domain structures, user accounts, e-mail, and Internet access.
- 2.2. *User* refers to any student or staff member with an FPSNET account or anyone else provided access to resources associated with FPSNET.
- 2.3. This policy applies to all FPSNET users, and to the use of FPSNET and all associated resources whether or not they are connected to the network or physically on school property, and any device that is not the property of the Framingham Public Schools but is used to connect to FPSNET or any of its resources.

## 3. Privilege vs. Right

- 3.1. Access to FPSNET is a privilege, not a right. Use of FPSNET requires the user to take full responsibility for his or her actions. Inappropriate use might result in cancellation of this privilege or more serious penalties as stated in Section 7 of this document.

## 4. Privacy

- 4.1. In order to protect student's schoolwork, user folders and e-mail boxes carry individualized security that protects from any account, other than the specific user's or a network administrator's, gaining access.
- 4.2. There is no expressed or implied level of privacy regarding the contents of students' user folders, e-mail boxes, or any other use of FPSNET and associated resources.
- 4.3. The Office of Technology monitors network activity and stored content on a regular basis and reserves the right to take those actions necessary to maintain the operational integrity of FPSNET and its resources.

## 5. Appropriate Network Activity

- 5.1. Activities in support of the *Educational Objectives* as stated in Section 1, and that do not violate other school or district policies, are acceptable and appropriate.
- 5.2. A responsible user: 1) knows they are part of a larger, global community and their actions reflect upon themselves and their school; 2) uses resources efficiently and under proper supervision by staff; and 3) understands prompt reporting of technical problems or inappropriate behavior to a supervising staff member benefits all users by maintaining the functional integrity of FPSNET and associated resources.

## 6. Inappropriate Network Activity

- 6.1. The following activities are considered inappropriate use of FPSNET. Activities not listed and determined by the appropriate school officials to fall outside of *Section 5: Appropriate Network Activities*, will also be treated as inappropriate network activities.
  - 6.1.1. Intentionally obtaining copies of or modifying: files, passwords, or data belonging to another user without that person's expressed permission.

- 6.1.2. Vandalism or theft of hardware, software applications, files, and configurations. This includes attempting to introduce viruses, or other malicious code, into FPSNET or into other systems via FPSNET.
- 6.1.3. Intentionally bypassing or attempting to bypass FPSNET security, including attempts to bypass Internet filtering.
- 6.1.4. Installing software that has not been approved by the Director of Technology or designee.
- 6.1.5. Revealing personal information about others on the Internet.
- 6.1.6. Revealing personal information about yourself without the expressed permission of a supervising staff member.
- 6.1.7. Intentional storage, viewing, or distribution of materials considered inappropriate within a school environment (e.g., pornography, materials in support of criminal activities, language that is abusive, obscene, or sexually explicit, etc.).
- 6.1.8. Accessing web mail, other than that provided by the Framingham Public Schools.
- 6.1.9. Violating the legal protection of copyright, including the use of materials or ideas without properly citing its source.
- 6.1.10. Activities designed to harass other users.
- 6.1.11. Advertising or advocating for non-school related activities or for-profit organizations, campaigning for political office, or “chain letters”.
- 6.1.12. “Chats” and games, unless approved, directed, and supervised by an appropriate member of the school faculty or administration. The Director of Technology must expressly approve the storage, installation, and use of such files or applications.

## **7. Consequences**

- 7.1. In cases where it has been determined that a user has acted inappropriately, and depending on the extent and nature of the infraction and with consideration of the user’s previous behavior, the appropriate administrative staff in consultation with the Director of Technology may take the following actions against the user:
  - 7.1.1. Restricted network access.
  - 7.1.2. Temporary or permanent loss of user account and privileges to access FPSNET and all associated resources.
  - 7.1.3. Disciplinary action up to and including suspension and expulsion.
  - 7.1.4. Legal action, including criminal prosecution, as appropriate under local, state, and federal law.

## **8. Liabilities**

- 8.1. Framingham Public Schools will not be responsible for the accuracy, nature, or quality of information obtained from the Internet.
- 8.2. Framingham Public Schools makes no guarantees, expressed or implied, with regard to the reliability or availability of FPSNET resources or the Internet.
- 8.3. Framingham Public Schools is not responsible for unauthorized financial obligations resulting from access to the Internet.
- 8.4. Framingham Public Schools is not responsible for costs, liabilities, or damages users might incur as a result of using FPSNET, including but not limited to, corruption of data or damage to personal property.

## **AFTER SCHOOL ACTIVITIES**

An after school program, C-CAMP, funded by a 21<sup>st</sup> Century grant will continue this year after school and there will be many fun activities for our students to choose. The programs run for 10-week sessions. Applications will be available in early September for the fall program and again in January for the winter program.

## **AGENDA BOOKS AND HOMEWORK FOLDERS**

Agenda books and homework folders are distributed free of charge to all students. They should be used to copy down assignments and organize papers. If an agenda book is lost a \$3.00 replacement fee will be charged. All homework assignments are posted on white boards in classrooms and are written in agenda books by students.

## **ALCOHOL AND USE OF ILLEGAL DRUGS**

The use of alcohol and illegal drugs in school is both a violation of law and harmful to the educational purposes of our schools. It is the policy of the Framingham School Committee that the schools will respond to the use of alcohol and illegal drugs through education, medical/health assistance and discipline. An educational/medical/health approach will be the first step in an attempt to help children decide not to use alcohol or illegal drugs to assist students who are involved. Every effort will be made by teachers and counselors to educate students about alcohol and drugs and to create an atmosphere of knowledge, confidence and trust that will encourage young people to seek help in overcoming problems in substance abuse. The comprehensive K-12 health curriculum addresses this issue.

The school system will make every effort to inform parents and other citizens of its approach to the elimination of substance abuse and also provide opportunities for adults to receive qualified instruction about substance abuse. The school system will maintain liaisons with rehabilitation, treatment, judicial, law enforcement, and legislative agencies to help assure that the total community capability is brought to bear on the elimination of substance abuse programs.

The use of any alcoholic beverages or illegal drugs is strictly prohibited on school grounds, at school functions or on school buses. The rule regarding alcoholic beverages applies to all students, regardless of age. The success of this policy depends, in part, on creating a link between the educational community and the local law enforcement agencies. To this end the Framingham Public Schools and the Framingham Police Department agree to coordinate their efforts to prevent and control student drug/alcohol use and to respond effectively therein to incidents in and out of school and at school-sponsored events.

The following steps will be taken in response to student use of alcohol and illegal drugs.

1. If a student voluntarily confides a drug or alcohol problem to any staff member, the staff member will consult immediately with the vice-principal or principal. In such instances, the school will work with the student and his/her family to address the student's drug problem.
2. If a school administrator has reasonable grounds to suspect, through direct observation, that a student is under the influence of drugs or alcohol, but no contraband is found, an assessment will be made. With the explicit approval of the parent, this assessment may involve a school administered drug test. The administration of a drug test shall be carried out in accord with regulations established by the Superintendent of Schools. The student

may be removed from class and parental contact will occur immediately. The Student Resource Officer will be informed of the incident.

3. When a student is determined to be under the influence of drugs or alcohol, but no contraband is found, the principal or designee will immediately inform parents and a conference will be held with the student and parents before the student returns to school. The student may be required to attend an approved alcohol or drug recovery program. In addition, the student will be subject to a maximum of ten days of suspension and the Student Resource Officer will be informed of the incident.
4. If a student is found to be in possession of drugs or alcohol, the principal or designee will immediately inform parents and a conference will be held with the student and parent. The student may be required to attend meetings of an approved alcohol or drug recovery program and will receive a ten days suspension or more from school. There will be formal notification to the police by the school, and appropriate action may be taken. In the case of a second offense, the principal will consider exclusion.
5. If a student is found to be selling, distributing, or in possession of a quantity sufficient to be charged with the intent to distribute drugs or alcohol, the principal or designee will immediately inform parents and the police for mandatory removal of the student. There will be an out of school suspension and possible exclusion by the principal. The police will take appropriate action under the law regarding the sale of drugs in proximity to school buildings.

