

# Melrose Veterans Memorial Middle School

*2008 New England League of Middle Schools - Spotlight School  
2007 Massachusetts Technology Collaborative - Green School  
2002 Massachusetts Department of Education - Compass School*

350 Lynn Fells Parkway  
Melrose, Massachusetts 02176

**Thomas L. Brow, Jr.**  
*Principal*  
781-462-3101



## 2011-2012 Student Handbook & Code of Conduct

**Martin Stanton** – *Assistant Principal*  
781-462-3102

**Julie Peterson** – *Guidance Counselor*  
6<sup>th</sup> Grade – Class of 2018  
781-462-3105

**Laura Dubiel** – *Guidance Counselor*  
7<sup>th</sup> Grade – Class of 2017  
781-462-3106

**Michelle Barron** – *Guidance Counselor*  
8<sup>th</sup> Grade – Class of 2016  
781-462-3104

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## Melrose Veterans Memorial Middle School

**Faculty**

2011-2012

Brow, Thomas	Principal	University of Mass., Amherst - B.A., Boston State College - M. Ed. Boston State College - C.A.G.S., University of Mass., Lowell
Stanton, Martin	Assistant Principal	Northeastern University - B.A., Salem State - M. Ed.
Ahern, Anne	Science	Salem State College - B.A.
Allison, Kevin	Math	University of Mass., Amherst - B.A., Salem State College - M. Ed.
Apostolos, Julia	Science	Boston University – B.S.
Arnold, Wendy	Librarian	Syracuse University – B.S., University of Illinois – M.A.
Baline, Naomi	History	Wheaton College - B.A., Suffolk Law School - J.D.
Barron, Michelle	Guidance	University of Mass., Amherst – B.A., Northeastern Univ. – M.S.
Beane, Traci	Special Ed.	University of Mass., Amherst – B.A., Lesley University – M. Ed.
Blaus, Varis	Special Ed.	Salem State College - B.S., UMass, Boston - M.A.
Bracey, Kristen	Science	Saint Anselm College – B.S., Salem State University – M.A.T
Bruno, John	Special Ed.	Salve Regina University – B.S.
Buckley, Michael	Band	Berklee College of Music - B.A., Cambridge - M. Ed.
Bueno, Brent	Tech Ed.	Salem State College – B.A.
Buxton, John	Guidance	Oklahoma State University – B.A., Boston College – M.A.
Clinard, Stephen	History	University of Wisconsin - B.A., UMass, Lowell - M.Ed.
Colgan, Elizabeth	Literature	University of West Florida, B.A., UMass, Boston – M. Ed.
Corbett, Suzanne	Math	Fordham University - B.S., Wheelock College - M. Ed
Coughlin, Robert	History Dept.	Westfield State College – B.S., Salem State College – M.A.
Crooks, Morgan	History	Hamilton College – B.A.
D’Antonio, Eric	Science	Salem State College - B.A., Salem State College – M. Ed.
Dubiel, Laura	Guidance	University of Mass., Amherst - B.S., Salem State College - M. Ed.
Durney, Barbara	Nurse	Lynn Hospital School of Nursing - R.N.
Dwyer, Marianne	Special Ed.	Rivier College - B.A., Boston College - M. Ed.
Dylengoski, Amy	History	Suffolk University – B.S., University of Mass., Boston – M. Ed.
Edelglass, Jessica	History	Tufts University – B.A., Brandeis University – M. Ed.
Fowler, Dana	Special Ed.	Assumption College – B.A., Lesley College – M. Ed.
Gill, Gerome	Special Ed.	Bishop’s University – B.A., Cambridge College – M. Ed.
Gould, Linda	Special Ed.	Monmouth College - B.S., Salem State University – M. Ed.
Greer, Gerald	Tech Ed.	Fitchburg State College - B.S.
Gustafson, Elizabeth	Science	Worcester State College – B.S., Worcester State College – M.Ed.
Haney, Sarah	English	University of Vermont - B.S., Salem State College – M. Ed.
Huang, Allison	Math	Seattle University – B.S.
Huntley, Jennifer	Science	University of Vermont - B.S. University of Southern Maine – M. Ed.
Iagulli, Sharon	Special Ed.	University of Massachusetts, Amherst - B.S., Regis College - M. Ed.
Keefe, Jean	Health	UMass, Boston - B.A., San Francisco State University - M.S.W.
Kent, Brendan	Physical Ed.	Saint Anselm College – B.A.
Leisk, Joanne	English	Lesley College – B.S., Boston College – M. Ed., C.A.E.S.

Loan, Kristen	Math	University of New Hampshire - B.S., Salem State – M. Ed.
Mateus, Ted	Math	University of Massachusetts, Amherst - B.S.
Mayers, James	English	Pennsylvania State College – B.A.
McAuliffe, Kerin	Math	University of Massachusetts, Amherst – B.A.
McCoy, Carla	ELL	Gettysburg College – B.A., Cambridge College – M. Ed.
McGrath, Nina	English	Lesley University - B.A., American International College – M. Ed.
McKnight, Paul	Special Ed.	Univ. of Massachusetts, Amherst - B.A., UMass Boston – M. Ed.
McLaughlin, Sarah	Science	University of Vermont - B.A., University of Mass., Boston - M. Ed.
Means, Leslie	English	University of Delaware – B.A., Salem State University – M.Ed
Meegan, Paula	Special Ed.	University of Mass., Lowell – B.A., Cambridge College – M. Ed.
Miles, Jodi	Computers	Salem State College - B.S., Lesley University – M. Ed.
Miner, Sean	For. Lang.	Thomas A. Edison State College - B.A.
Mirasolo, Steven	Physical Ed.	Keene State College B.S., UMass., Boston M. Ed.
Muldoon, John	History	Merrimack College – B.A., Salem State College – M. Ed.
Murray, Randi	Special Ed.	Suffolk University – B.S., Salem State College – M. Ed.
O’Neil, Lyn	Special Adm.	Bridgewater State College – B.E., Salem State College M. Ed.
Orcutt, Elena	Math	Salem State College - B.S., Lesley College - M. Ed.
Parker, Karen	Science	Lesley College - B.S., Lesley College - M. Ed., M.S.
Passarella, Dawn	For. Lang.	Rosary College - B.A., Middlebury College - M.A.
Pereira, Laurie	Math	Suffolk University – B.S.
Peterson, Julie	Guidance	Holy Cross College - B.A., Salem State College – M. Ed., C.A.G.S.
Phillips, Elizabeth	Art	University of Mass., Amherst – B.A.F., Tufts University – M.A.T.
Piper, Kimberly	Chorus	University of Mass., Lowell - B.M., Lesley College – M. Ed.
Prouty, Amanda	History	Grinnell College – B.A., Lesley University – M. Ed.
Rearson, Mary	Physical Ed.	University of New Hampshire - B.S., Framingham State – M. Ed.
Rodas, Jacqueline	Foreign Lang.	Salem State College – B.A., Middlebury College – M. Ed.
Shea, Julie	Science Dept	Providence College – B.A., University of Mass., Lowell – M.S.
Singer, Angela	Eng. Dept.	Boston University – B.A., Boston College – M. Ed.
Stergiou, Eileene	Special Ed.	University of New Hampshire - B.A., Lesley - M.Ed.
Talbot, Kimberly	F.L. Dept	Syracuse University – B.A., Middlebury College – M.A.
Tannetta, Gerard	History	Univ. of Massachusetts, Lowell – B.A. UMass, Boston – M. Ed.
Trevisani, Cheryl	Psychologist	Boston College – B.A., Northeastern University – M.S., C.A.G.S.
Wagner, Leslie	Foreign Lang.	Univ. of Massachusetts, Amherst – B.A., Tufts University – M.A.
Walsh, Kerin	Special Ed.	Wheelock College – B.A., Wheelock College – M.S.
Walsh, Maureen	History	University of Michigan – B.A., Simmons College – M.A.
Warren, Wendy	Special Ed.	Simmons College - B.A., Salem State University – M. Ed.
Weber, Jessica	English	Gettysburg College - B.A., Lesley College – M. Ed.
Weeks, Mary	Orchestra	St. Cloud State University, Minnesota - B.S.
Whitmore, Jacob	Math	University of Maine – B.A., Boston University – M.Ed.
Whittier, Bert	English	Boston University – B.A.
Wolfman, Mary	Math	College of William and Mary - B.S.