To minimize confusion, non-alcoholic beer and wine are not permitted in school at any time.

Alcohol testing may be used at school on an as-needed basis. Administrators will be responsible for determining appropriate use (i.e., upon indication of slurred speech, odor of alcohol, glassy eyes and/or impaired motor skills).

Students refusing to take a test will not be admitted to the school activity or may be removed from the activity. The administrator will make the decision whether to detain the individual, and will contact a parent/guardian or responsible adult.

Any student wishing to attend an after-school event who is suspected of being under the influence of drugs or alcohol will be asked to submit to a test. Upon refusal, the student will not be admitted to the event or may be removed from the event. The student will be disciplined for attending a school event under the influence of alcohol/drugs.

In certain circumstances as outlined in School Committee Policy JFCI and with the explicit approval of parents for students under 17 and the student 17 or over, drug tests may be administered by school personnel. The following guidelines shall be followed when drug tests are administered.

1. The test to be used will be approved by the school district medical officer and the Director of School Health Services.
2. The testing kits and test paraphernalia shall be kept in the office of the Principal.
3. Tests shall not be administered without the explicit consent of the parent, or the student if he or she is 17 or over in age and without the approval of the building principal.
4. The test shall be administered by the School Nurse or by a trained staff member.

The intent of the FHS Drug and Alcohol Policy is to be proactive so that individuals with problems can be readily identified and provided with appropriate services. A memo of understanding between the Framingham Public Schools and the Framingham Police Department is on file at the principal's office.

## **ATTENDANCE**

The staff initiates morning supervision of students at 7:55 AM. Students can access the building at that time. Students who participate in morning breakfast should report directly to the cafeteria upon arrival. Students are officially tardy if not in homeroom by 8:10 AM. Daily attendance in all classes is essential for the successful completion of course requirements. The Cameron staff is committed to students attending school 180 days and being present in every class.

A student is officially absent when recorded absent from homeroom or an assigned class. Parents should call the Office (508-879-2290) as early as possible to report the reasons for, and the expected duration of, an absence. This automated telephone line is available 24 hours. Please leave your child's name, homeroom, and reason for the absence. If no call is received from the parent by 8:30 AM, the school will attempt to call the parent. Any student who becomes ill during the day must report to the nurse. Only the nurse can dismiss students for illness.

Personal illness, quarantine, court appearances, death in the immediate family, and religious holidays are the only legal excuses for school absence. The principal must approve other circumstances. If student(s) are on vacation with their family for more than ten days, they will be withdrawn from the Cameron Middle School roster. They may return after re-enrolling at the Parent Information Center (PIC).

Appointments for students should be made outside of school hours. Early dismissal should be requested only when no other reasonable alternative is available. A note presented in the main office must contain the reasons for the request and a telephone number to contact a parent/guardian for verification. If the request is approved, a pass will be issued to the student. The student and his/her parent/guardian must sign out at the Office before leaving the building, and sign in upon return.

Students arriving after homeroom must report to the office with a note explaining the tardiness. The tardy student will receive a late-pass, which must be shown on demand to all classroom teachers. Perpetual tardiness will result in parent contact and detentions. Chronic tardies may result in court involvement.

- Three unexcused tardies = student will write an essay
- For additional unexcused tardies = students may serve detentions
- The Truancy Officer will be notified and asked to take action at the school's discretion

## **AUDITORIUM ETIQUETTE**

Cameron Middle School has a strong tradition of excellence in the performing arts. The auditorium is an important learning environment for these and other related activities. Fine Arts and other assembly programs, activities and performances in the auditorium are central to student learning. When students assemble in the auditorium, the speaker or performers on stage have prepared many hours in preparation and deserve your full support. Below are a few simple rules that will give them the attention and respect they deserve:

- Be an attentive listener.

- Don't draw attention from the performance or distract the performers.
- Acknowledge the performance with appropriate clapping.
- Be supportive and respectful of the performers or speakers.
- Do not get up or leave during a performance except in an emergency.
- Remain for the entire program.
- Follow the designated seating arrangements.

## **BOOKS AND EDUCATIONAL MATERIALS**

The school loans textbooks, library books, musical instruments, CD's, and some other materials to students. Students are responsible to maintain items loaned to them in the same condition as they were at the time loaned. Textbooks should be covered in order to protect them from excessive wear. Replacement of lost or damaged objects must be paid for by the parent/guardian, or replaced.

## **BULLYING**

**Bullying is defined as:**

- Repeated conduct
- Physical or emotional harm or
- Damage to a victim's property
- Hostile environment at school for the victim;
- Infringes on the rights
- Materially and substantially disrupts the education process or the orderly operation of a school

**Off- school grounds bullying may be dealt with at school when:**

- If it creates a hostile environment at school for the victim or
- Materially and substantially disrupts the education process or the orderly operation of the school

Bullying is unacceptable in the school and will be dealt with on a case by case basis. Students will be informed at the beginning of the school year about anti-bullying behavior and how they are expected to conduct themselves. Teachers and adults in the building will report any bullying activities to the administration when it is observed. All bullying behavior will be dealt with and a log discussing the incident and follow-up meetings will be recorded. Discipline may be taken with the aggressors and parents will be notified.

**What is bullying?**

1. The behavior must be repeated. If a behavior occurs only once, it may constitute harassment, but it is not bullying.
2. The behavior must be unwanted, offensive, threatening, insulting, humiliating, or causes the target to feel so stressed, injured or threatened that it interferes with his/her educational performance.
3. There must be an imbalance of power between the victim and the aggressor.

“Bullying” is systematically or chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying may involve but is not limited to:

1. unwanted teasing
2. threatening/intimidating behavior
3. stalking or cyberstalking
4. cyberbullying
5. physical violence
6. theft or destruction of school or personal property
7. sexual, religious, or racial harassment
8. public humiliation
9. social exclusion, including incitement and or coercion
10. rumor or spreading of falsehoods

**Here are some differences between bullying and other forms of conflict:**

<b>Rough Play:</b>	<b>Fighting:</b>	<b>Bullying:</b>
Usually friends; often will do the same things again	Usually not friends; Typically not repeated	Not friends but will be repeated
Power not an immediate Issue	Power close to equal	Power is not equal
Not about hurting	Trying to hurt each other	Bully is trying to hurt, humiliate
Effect is friendly, mutual	Effect is negative, angry	Effect varies between the victim and bully

**How do I file a report of bullying?**

There are several methods for reporting suspected bullying incidents:

- You can contact a school by phone and report it to school personnel
- You can make a report in person
- You can complete the Bullying and/or Harassment Form

**What happens next?**

- Administrators will acknowledge receipt of your report
- A preliminary review of the incident may be conducted to determine need for the investigation
- If warranted, an investigation will be conducted and completed
- Parents of the victim and bully will be notified of the results and the school will take appropriate action

**Brief information about bullying:**

A leading Norwegian researcher, Dr. Dan Olweus identifies three critical aspects of bullying:

1. Power: The power relationship is inherently unequal. Frequently the bully gains more power and influence among others from his behavior.
2. Frequency: Bullies target children for a number of reasons, often because they can. However, they generally do not stop this behavior with particular children unless adults intervene. It is a recurring, often constant problem for the victim.
3. Intent: Bullies mean to do what they do; generally, they intend to harm, embarrass, or victimize.

Bullying can take many forms; boys and girls tend to bully differently, for example, and generally their methods target whatever the bully's group values the most. Boys are often physical and threatening; girls will attempt to alienate the victim from their social groups. Harassment is any action that can be reasonably interpreted to make a person fearful. It can be a one-time incident.

### **Causes**

In general, bullies are using behavior that they have determined will gain them status and feelings of control. They usually seek out victims they can successfully bully. Victims do not "ask for it" but there is a group of victims who are not socially successful, and may annoy others, perhaps in an attempt to gain attention from their peers. Bullies use this annoying behavior to justify their own actions. To many bullies, their victims were "asking for it."