Melrose Veterans Memorial Middle School

## **“Personal Qualities”**

The Melrose Veterans Memorial Middle School faculty and staff stress five personal qualities that every student needs to have in order to be successful. The five personal qualities are...

**Honesty**

**Responsibility**

**Self-Management**

**\*Sociability**

**Self- Esteem**

\*SOCIABILITY - means being friendly, working politely, working well with others, being cooperative and kind, and showing empathy for others.

Melrose Public Schools

## **Vision Statement**

Our vision is that all children in the Melrose Public Schools  
be given the opportunity to achieve greatness  
and educational excellence through the  
dedicated efforts of inspired educators,  
involved families, and a supportive community.

Melrose Public Schools

## **Mission Statement**

Our mission is to inspire, engage, and challenge  
all students to achieve excellence,  
to become lifelong learners,  
and to be successful participants  
in our global community.

Melrose Veterans Memorial Middle School

## **Vision Statement**

Our vision is that all students at  
Melrose Veterans Memorial Middle School  
be given the opportunity to acquire  
knowledge, skills, and personal qualities necessary to  
achieve success and educational excellence  
through the dedicated efforts of inspired middle school educators,  
invested families, and a supportive community.

Melrose Veterans Memorial Middle School

## **Mission Statement**

Our mission is to inspire, engage, and challenge all middle school  
students who are making critical and complex life choices at a  
key phase of their life and to enhance their healthy growth as  
lifelong learners, ethical and democratic citizens, and  
increasingly competent, self-sufficient young people  
who are optimistic about the future.

Melrose Veterans Memorial Middle School

## **Belief Statement**

Melrose Veterans Memorial Middle School **believes** a successful middle school is characterized by a culture that includes:

- \* Educators who value working with 11-14 year old students and are prepared to do so
- \* A school culture where everyone belongs
- \* Courageous, collaborative leadership
- \* A shared vision that guides instruction
- \* An inviting, supportive, and safe environment
- \* High expectations for every member of the learning community
- \* Students and teachers engaged in active learning
- \* Caring adults who advocate for students
- \* School-initiated family and community partnerships.

Therefore, Melrose Veterans Memorial Middle School provides

- \* A curriculum that is relevant, challenging, integrative, and exploratory
- \* Multiple learning and teaching approaches that respond to student diversities
- \* Assessment and evaluation programs that promote quality learning
- \* Organizational structures that support meaningful learning
- \* School-wide efforts and policies that foster health, wellness, and safety
- \* Multifaceted guidance and support services.

(adapted from Swani, S. (2003). This We Believe: Successful Schools for Young Adolescents. Westerville, Ohio: National Middle School Association)

## **Student Guidelines**

The Melrose Veterans Memorial Middle School faculty and staff are committed to providing a safe and supportive environment in which high expectations are held for all. One of the primary goals of our school is the teaching of appropriate behavior so that all children can learn to live in a spirit of mutual respect. The faculty and staff have recognized five personal qualities that all students must have in order to be successful. The five school-wide personal qualities that we have adopted are the following: honesty, responsibility, self-management, sociability, and self-esteem.

The guidelines for student behavior are designed to enhance the educational experience for all Melrose Veterans Memorial Middle School children. In order to ensure that the middle school years are positive and meaningful for children, we encourage parent involvement and support.