### **CAFETERIA**

Lunch is a half hour and on nice days students will be given 15 minutes outside for recess. As always, students should not touch each other or be in a restricted area. Students must be seen by adult supervisors at all times. The large green utility box in the first field is off limits as are all the hills around the fields. Students should stay away from all cars parked in the back. In the cafeteria please listen to the adult supervisors and ladies who serve the lunch. Do not move from one table to another table. When students have finished eating they are responsible for throwing away all their food and empty wrappers and containers. Students will be dismissed at the end of the half hour and should immediately report to their next class.

No eating or drinking is allowed outside the cafeteria without the supervision of a staff member. Proper etiquette in the cafeteria, walking to and from lunch and at recess is expected at all times. Lunch detentions can be assigned for inappropriate behavior.

### **CHEATING AND PLAGIARIZING**

Academic honesty is an important core value at Cameron Middle School. Cheating and plagiarism are unacceptable and will be addressed by the staff and administration. Cheating and plagiarism consist of taking another person's work in any way and putting your name on it, calling it your own or passing it in as your own and/or, in general, taking an advantage that is not allowed. Examples include but are not limited to;

1. Copying another person's test or homework.
2. Using notes or other aids that are not allowed during a test.
3. Talking to or collaborating with another student during a test.
4. Copying, cutting & pasting from the Internet or other electronic sources without properly citing the sources.
5. Using technology (computers, cell phones, etc.) to share information during a test.
6. Any student who provide answers to another student be it homework, tests, quizzes, or a project without teachers permission will result in consequences for cheating.

The consequences are:

1. All instances of cheating and plagiarism must be reported to the administration.
2. Teachers are to have a conference with the student(s) followed by a meeting with the administration and/or counselor.

3. A parent conference may be called.
4. The student's grade/test/assignment will be adjusted to reflect the plagiarism and cheating.
5. A school detention may be assigned.
6. Repeated incidents will result in more serious consequences.

To avoid even the appearance of cheating and plagiarism, students must listen to and follow the directions of teachers on all tests and assignments. Be sure to use quotation marks, and to paraphrase or summarize in your own words, and always properly credit sources. If you have any questions about an assignment or expectations about working with other students, or sharing information, talk to and consult your teacher.

## **CLASSROOM CONDUCT**

Expectations for classroom conduct are consistent throughout the school:

- Remain attentive to the task at hand during the entire period.
- Arrive to class on time and be prepared for the work at hand.
- Be considerate of the rights and feelings of others.
- Respond promptly to the direction of the teacher.
- No backpacks or knapsacks are allowed.

Remember: All students have the right to learn and teachers have the right to teach. No one has the right to disrupt learning.

**IMPORTANT NOTE:** Any student who fails to respond promptly to a directive of a teacher has demonstrated insubordination. If a student is requested by a teacher to leave the room for disciplinary reasons, the teacher will notify the office that the student is reporting immediately. Acts of insubordination, failure to leave the classroom immediately and/or failure to go directly to the office will result in appropriate disciplinary action.

## **CONDUCT AFTER SCHOOL**

Students who remain after school for any reason are expected to behave as they would during the regular school day. All students should be with an adult if remaining after school. No student can stay after school without permission from a parent or guardian.

## **CONDUCT/BEHAVIOR**

There is a process for determining consequences for inappropriate behavior. Each case will be decided on its own merits. The staff will make every effort to resolve problems informally. In addition, staff members will immediately engage parents and guardians for repeated inappropriate behaviors and will immediately engage the administration for serious offenses. The Cameron Crisis Team will review serious offenses and will make recommendations for appropriate consequences and follow-up consultation with internal and external resources, assessment, etc.

“Short-range” measures for solving student behavior problems include many and various actions. At times, individual follow-up discussions and agreements will be held that are accompanied with parent notification. Sometimes, a teacher, counselor, and student meeting will be held to develop a plan of action. Teachers also expect a prompt after-school makeup of lost instructional/ learning time with the teacher.

The school will sometimes write a behavior contract with a student. At other times, exclusion from a class activity, field trip or field day might be implemented if the student's attendance at the activity is likely to threaten the safety of self and/or others, or has caused disruption of the learning environment. Some students will be given a lunch/recess restriction. Other consequences entail restricted bathroom/hallway passes and possible restriction from a field trip, class activities, and/or adventure trek participation. Some students may receive temporary loss of all after-school privileges including but not limited to athletics, clubs, and activities. Also, students might be asked to pay the cost of restoration of property including replacement compensation, as appropriate.

All rules & regulations are provided for the safety of all students and to provide the most educational setting. The Principal may make exceptions to these rules based on individual circumstances.

### **CONDUCT IN COMPUTER LAB**

The computer lab contains computers for student research and school related work. There also is a mobile lab cart with laptops. The library has many computers. All computers are hooked up to the Internet. Classes may use the lab during the day. Students under the supervision of a teacher are welcome to use the lab after school to do research or complete homework assignments. If a student is found to destroy any computer s/he will be required to pay restitution. Also, if a student is using a computer for inappropriate use or on an inappropriate site, that student will lose computer privileges for a period of time. The only items students should touch in the computer lab are the keyboards and the mouse. The monitor and hard drives should **NOT** be moved for any reason.

### **CORRIDOR BEHAVIOR**

In order to establish a climate for courtesy and mutual respect, and for the safety and well being of everyone, students are asked to observe the following:

1. No running in the corridors or hallways at any time.
2. No shoving, pushing, touching of any kind or playing of any kind in the corridor or hallways.
3. No yelling, shouting, or abusive language in the school building.
4. No banging, slamming or kicking of locker doors or classroom doors.
5. No roller-blading, skateboarding, or use of athletic equipment is permitted.
6. Any public display of affection is inappropriate in any area of the school.
7. Do not use perfumes, aerosol deodorant and cologne/aftershave.
8. Walk & keep to the right on stairways and in hallways.
9. No backpacks or knapsacks are allowed.

### **DRESS CODE**

The students in our middle school give a fine impression to those who visit our school. This is something in which we all have a part and can deservedly take pride. All dress should be clean, safe, modest, and not be distracting to others. Students are encouraged to dress in good taste and respect all guidelines set forth by the Principal.

No undergarment should be visible.

No midriff baring clothes

No head coverings including but not limited to sports bands and sweatshirt hoods.

No gang attire or gang colors.

No hanging chains, spiked jewelry.  
No coats worn during the day.  
No inappropriate footwear.  
No inappropriate logos or sayings on shirts or pants.  
No excessively short skirts or shorts.  
No cleavage will be shown.

**Acceptable gym clothes include:**

T-shirt, sweatshirt, sneakers with laces, socks, shorts, sweat pants, active Capri's and lounge wear pants.

**ELECTRONIC EQUIPMENT**

Cell phones, Game boys, IPODS, and DVD players, laser pointers, all other electronic equipment are not allowed during the school day. Students who ignore these rules may have these items confiscated by an administrator or a staff member. The first offense for a sixth grader and the item will be returned to the student at the end of the school day. Second offense the parent/guardian must come to the school to retrieve the item. All 7<sup>th</sup> and 8<sup>th</sup> graders must have a parent/guardian come to retrieve the item for the first offense.

School will not assume responsibility for lost or stolen items for any circumstances. All electronic equipment must remain at home or in their locked lockers for the entire school day.

**FIRE DRILLS**

Each classroom has a fire procedure posted. Teachers will give directions to students in case there is a drill or real fire alarm. Students should walk quietly, stay together with the teacher and only reenter the building with permission. Last person out of a classroom should shut off lights and close the door. Teachers should have a folder containing the class lists and a red and green paper to ensure student safety. Persons responsible for false alarms will be subject to suspension and legal proceedings.

**FIGHTING**

Fighting on school property will result in a minimum one-day out of school suspension. In more serious confrontations, students will be suspended up to ten days. The incident may be reported to the Framingham Police and court action may be initiated by the school.

Students who place their hands on other students in a forceful, threatening, or violent manner will be dealt with aggressively by administration and will be subject to suspension, possible police intervention, and possible criminal and civil charges.

**GUIDANCE**

Students enjoy the benefit of guidance counseling throughout the school year. Students are called for conferences with their counselor on a regular basis. They may also visit their guidance counselor when they feel the need by making an appointment.

A counselor can assist students by assessing their strengths and limitations, helping them develop positive attitudes, guiding students toward making suitable decisions, assisting in solving personal problems, and helping in the discovery of talents and abilities.

## **GUM**

Gum is not permitted in school.

## **HAZING**

Hazing is defined as:

- 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
- Includes brutal treatment or forced physical activity, which is likely to adversely affect the physical health or safety of any student.

Any Cameron Middle School student involved in any form of hazing will be subject to administrative disciplinary action and possible police intervention.

Whoever knows that another person is the victim of hazing and is at the scene of such a crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such crime to an appropriate administrator or a law enforcement official as soon as reasonably practicable.

## **HOMEWORK**

Homework is an integral part of the curriculum and will be assigned regularly in most subjects. It is the student's responsibility to complete the required assignments according to the teacher's directions. A student planner will assist each student with recording assignments. The planner must be taken to every class and brought home each day.

It is assumed that 6<sup>th</sup> graders will spend 60 minutes per night on homework, seventh graders will do 90 minutes and 8<sup>th</sup> graders will do 120 minutes of homework each evening.

Parents may request that homework be sent home if a student has been absent for at least three consecutive days. (For example: chicken pox, flu). To request homework, a parent should call the Office and give the student's name, grade level, on the third day of the student's absence.

## **HONOR ROLL**

Students who receive all A's will be named to the High Honor Roll. Students who receive all A's and B's will be placed on the honor roll. Names will be listed each trimester on the Wall of Honor outside the main office and they will be printed in the local newspaper.

## **LAVATORIES**

It is the responsibility of every student to keep lavatories clean and in proper condition. Please respect the rights of others. Lavatory use should be kept to a minimum. Students who trash, deface, and/or vandalize will be dealt with severely by administration up to and including legal action.

## **LIBRARY**

The Library contains a varied collection of resources (books, periodicals, computer software, and A-V materials) for student research and pleasure reading. Classes, groups, and individual students may use the library for research, book selection and reading during the day.

The library is open during school hours. During school hours, individual students must have a pass from a teacher to visit the Library.

## **LOCKERS**

Each student is assigned a locker with a built-in combination lock. This is a secure location for your belongings. To ensure that security, be sure that the locker is locked after each use. The school suggests that you do not share the combination to the lock with anyone.

The school is not responsible for the loss or theft of items from lockers and reserves the right to search lockers and their contents on suspicion of a threat to the health and safety of other students.

Your book bag, outer coat, electronic equipment, and physical education clothes are to be kept in the locker during the school day. Stickers, pictures, writing, posters or anything adhesive-backed or taped are not to be put on the outside or inside of the lockers.

**DO NOT** bring valuables to school!

**DO NOT** store food in lockers overnight.

## **MEDIA RELEASE FORM**

From time to time the Framingham Public School District uses pictures of students and/or their schoolwork to document educational programs and/or inform the community of school undertakings. These photographs, interviews, audio recordings, video recordings and/or electronic pages may be distributed in the form of printed reports and brochures, newspaper, magazines; via radio, television broadcasts, cable television programs and/or on the Framingham Public Schools Websites.

## **"NO SCHOOL" DAYS**

If it is necessary to cancel school due to inclement weather, "No School" announcements will be made on: radio stations **WBZ-1030 AM**, **WROR-105.7 FM**, **WSRS-96.1 FM**, **WXLO-104.5 FM**, **WBUR 90.9 FM**, **WSRO-1470 AM**, **WTAG-580 AM**, and TV Stations **4, 5, 7**.

## **NURSE – (see pages for more details)**

Arrangements must be made with the nurse for all medications administered to a student during the day. Students who become ill during the school day should report to the Health Office after receiving permission from their classroom teacher. If the nurse decides that the student is too ill to remain in school, she will telephone the student's parents/guardians and ask them to pick up the student. Frequent visits to the Health Office will result in parent contact. No student is allowed to carry medicine on his or her person during the school day.

## **Promotion and Retention Requirements – Revised for Middle School**

Middle school students will be promoted from one grade to the next when they receive final passing grades in language arts, math, science, social studies and physical education. Whenever a

middle school student receives a final failing grade in one or more of the above subjects, possible assignments to the next grade will be subject to the following conditions:

1. If a student fails one (1) of the above academic subjects, the student will be assigned to the next grade with a recommendation that the subject be repeated in the Framingham Secondary Summer School.
2. If a student fails two (2) of these academic subjects, the student could be retained in present grade until evidence of the successful completion of one (1) or both academic subjects in the Framingham Secondary Summer School is produced.
3. If a student fails three (3) of these academic subjects, the student could be retained in the present grade until evidence of the successful completion of two (2) of these academic subjects in the Framingham Secondary Summer School is produced.
4. If a student fails all of these academic subjects, the student will be retained in the present grade. A decision may be made regarding assignment to the next grade depending upon successful completion of two (2) of these academic subjects in the Framingham Secondary Summer School, 60 hours of tutoring in the third subject area and a recommendation from appropriate staff members and a conference with the parents.
5. The final decision in respect to any questionable assignment of a student to the next grade is left to the discretion of the building principal, after consideration is given to the recommendations of teachers, guidance counselors, special educators and parents of the student.

### **REPORT CARDS/MID-TERM REPORTS**

Report cards are sent home three times per year and utilize a standard letter grading system. A parent acknowledgement form is expected to be returned to the homeroom teacher the day after report cards are issued following trimester one and two. Mid-trimester progress reports are sent out approximately halfway through the marking period. A report may be sent at any time there is a sudden change in performance.

If, because of a legitimate reason, a student fails to complete all the major assignments for the marking period, the student will be assigned a grade of Incomplete (INC). The student will be given ten (10) school days from the close of the marking period to submit the work or to take the required test(s). If the student fails to complete the required work within the ten school day period, the grade of F (failure) will be assigned for this work, and it will be averaged in with the other grades earned for the marking period.

### **SCHOOL DANCES & ACTIVITY NIGHTS**

The following rules shall govern school dances:

- a. Dances are for Cameron Middle School students. No guests are permitted.

- b. Unruly or disruptive students who fail to heed the warnings of the chaperons may have to be picked up early.
- c. The principal must approve all functions.
- d. Any administrator may ban habitual offenders from all school dances or activity nights.
- e. Students must have a signed permission slip with contact information.
- f. The school dress code applies to all dances.

## **SEARCH & SEIZURE**

The school retains joint custody of desks and student lockers and these areas are subject to searches by school officials at any time but primarily will occur if there is relevant circumstances. School officials will conduct a search if they have reasonable grounds for suspecting it will turn up evidence that the student in question has violated or is violating the law or the rules of the school.

**SEXUAL HARRASSMENT POLICY...**Located on pages 27-33.

## **SUSPENSIONS AND EXCLUSIONS**

District Policy JGD/JGE-1: Student Suspension and Expulsion

“Suspension of any student shall be used as a disciplinary measure only in the case of a serious offense upon the part of the pupil, in the opinion of the Principal, a continuum of offenses make it necessary to use this kind of action.”

Suspension is a next to last resort in seeking modification of student behavior. It is an interruption in the student’s education, less in severity only to permanent expulsion by School Committee action. Those students who have been suspended aren’t allowed to attend any classes, be on school grounds, or attend any school-sponsored activities on or off campus during the suspension period. Violation of this policy will result in additional days of suspension.

Every administrative effort should be made to keep the student in school. Suspension should be invoked only when it will clearly serve to assist the student in further understanding the effect of his/her behavior on his/her education and/or the education of others.