## **Student Responsibilities**

1. Make school a high priority in your life.
2. Face your responsibilities and set realistic goals.
3. Always try your best.
4. Complete homework and assignments on time.
5. Bring necessary books and materials to class.
6. Pay attention in class and participate.
7. Arrive on time and attend school and class regularly.
8. Demonstrate respect for yourself, other students, and school personnel.
9. Respect property of others.
10. Take care of your school and keep it clean.
11. Take an active interest in school activities.
12. Take pride in yourself and your school.
13. Be honest, responsible, manage your time wisely, work well with others, and have positive self-esteem.

## Code of Conduct

The Melrose Veterans Memorial Middle School Code of Conduct serves to support our goals and our mission to provide a safe and educationally stimulating environment for all students. Students should come to school ready to learn with a clear understanding of what is acceptable behavior in a school setting. The common threads of our rules are respect of all people (students, teachers, staff, visitors, guests, etc.) and responsibility for one's actions. Young adolescents sometimes make mistakes based on poor judgment, peer pressure, or distractions in their personal lives. Minor infractions are handled by classroom teachers. A teacher will often make a verbal reprimand, contact parents, and/or assign a teacher detention. Teachers will refer more serious infractions or persistent infractions to an administrator.

The principal or assistant principal assigns disciplinary consequences for infractions which occur outside the class setting, chronic problems in the classroom or misbehavior which is a serious breach of our code, especially student misbehavior involving safety issues or threats. Assigning office detention and/or suspension is the responsibility of the principal or the assistant principal. Expulsion procedures are the responsibility of the principal, superintendent, and/or School Committee in accordance with Massachusetts General Law.

## Definitions

**Office Detention:** An office detention is held after school for 45 minutes and is assigned by the principal and/or assistant principal.

**Lunch Detention:** A lunch detention is held during lunch and is assigned by the principal and/or assistant principal.

**Suspension:** Suspension from school is the temporary exclusion of the student from all classes and school activities. There are two types of suspension: internal and external.

**Internal Suspension:** Internal suspension involves the exclusion of the student from regularly scheduled classes and activities during the school day and places the student in a supervised area within the school setting.

**External Suspension:** External suspension involves the exclusion of the student from the school setting for a period of up to ten (10) days. Any student who is externally suspended is not to be on the campus or seen from the campus at any time during the suspension, unless authorized by the principal. This stay-away provision includes before school, during school, after school, and/or all school activities that occur during the suspension, such as, but not limited to: intramural, clubs, sporting events, competitions, practices, dances, weight room, gymnasium, auditorium, plays, musicals, and other such activities.

**Long Term Suspension:** Long-term suspension is the removal of a student from the school setting for a period in excess of ten (10) days.

**Expulsion:** Expulsion is the permanent removal of a student from the school setting.

**Community Service:** Service as a consequence for misconduct is imposed in two ways. When appropriate to the offense, a student may be required to perform community service during and/or after school hours as a consequence of his/her actions. Such service would be performed under the supervision of an administrator, appropriate school staff and/or designee. For a suspension of three or more days, a student may be required to perform service within the community under the supervision of local authorities. Assignments to community service are at the discretion of the administration.

**Peer Mediation:** Peer mediation is a form of conflict resolution in which trained student co-mediators help other students work together to resolve a conflict or a dispute. The process involves a private session in close proximity to a teacher, school resource officer, assistant principal, principal, or other person designated by the principal. During the peer mediation session, the students who have the conflict are guided by the co-mediators, and the students give opening statements, discuss confidentiality issues, actively listen to each other, reflect deeply on the issue, summarize, build an agreement, brainstorm solutions, and work toward reaching a consensus. The session(s) usually ends with a written or verbal agreement. Participation in the peer mediation is voluntary. With the exception of information that is illegal or life-threatening, all matters discussed in mediation remain confidential. Student mediators do not make judgments or offer advice, and they do not force decisions upon the participants. In the past, trained high school co-mediators have done a wonderful job helping middle school students deal with conflicts. The principal and/or assistant principal will be responsible for arranging peer mediation sessions on a case by case basis and may offer a peer mediation session(s) in addition to disciplinary procedures.

## Due Process

“Due Process” shall be followed in all disciplinary cases. The student will be given the opportunity to hear the charges against him/her, an explanation of the basis for the accusation(s), and an opportunity to present his or her version or account of his/her actions. Students have the right to present witnesses and/or evidence on their behalf. Whenever suspension is warranted, the administrator will make every effort to contact the parent by telephone. Notice and the hearing must be provided in advance of the suspension, except where the student’s continued presence at school endangers persons or property or “threatens disruption of the academic process” [See *Goss v. Lopez*, 419 U.S. 565 (1975)]. Parents may appeal the decision by simply requesting a meeting with the principal. The appeal process will be held as soon as possible, hopefully, the same day.

In exceptional cases, whenever a long term suspension and/or expulsion is contemplated, the student and his/her parent will be notified by the principal in writing of the charges and the date and time of the hearing. The student may be represented by counsel and has the right to present any evidence and/or witness on his/her behalf. In case of an appeal, the hearing officer shall be the superintendent of schools and/or his/her designee. Long term suspension and/or expulsion would most likely result from the extreme use of or threat of violence, possession of a weapon, selling or use of drugs and/or alcohol, and/or misbehavior that presents a clear and present danger to the safety of the school community and the productive learning environment.

In all cases of student suspension, school work may be made up.

## **Expulsion Policy**

The authority to expel a student from a public school is given to the principal of the school under the provisions of the Massachusetts Educational Reform Law of 1993. Expulsion proceedings will be considered for severe disciplinary problems. The specific applicable provisions of the Education Reform Law are as follows: “1.) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin; may be subject to expulsion from school by the principal. 2.) Any student who assaults a principal, assistant principal, teacher, paraprofessional, or other educational staff on the premises or at school-sponsored or at school-related events, including athletic games, may be subject to expulsion from the school by the principal. 3.) Any student who is charged with a violation of paragraphs (1) or (2) 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 witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than to expel a student who has been determined by the principal to have violated either (1) or (2). 4.) Any student who is expelled from a school pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section. 5.) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil’s expulsion.”

## **Specific Responses to Breach of School Rules**

Listed below are specific school rules and the consequences for their infraction. The infraction consequences listed are not extensive nor are they meant to be, rather they are indications of areas of concern. It should be noted that a range of discipline is possible within these guidelines. The consequences listed are the maximum with the exception of extreme misconduct. The consequences for breach of school rules carry over from year-to-year. For example, if a student is suspended for an infraction (1st offense) while in grade 6 and commits the same type of infraction while in grade 7, then the consequence falls under the succeeding (2nd offense) category. In other words, there is no clean slate from year to year.

**MVMMS is a School  
Where Everyone Belongs.**

### **AGGRESSIVE BEHAVIOR and BULLYING Prevention and Intervention Plan**

Bullying is another name for harassment. It can be direct or indirect and can have serious emotional and/or physical effects on its victims. Bullying is a continuum of behavior that involves the attempt to gain power and dominance over another. Typically, bullying is repeated over time. It may involve physical aggression such as fighting, shoving, kicking, and other such acts. It may also involve verbal and/or emotional aggression such as name calling or more indirect acts such as spreading rumors, deliberate social isolation, and/or other such acts.

Aggressive behavior will not be tolerated at Melrose Veterans Memorial Middle School. In order to prevent bullying or aggressive behavior in its earliest stages, there will be consequences for observable acts of aggressive behavior regardless of intent. Besides having the potential to cause harm, aggressive behavior is inappropriate in school.

On May 3, 2010, Governor Patrick signed into law a comprehensive legislation to address bullying in schools. "An Act Relative to Bullying in Schools", Chapter 92 of the Acts of 2010, requires all schools to create and implement strategies to prevent bullying, and to address bullying promptly and effectively when it occurs.