Suspensions may result for the following infractions:

- ❖ Abusive language
- ❖ Assault
- ❖ Bullying
- ❖ Bus Incident
- ❖ Fighting
- ❖ Harassment
- ❖ Instigating social conflicts
- ❖ Possession, use, distribution of contraband or weapons
- ❖ Repeated seriously disruptive behavior including, but not limited to dress, language violation, physical actions and violence.
- ❖ Stealing
- ❖ Vandalism
- ❖ Other serious behaviors

Exclusion/Expulsion may be imposed for the following violations:

- ❖ Possession or use of a weapon, or any object which can be construed as a weapon (Federal Gun-Free School Act)
- ❖ Assault/Attack on a teacher or staff member
- ❖ Assault/Attack on a fellow student
- ❖ Damaging personal property of school staff
- ❖ Arson, bomb threat, false alarm
- ❖ Extortion
- ❖ Possession or use of fireworks or firecrackers
- ❖ Continued and repeated seriously disruptive behavior
- ❖ Hazing
- ❖ Sale or distribution of alcohol or other drugs
- ❖ Possession of alcohol or controlled substances
- ❖ Commission of one or more offenses deemed serious enough by the Principal to warrant exclusion.
- ❖ In accordance with section 37H ½ of Ch.380 of the Acts of 1993 (see JG-L-1). (Suspension or exclusion upon a student's being charged with, or convicted of a felony).

### **IN SCHOOL SUSPENSION**

In-school suspension is a disciplinary/academic option used by administrators to suspend students "in school" for disciplinary reasons. In addition, students may be assigned directly by an administrator when their behavior warrants immediate action. The supervisor will make an effort to obtain the assigned students' schoolwork.

### **OUT OF SCHOOL SUSPENSION**

Out of School Suspensions may be for a period of one or more days. We telephone and inform the parent/guardian of the suspension. A written communication will be mailed to the parent within 24 hours of the decision and the student's counselor will be notified. Each suspension will require a conference between the student, their parent or guardian, and an administrator prior to reinstatement. Students will be responsible for class work missed during suspension.

### **LONG-TERM SUSPENSION/EXPULSION**

In accordance with section 37 ½ H of Chapter 380 of the Education Reform Acts of 1993, the Principal may initiate long-term suspension/expulsion proceedings against a student who has acted in such a manner that his/her removal from school is necessary to protect the physical safety of others, or in order to prevent substantial interference with the right of others to pursue an education. A formal hearing will be held with the principal, the student, and his/her parent/guardian. A student has the right to be represented by legal counsel at this hearing. At the conclusion of the hearing, the student and the parent shall be advised of the student's right of appeal to the office of the Superintendent of Schools. The result may be removal from regular classroom instruction and related school activities for a lengthy period of time or expulsion.

\* Students who have Individualized Educational Plans may have additional rights. Parents or guardians who have questions regarding their student should contact their Special Education liaison.

## **TEACHER DETENTION**

Teachers may detain students for detentions inside the regularly scheduled school day. The period of time will be at the discretion of the teacher and can be during the student's lunch/recess period.

The administrator may detain students inside the regularly scheduled school day. These detentions will last for one class period.

Failure to attend a scheduled detention will result in 2 additional office detentions.

## **TRANSPORTATION**

Bus drivers only transport students assigned to their bus by the Coordinator of Transportation. We do not honor parent notes requesting transportation of students on a non-assigned bus.

Students who ride buses to and from school or during field trips should understand that all school rules apply while they are on the bus. Students should be seated at all times and be facing forward. All students should talk in a normal voice that does not include screaming or swearing. The bus driver is in charge and students should listen to all instructions. All hands and heads must remain in the bus and nothing should be thrown outside the bus. Do not litter, hurt the seats in any way and use the emergency exits only for emergencies.

Students who use Framingham buses to get to and from school need to abide by all school rules while on the bus. If students misbehave on a bus they may lose the privilege of riding a bus for one or more days. Some buses are equipped with a video camera.

Contact Parent Information Center for bus passes. 508-424-3420.

## **VISITORS/VOLUNTEERS**

All visitors and volunteers to the school must report to the main office upon entering the building to receive a visitor pass. All volunteers and chaperones must first have a CORI check prior to working with students. CORI forms should be filled out two weeks prior.

Students may not invite friends or relatives from other schools to spend the day at Cameron Middle School, or to participate in dances and after-school activities.

If any student sees a stranger in the building and are concerned about his or her presence, please tell the nearest adult immediately.

## **WALKERS**

Walkers should use the sidewalks at all times.

Students riding skateboards and bikes need to walk them on and off of school grounds using the sidewalks. Use of the bike racks during the school day should also be used for bikes. Locks for bikes must be secured by the bicycle owners.

## **WEAPONS**

Weapons are not permitted at Cameron Middle School. A firearm includes but is not limited to BB guns, laser guns, air guns, paintball guns, etc. A weapon is defined as anything that can

inflict harm, such as a firearm, a stick, brass knuckles, a knife or facsimile, bullets, or a tool, and is considered contraband.

The student will be requested to turn over the weapon to the administration. The student may be searched in accordance with the standards set forth under the Search and Seizure policy.

Any student who is found on school premises or at school-sponsored or school-related events, may be subject to expulsion from the school or school district by the principal.

Any student who assaults a principal, assistant principal, teacher, teacher's aide, other staff member or any adult on school premises or at school-sponsored or school-related event, including athletic games, may be subject to exclusion from the school or school district by the principal.

Please note the following memorandum from The Framingham Police Department. (4/4/01)  
Effective immediately when probable cause is established that violence or threat of violence or to kill has occurred in the schools or involving the schools in any way, the school resource officer is required to criminally summons or arrest the person(s) responsible. Any behavior such as fire or fire alarm or other action that disrupts the school if criminal in nature will require a court summons or arrest.

It is recommended that the school should:

1. Immediately suspend youth.
2. Meet with the police and parents to advise about incident and conduct search of house if necessary or have parents do it.
3. Work with the police to notify those who the threat is against.
4. Requires a medical mental health clearance for youth to be allowed back or other standard set by school officials.
5. Proceed with arrest or criminal complaint in all cases of threats to kill, use of firearm, bombs or any other violence or school disruptive behavior.

Even if the schools and or victims don't want a criminal case, we may still arrest or request the summons.

**NO GUIDE CAN ANTICIPATE EVERY IMAGINABLE VARIETY OF MISCONDUCT ACCORDINGLY, THE PRINCIPAL AND STAFF RETAIN THE RIGHT TO PUBLISH AND MAINTAIN SUPPLEMENTARY DISCIPLINARY RULES DURING THE COURSE OF THE SCHOOL YEAR AND TO IMPOSE DISCIPLINE FOR ANY OTHER CONDUCT THAT IS UNQUESTIONABLY IMPROPER.**

## **Policy and Procedure for the Elimination of Sexual Harassment and Unlawful Discrimination**

### **POLICY**

The Framingham School Committee (the "Committee") fully supports the right of all persons to hold employment and obtain an education without suffering sexual harassment or unlawful discrimination of any kind. It is the policy of the Committee to maintain a work and educational environment in

the Framingham Public Schools that is free of sexual harassment and of discriminatory actions based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status, or any other status protected by law. Unlawful employment discrimination and sexual harassment by employees or students will not be tolerated.

## DEFINITIONS

- **Unlawful Discrimination**

Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of the employee's or student's race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veterans' status, or any other legally protected status constitutes unlawful discrimination. Unlawful discrimination is strictly prohibited in the Framingham Public Schools.

- **Sexual Harassment**

Sexual harassment is a form of gender discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Massachusetts General Laws chapter 151B, § 4 and Massachusetts General Laws chapter 214, § 1C. Under these laws, unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature constitutes sexual harassment when:

- ◆ Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or a basis for employment or educational decisions affecting the individual; or
- ◆ Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or education, or creating an intimidating, hostile, humiliating or sexually offensive work or learning environment.

## **CONDUCT WHICH MAY CONSTITUTE UNLAWFUL SEXUAL HARASSMENT**

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or school environment.

Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a condition for granting privileges or favorable treatment on the job or in the classroom. However, sexual harassment may also involve relationships among persons of equal authority

or power, such as when repeated advances or demeaning verbal comments by a co-worker towards another co-worker have a harmful effect on a person's ability to perform his or her work. Sexual harassment can involve behavior directed at employees, students, contractors or vendors involved in the Framingham Public Schools. Depending on the circumstances, sexual harassment or unlawful discrimination may also involve conduct that is directed at one person, but that adversely affects the work or school environment of others.