Melrose Veterans Memorial Middle School has a Bullying Prevention and Intervention Plan, as required by law, that prohibits bullying, cyberbullying, and retaliation. Provisions of the Bullying Prevention and Intervention Plan mandate that all school employees are required to report immediately an instance of bullying or retaliation that they witness or become aware of to the principal or assistant principal who shall promptly conduct an investigation. If the principal(s) determines bullying has occurred: 1) The

Melrose Police Department and/or School Resource Officer will be notified if the principal believes criminal charges may be pursued against the perpetrator. 2) The principal(s) will take appropriate disciplinary action. 3) The principal(s) will notify parents or guardians of the perpetrator. 4) The principal(s) will notify parents or guardians of the victim and provide them with the action taken to prevent further acts of bullying.

Bullying is prohibited on school grounds, property adjacent to school grounds, at school-sponsored events or school-related events. Bullying that does not take place on school grounds is also prohibited when such bullying creates a hostile environment at school for the victim, infringes on the victim's rights at school, or materially and substantially disrupts the educational process or the orderly operations of the school. Retaliation against a person, who reports bullying, provides information during an investigation of bullying, and/or witnesses or has reliable information, is also prohibited.

Parents (both the victim's parents and the aggressor's parents) will be notified. Consequences for the infraction of aggressive behavior and/or bullying are listed in the following "**Aggressive Behavior Consequences Rubric**":

### **AGGRESSIVE BEHAVIOR CONSEQUENCES**

OBSERVABLE BEHAVIOR	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> /BEYOND
<b>Verbal/Emotional:</b>  Teasing Making fun of others Putting others down or "Dissing" Name-calling Mocking and other such acts	Written Warning  Parental Contact	1 Office Detention  and/or  1 Lunch Detention  Parental Contact	3 Office Detentions  and/or  3 Lunch Detentions  Parental Contact	1 Day Suspension (4 <sup>th</sup> Offense)  3 Days Suspension (5 <sup>th</sup> Offense)  5 Days Suspension and Police Referral (6 <sup>th</sup> Offense)
<b>Severe Verbal/Emotional:</b>	1 Office	3 Office	1 Day	3 Days

<p>Excluding others from a group activity which the person has the right to be part of                  Shunning                  Inciting or cheering on aggression ganging up on others Starting/spreading rumors                  Written harassment                  Threatening and other such acts, including verbal and/or emotional acts of retaliation against those who speak up or stand up to such behaviors</p>	<p>Detention  and/or  1 Lunch Detention  Parental Contact</p>	<p>Detentions  and/or  3 Lunch Detentions  Parental Contact</p>	<p>Suspension</p>	<p>Suspension (4<sup>th</sup> Offense)  5 Days Suspension and Police Referral (5<sup>th</sup> Offense)</p>
<p><b>Physical:</b>  Poking Shoving Blocking Pinching Chasing and other such acts.</p>	<p>Written Warning  Parental Contact</p>	<p>1 Office Detention  and/or  1 Lunch Detention  Parental Contact</p>	<p>3 Office Detentions  and/or  3 Lunch Detentions  Parental Contact</p>	<p>1 Day Suspension (4<sup>th</sup> Offense)  3 Days Suspension (5<sup>th</sup> Offense)  5 Days Suspension and Police Referral (6<sup>th</sup> Offense)</p>
<p><b>*Severe Physical:</b>  Hitting Punching Kicking Tripping Spitting and other such acts, including physical acts of retaliation against those who speak up or stand up to such behaviors</p>	<p>3 Office Detentions  and  Parental Contact</p>	<p>1 Day Suspension</p>	<p>3 Days Suspension</p>	<p>5 Days Suspension and Police Referral</p>

PLEASE NOTE: Negative comments or actions relating to race, religion, sexual orientation, or gender are considered violations of civil rights or sexual harassment and the consequences are also considered very severe (see below). All parents will be notified. Please refer to infractions below for all definitions and consequences for violating these and/or other more serious acts of aggression. Other infractions are listed as well.