Depending upon the circumstances, examples of sexual harassment could include conduct such as the following:

- ◆ repeated and unwanted sexual flirtations, advances or propositions which are offensive;
- ◆ verbal abuse or innuendo of a sexual nature which is continued or repeated;
- ◆ physical contact such as touching, hugging, patting or pinching which is uninvited and unwanted by the other person;
- ◆ offensive comments of a sexual nature about an individual's body, or sexual terms used to describe an individual;
- ◆ an open display of sexually suggestive objects or pictures;
- ◆ jokes or remarks of a sexual nature;
- ◆ unwanted prolonged and apparent staring or leering at a person;
- ◆ obscene gestures or suggestive or insulting sounds made towards people;
- ◆ the demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment or educational status or promises of preferential treatment;
- ◆ indecent exposure;
- ◆ romantic involvement between supervisors and subordinates that is known to others in the workplace and which impacts the workplace in areas such as assignments, advancements or benefits.

The relationship between staff members and students is inherently unequal. Sexual relations between staff members and students are prohibited under any circumstances.

## **CONDUCT WHICH MAY CONSTITUTE UNLAWFUL DISCRIMINATION**

Depending upon the circumstances, examples of unlawful discrimination could include the above-referenced examples concerning sexual harassment, as well as the following types of conduct:

- ◆ verbal abuse or innuendo, which is continued or repeated, concerning a person's race, age, gender, religion, national origin, disability, sexual orientation, veterans' status, or other legally-protected status;
- ◆ an open display of objects or pictures that are offensive to persons of a particular religion, race, national origin, or other legally-protected status;
- ◆ use of derogatory words to describe an individual's race, national origin, religion, disability, sexual orientation, or other legally-protected status;
- ◆ making decisions about an employee's employment or education based upon his or her religion, race, national origin, age, disability, gender, sexual orientation, or other legally-protected status.

## **EMPLOYEE AND STUDENT RESPONSIBILITIES**

Each employee and student of the Framingham Public Schools is personally responsible for ensuring that his or her conduct does not sexually harass or unlawfully discriminate against anyone in the workplace or school environment. Each employee and student is responsible for cooperating in any investigation of alleged discrimination or sexual harassment if asked to do so by the person conducting the investigation.

## **PROCEDURES FOR ADDRESSING COMPLAINTS OF SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION IN EMPLOYMENT**

Individuals who believe that they have been sexually harassed, or that they have been a victim of discrimination on the basis of their race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status, or other legally protected status should follow the complaint procedures described in this policy.

### **Informal Resolution**

If an individual believes that he or she has been sexually harassed or subjected to unlawful discrimination, the first step should be to stop the offensive conduct. This can sometimes be accomplished by confronting whoever is doing the harassing, telling the person what is offensive and requesting that the person stop. If this process does not work, or if the offender is the employee's supervisor or teacher, or if for any other reason

such an approach is not practical or acceptable for the employee or student, then it may be necessary to pursue a formal complaint.

### **Formal Procedure**

1. A person who believes that he or she has been the victim of sexual harassment or unlawful discrimination should contact his or her principal, supervisor, teacher, guidance counselor or one of the investigators listed below. Supervisors, teachers and guidance counselors are instructed to bring the matter to the attention of one of the investigators. Building principals are investigators within each school. District-wide investigators are listed in subsequent paragraphs.
2. The person bringing the complaint is encouraged to provide a written statement describing the events or conduct at issue. The complainant should do this as soon as possible but no later than thirty (30) days after the complainant becomes aware of the problem. One or more of the investigators will meet with the person to discuss the complaint, determine whether an informal resolution is possible with the investigator's assistance, and/or answer any questions about the formal complaint procedure.
3. If a formal complaint is made, one or more of the investigators will meet with the person who has been accused of improper conduct. The accused person is expected to cooperate with the investigation and may submit a written statement.
4. One or more of the investigators may also meet with witnesses or others who may assist in the factual investigation.

In the event that the findings of the investigator(s) indicate that sexual harassment, discrimination or other inappropriate behavior has not occurred, the matter will be closed. The person making the complaint and the person accused will be informed in writing of the results of the investigation no later than twenty (20) working days after its filing. The deadline may be waived by mutual agreement. This written response will explain the position of the Framingham school district.

### **DISCIPLINARY ACTION**

In the event that the investigation reveals that sexual harassment, discrimination, other unlawful conduct, or other inappropriate conduct (even if not unlawful) has occurred, further action will be taken, including but not limited to disciplinary action, such as but not limited to reprimand, change in work assignment, suspension or termination in accordance with all relevant laws.

## **CONFIDENTIALITY**

All actions taken to investigate and resolve complaints through this process shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and fairness of the investigation. To conduct a thorough investigation, investigators may need to discuss the complaint with witnesses and those persons involved in or affected by the complaint, as well as with those persons who are assisting with the investigation or implementing disciplinary actions.

## **NO RETALIATION FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR UNLAWFUL DISCRIMINATION**

Retaliation against any individual for making a complaint of sexual harassment or unlawful discrimination or for participating in or assisting in the investigation of such a complaint is illegal and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as (but not limited to) reprimand, change in work assignment, suspension or immediate termination.

## **DISTRICT WIDE INVESTIGATORS OF COMPLAINTS OF SEXUAL HARASSMENT AND UNLAWFUL EMPLOYMENT DISCRIMINATION**

Along with the building principals, the following persons have been designated to investigate complaints of sexual harassment and unlawful discrimination in the Framingham Public Schools, and may be contacted to initiate an investigation under this policy:

Dr. Eugene Thayer, Superintendent of Schools	14 Vernon St.	626-9117
Nancy Sprague, Director, Curriculum & Staff Development	14 Vernon St.	626-9132
Paula Ceglowski, Interim Director, Human Resources	14 Vernon St.	626-9107

If the complainant is dissatisfied with the determination made by the building principal or the district-wide investigators, the final level of appeal within the district is to the Superintendent of Schools. The written determination by the Superintendent of Schools will be provided to the complainant no later than fifteen (15) working days after formal receipt of any appeal.

## **STATE AND FEDERAL AGENCIES**

If you believe you have been subjected to sexual harassment or unlawful discrimination, you may file a formal complaint with either or both of the government agencies listed below. Using the complaint procedure described in this policy does not prohibit you from filing a complaint with these agencies.

1. Equal Employment Opportunity Commission (“EEOC”)  
One Congress Street

Boston, MA 02114  
(617) 565 3200

2. Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:  
One Ashburton Place  
Boston, MA 02108  
(617) 727 3990  
(413) 739 2145

Springfield Office:  
424 Dwight Street  
Springfield, MA 01103

**DISSEMINATION**

Policy GBCC shall be disseminated to all employees of the Framingham School District in September of each school year.

Adopted: 3/3/92

Revised: 12/17/96; 4/7/99; 2/13/01; 08/12/03

Revised – First Reading: March 18, 2004

Second Reading: April 7, 2004

**Grievance Procedures for Students Regarding Complaints Alleging Discrimination in all Protected Categories**

**\* Policy Statement from Policy GBCC (also JFCK)**

It is the policy of the School Committee to maintain a work and educational environment in the Framingham Public Schools that is free of sexual harassment and of discriminatory actions based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran’s status and any other status protected by law. Unlawful employment discrimination and sexual harassment by employee or students will not be tolerated.

**\* Grievance Procedure and Timelines**

- 1) The first step is to stop the offensive conduct by confronting the person who is harassing and by requesting that the discriminatory behavior stop. Students should have adult support when taking this step.

- 2) If this process does not work, the victim should contact the building principal or some other responsible adult in the building. Guidance Counselors are always available to help students in the process.
- 3) Within thirty (30) days of the harassing or discrimination event, the victim speaks to the principal – or another adult who immediately brings it to the attention of the principal. The details of the complaint should be in writing.
- 4) The Principal will investigate and give a written response to both parties within twenty (20) days.
- 5) Disciplinary actions will be taken as deemed appropriate. Issues of confidentiality and non-retaliation against the person filing the complaint will be fully respected by principals and any district investigators.
- 6) Along with building Principal, the Superintendent of Schools, Assistant Superintendent of Schools, Director of Curriculum and Staff Development, Director of Human Resources, and Director of Guidance, Social Work, and Psychology, can all be contacted as part of the complaint process.
- 7) All final complaints or appeals are directed to the Superintendent of Schools 508-626-9117 who will report back on any complaint/appeal within fifteen (15) days.

\* The Equal Employment Opportunity Commission or the Massachusetts Commission Against Discrimination are the government agencies that can be appealed to if the victim is not satisfied with the district's handling of the complaint.

\* Please visit the District Website at [framingham.k12.ma.us](http://framingham.k12.ma.us) for the complete presentation of

Policy GBCC (also JFCK) regarding harassment and discrimination.

## **School Health Services**

School nurses promote the health and well being of every student in Framingham Public Schools by providing high quality nursing care in each school during school hours. All school health programs and requirements stated below comply with state and federal laws, Massachusetts Department of Public Health regulations, and Framingham Public Schools policies which are available from your school nurse or can be accessed on the School Health Services website.

## **Immunizations**

To attend Framingham Public Schools, all students in grades Pre-K-12 must be fully immunized. Official documentation of required immunizations must be provided to your school nurse before your child can begin school at any age. Your school nurse can provide you with a list of required immunizations or you can find it on the School Health Services website.

Only medical and religious exemptions from immunization requirements are acceptable. If there are medical reasons why your child has not been immunized, a statement from your healthcare provider must be provided to your school nurse. Please state a religious exemption in writing to your school nurse.

## **Physical Examinations**

Every student in Framingham Public Schools must provide documentation of a physical examination performed by a healthcare provider, conducted within 12 months prior to entry to school or within 30 days after school entry. Students must also provide documentation of physical examinations in kindergarten, Grades 1, 4, 7, and 10.

## **School Health Screenings**

### **Vision and Hearing Screening:**

All students receive regular vision and hearing screenings. Your school nurse will notify you with any concerns or abnormal findings and refer your child to your healthcare provider for further evaluation.

### **Postural Screening:**

Postural screening, to assess for scoliosis and/or early signs of spinal problems, is conducted annually for all students in grades 5-9. Your school nurse will notify you with any concerns or abnormal findings and refer your child to your healthcare provider for further evaluation. You may waive your child's postural screening by stating your preference in writing to your school nurse.

### **Body Mass Index (BMI) Screening:**

Schools are required to measure height and weight of students in grades 1,4,7, and 10 and use those figures to calculate each student's BMI. Your school nurse will provide you with a confidential report of your child's BMI. You may waive your child's BMI screening by stating your preference in writing to your school nurse.

## **Medication Policy**

Prescription medication may be given in school only after the school nurse receives written orders from the student's healthcare provider/dentist and signed consent from the parent/guardian. New medication orders are required at the start of the school year and expire at the end of each school year. Only medications in original prescription containers, currently prescribed by a physician and brought to the nurse's office by a parent or other adult, will be given at school. All medications taken during the school day must be stored in the Nurse's office and be picked up by a parent/guardian before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

Under certain circumstances, in consultation with the school nurse, a student may self-administer asthma inhalers, insulin, or Epi-pens® during the school day. Contact your school nurse for more information.

Over the counter (OTC) medications including Advil, Tylenol, etc. can be given during the school day after the parent/guardian completes an OTC medication permission form available on the School Health Services website or from your school nurse. The form must be completed each school year.

### **Students with Special Health Care Needs**

Families are strongly encouraged to communicate any student health concerns to the school nurse. If your child has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other medical or mental health issue requiring special health services during school hours and/or is assisted by medical technology, please meet with your school nurse prior to school entry.

# Term Schedule

## 2011-2012 Trimester Schedule

### Trimester I 60 days

Trimester begins August 30, 2011 – Ends December 1, 2011

Midterm closes October 17 – Reports go home October 24

Trimester I report cards go home December 8, 2011

### Trimester II 60 days

Trimester II begins December 2, 2011 – Ends March 13, 2012

Midterm closes January 24– Reports go home January 31

Trimester II report cards go home March 20, 2012

### Trimester III 60 days

Trimester III begins March 14, 2012 – Ends June 15, 2012

Midterm closes May 3 – Reports go home May 10

Trimester III reports are mailed home after school lets out.

## HOMEROOM TEACHERS

2010-2011

### 6<sup>th</sup> Grade

#### **Yellow Team**

Rm. 130 Ms. Herring  
Rm. 129 Mr. Fauth  
Rm. 114 Ms Wynn  
Rm. 115 Mr. Baptista

#### **Green Team**

Rm. 128 Mrs. Goldberg  
Rm. 116 Mr. Nolan  
Rm. 123 Mr. Hepp

#### **Green-Yellow Team**

Rm. 124 Mrs. Sack  
Rm. 127 Ms. Speicher

### 7<sup>th</sup> Grade

#### **Yellow Team**

Rm. 242 Mr. Dee  
Rm. 228 Ms. Rabinowicz  
Rm. 230 Mr. Hamm  
Rm. 243 Mr. Davis

#### **Green Team**

Rm. 231 Ms. Callanan  
Rm. 241 Mrs. Piantedosi  
Rm. 236 Mr. Linet  
Rm. 240 TBD

#### **Green-Yellow Team**

Rm. 239 Mr. Arnold  
Rm. 237 Ms. Huekell  
Rm. 245 Mr. Greeley

### 8<sup>th</sup> Grade

#### **Yellow Team**

Rm. 251 Ms. Sirohi  
Rm. 250 Ms. Rensko  
Rm. 210 Mrs. Falzone  
Rm. 212 Mrs. Williamson

#### **Green Team**

Rm. 248 Mr. Neveu  
Rm. 213 Ms. Vora  
Rm. 249 Ms. Greaney  
Rm. 219 Mr. McElearney

**Activities for 2011-2012**  
**Cameron Middle School**

1. Open House Thursday, Sept. 22 6:30 – 8:15PM
2. Halloween Haven Saturday, Oct. 29 5-6:30PM
3. Cameron Middle School Yard Sale Saturday, Nov. 19 8-12PM
4. Musical Thursday, Dec. 8 7-8:30PM
5. Spaghetti Dinner/Book Fair Thursday, Jan. 19 5:30-6:45PM
6. Winter Concert, Jan 12, Thursday, 7-8PM
7. Fifth Grade Parent Orientation Thursday, March 8 7-8:30PM
8. Literacy/Math/Visual Arts Nights Tuesday, March 13 7-8PM
9. Sixth Grade Concert Thursday, May 3 7-8PM
10. Pops Concert Thursday, May 31 7-8PM
11. Promotion Ceremony Thursday, June 14 5-6:30PM
12. Sixth Grade Activity Night Thursday, Oct. 20 6-8PM
13. Seventh/Eight Grade Activity Night Thursday, Feb. 9 6:30-8:30PM
14. PTO meeting 7:00-8:00 October 4 (School Council at 5:00)
15. PTO meeting 7:00-8:00 Nov 1 (School Council at 5:00)
16. PTO meeting 7:00-8:00 Jan 10 (School Council at 5:00)
17. PTO meeting 7:00-8:00 Feb 7 (School Council at 5:00)
18. PTO meeting 7:00-8:00 March 6 (School Council at 5:00)
19. PTO meeting 7:00-8:00 April 2 (School Council at 5:00)
20. Family Fun Day Thursday June 7 5-7pm

*These dates may be subject to change. Changes will be communicated home and on our web page.*

## ACADEMIC YEAR SCHEDULE

### August 2011

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 <b>Day 1</b> Tri I begins Early release	31 <b>Day 2</b>			

### September 2011

				1 <b>Day 3</b>	2 <b>Day 4</b>	3
4	5 <b>No School</b>	6 <b>Day 5</b>	7 <b>Day 6</b>	8 <b>Day 1</b>	9 <b>Day 2</b>	10
11	12 <b>Day 3</b>	13 <b>Day 4</b>	14 <b>Day 5</b>	15 <b>Day 6</b>	16 <b>Day 1</b>	17
18	19 <b>Day 2</b>	20 <b>Day 3</b>	21 <b>Day 4</b>	22 <b>Day 5</b>	23 <b>Day 6</b>	24
25	26 <b>Day 1</b>	27 <b>Day 2</b>	28 <b>Day 3</b>	29 <b>No School</b>	30 <b>No School</b>	

### October 2011

						1
2	3 <b>Day 4</b>	4 <b>Day 5</b>	5 <b>Day 6</b>	6 <b>Day 1</b>	7 <b>No School</b> Professional Development	8
9	10 <b>No School</b>	11 <b>Day 2</b>	12 <b>Day 3</b>	13 <b>Day 4</b>	14 <b>Day 5</b>	15
16	17 <b>Day 6</b> Midterm ends	18 <b>Day 1</b>	19 <b>Day 2</b>	20 <b>Day 3</b>	21 <b>Day 4</b>	22
23	24 <b>Day 5</b>	25 <b>Day 6</b>	26 <b>Day 1</b>	27 <b>Day 2</b> Early Release	28 <b>Day 3</b>	29
30	31 <b>Day 4</b>					

### November 2011

		1 <b>Day 5</b>	2 <b>Day 6</b>	3 <b>Day 1</b>	4 <b>Day 2</b>	5
6	7 <b>Day 3</b>	8 <b>Day 4</b>	9 <b>Day 5</b>	10 <b>Day 6</b>	11 <b>No School</b>	12
13	14 <b>Day 1</b>	15 <b>Day 2</b>	16 <b>Day 3</b>	17 <b>Day 4</b>	18 <b>Day 5</b>	19
20	21 <b>Day 6</b>	22 <b>Day 1</b>	23 <b>Day 2</b> Early Release	24 <b>No School</b>	25 <b>No School</b>	26
27	28 <b>Day 3</b>	29 <b>Day 4</b>	30 <b>Day 5</b>			

### December 2011

				1 <b>Day 6</b> <small>Tri I Ends</small>	2 <b>Day 1</b> <small>Tri II Begins</small>	3
4	5 <b>Day 2</b>	6 <b>Day 3</b>	7 <b>Day 4</b>	8 <b>Day 5</b>	9 <b>Day 6</b>	10
11	12 <b>Day 1</b>	13 <b>Day 2</b>	14 <b>Day 3</b>	15 <b>Day 4</b>	16 <b>Day 5</b>	17
18	19 <b>Day 6</b>	20 <b>Day 1</b>	21 <b>Day 2</b>	22 <b>Day 3</b>	23 <b>No School</b>	24
25	26 <b>No School</b>	27 <b>No School</b>	28 <b>No School</b>	29 <b>No School</b>	30 <b>No School</b>	31

### January 2012

1	2 <b>No School</b>	3 <b>Day 4</b>	4 <b>Day 5</b>	5 <b>Day 6</b>	6 <b>Day 1</b>	7
8	9 <b>Day 2</b>	10 <b>Day 3</b>	11 <b>Day 4</b>	12 <b>Day 5</b>	13 <b>Day 6</b>	14
15	16 <b>No School</b>	17 <b>Day 1</b>	18 <b>Day 2</b>	19 <b>Day 3</b>	20 <b>Day 4</b>	21
22	23 <b>Day 5</b>	24 <b>Day 6</b> <small>Midterm Ends</small>	25 <b>Day 1</b>	26 <b>Day 2</b>	27 <b>Day 3</b>	28
29	30 <b>Day 4</b>	31 <b>Day 5</b>				

### February 2012

			1 <b>Day 6</b>	2 <b>Day 1</b> Professional Development Early Release	3 <b>Day 2</b>	4
5	6 <b>Day 3</b>	7 <b>Day 4</b>	8 <b>Day 5</b>	9 <b>Day 6</b>	10 <b>Day 1</b>	11
12	13 <b>Day 2</b>	14 <b>Day 3</b>	15 <b>Day 4</b>	16 <b>Day 5</b>	17 <b>Day 6</b>	18
19	20 <b>No School</b>	21 <b>No School</b>	22 <b>No School</b>	23 <b>No School</b>	24 <b>No School</b>	25
26	27 <b>Day 1</b>	28 <b>Day 2</b>	29 <b>Day 3</b>			

### March 2012

				1 <b>Day 4</b>	2 <b>Day 5</b>	3
4	5 <b>Day 6</b>	6 <b>Day 1</b>	7 <b>Day 2</b>	8 <b>Day 3</b>	9 <b>Day 4</b>	10
11	12 <b>Day 5</b>	13 <b>Day 6</b> Tri II Ends	14 <b>Day 1</b> Tri III Begins	15 <b>Day 2</b>	16 <b>No School</b> Professional Development	17
18	19 <b>Day 3</b>	20 <b>Day 4</b>	21 <b>Day 5</b>	22 <b>Day 6</b>	23 <b>Day 1</b>	24
25	26 <b>Day 2</b>	27 <b>Day 3</b>	28 <b>Day 4</b>	29 <b>Day 5</b>	30 <b>Day 6</b>	31

### April 2012

1	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>No School</b>	7
8	<b>Day 5</b>	<b>Day 6</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	14
15	<b>No School</b>	<b>No School</b>	<b>No School</b>	<b>No School</b>	<b>No School</b>	21
22	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 1</b>	<b>Day 2</b>	28
29	<b>Day 3</b>					

### May 2012

		<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b> Midterm Ends	<b>Day 1</b>	5
6	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b> Professional Development Early Release	<b>Day 6</b>	12
13	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	19
20	<b>Day 6</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	26
27	<b>No School</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 1</b>		

### June 2012

					1 <b>Day 2</b>	2
3	4 <b>Day 3</b>	5 <b>Day 4</b>	6 <b>Day 5</b>	7 <b>Day 6</b>	8 <b>Day 1</b>	9
10	11 <b>Day 2</b>	12 <b>Day 3</b>	13 <b>Day 4</b>	14 <b>Day 5</b>	15 <b>Day 6</b> Tri III Ends	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### Midterm and Report Card Distribution Dates

	<b>Midterm Reports Issued</b>	<b>Report Cards Issued</b>
Tri 1	Monday, October 24 <sup>th</sup>	Thursday, December 8 <sup>th</sup>
Tri 2	Tuesday, January 31 <sup>st</sup>	Tuesday, March 20 <sup>th</sup>
Tri 3	Thursday, May 10 <sup>th</sup>	Mailed after school ends

**Please note: In the event of an unexpected “No School” day, such as a snow day, Cameron will continue to follow the calendar day as noted above.**

## School Calendar 2011-2012

Day	Date	Event
Tuesday	August 30	1 <sup>st</sup> Day of School
Monday	September 5	No School-Labor Day
Thursday	September 22	Early Release - Professional Development
Thursday and Friday	September 29-30	No School - Rosh Hashanah
Friday	October 7	No School - Professional Development
Monday	October 10	No School-Columbus Day
Thursday	October 27	Early Release/Parent Conferences
Friday	November 11	No School- Veteran's Day
Wednesday	November 23	Early Release-Thanksgiving
Thursday and Friday	November 24 and 25	Thanksgiving Recess
Friday	December 23 -January 2	No School-Holiday Break (School reopens on Tuesday, January 3)
Monday	January 16	No School-Martin Luther King Jr. Day
Thursday	February 2	Early Release - Professional Development
Monday-Friday	February 20-24	No School-Winter Recess
Friday	March 16	No School - Professional Development
Friday	April 6	No-School - Good Friday
Monday-Friday	April 16-22	No School-Patriot's Day & Spring Recess
Thursday	May 10	Early Release - Professional Development
Monday	May 28	No School-Memorial Day
Wednesday	June 15	180 <sup>th</sup> Day of School