## **Infraction                      Consequences**

**CUTTING CLASS:** Cutting class is not attending a scheduled class without permission.

- 1st Offense - Five Office Detentions; parental contact
- 2nd Offense - In-School Suspension for 1 day and 5 Office detentions
- 3rd Offense - Out-of-School Suspension for 3 days

**FAKE BOMBS OR HOAX DEVICES:** Effective April 12, 2001, under M.G.L., c 266, sec. 102A 1/2, "It is a felony for any person to possess, transport, use or place, or cause another person to possess, transport, use or place a fake bomb or 'hoax device' with the intent to cause anxiety, unrest, fear, or personal discomfort to any person or group of persons. A 'hoax device' is any device that would cause a person to reasonably believe that it places in danger life or property by fire or explosion." Written threats may be treated as hoax devices.

- 1st Offense - Hearing and police referral. May be subject to expulsion. Out-of-School Suspension for up to 10 days pending psychological assessment. The principal may at his or her discretion, decide to suspend rather than expel.

**FAILURE TO REPORT AFTER SCHOOL:** Failure to report after school is not reporting after school for a teacher detention.

- 1st Offense - Parental Contact and/or 1 detention
- 2nd Offense - Parental Contact and/or 3 detentions
- 3rd Offense - Parental Contact and/or 5 detentions

**FIGHTING:** Fighting is harming and/or attempting to inflict physical injury on a person.

- 1st Offense - Out-of-School Suspension for 1 day
- 2nd Offense - Out-of-School Suspension for 3 days
- 3rd Offense - Out-of-School Suspension for 5 days

**FORGING A STAFF MEMBER'S or PARENT/GUARDIAN'S SIGNATURE:**

- 1st Offense - Parental Contact and 5 detentions
- 2nd Offense- Out-of-School Suspension for 2 days
- 3rd Offense- Out-of-School Suspension for 3 days

**GAMBLING or PLAYING CARDS:** This refers to betting money on the outcome of a game, contest or event, playing cards, poker, etc.

- 1st Offense - Parental Contact and 1 detention
- 2nd Offense - Out-of-School Suspension for 1 day
- 3rd Offense - Out-of-School Suspension for 3 days

**HARASSMENT OF A TEACHER AND/OR STAFF MEMBER:** This refers to repeated

and/or deliberate and/or consistent emotional harassment of a teacher or staff by performing unkind or mean acts.

1st Offense -	Out-of-School Suspension for 1 day
2nd Offense -	Out-of-School Suspension for 3 days
3rd Offense -	Out-of-School Suspension for 5 days

**HAZING** : Hazing includes any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person. (Under M.G.L., c 269, sec. 17 - Crime of Hazing, such conduct, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or person shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.)

1st Offense -	Out-of-School Suspension for 5 days plus police referral and suspension from the student organization for one year when applicable.
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**INCITING VIOLENCE or BREACH OF SCHOOL RULES**: Inciting violence refers to actions by any student(s) who knowingly and willingly incite or instigate an action or event that is a breach of the Code of Conduct. For example, students that go out of their normal routine to stand around two or more students who have a disagreement and yell “fight - fight - fight!” and/or encourage such crimes by their presence, deeds, and/or actions. Other examples and/or actions include, but are not limited to, writing incendiary notes, making incendiary gestures, offering negative peer pressure, “cheering on” and/or stating incendiary words that encourage two or more students to fight or commit another breach of conduct. One of the intents of this rule is to discourage and prohibit young people from attending, encouraging, and/or watching crimes such as altercations (fights), acts of bullying, acts of hatred, vandalism, strife, unhealthy behavior, and other such breaches of the Code of Conduct. If you hear that there is going to be a crime committed (fight, assault, etc.), do not go to watch and/or participate in it. Seek help from an adult.

1st Offense -	Out-of-School Suspension for 1 day and/or parental contact.
2nd Offense -	Out-of-School Suspension for 3 days and/or parental contact
3rd Offense -	Out-of-School Suspension for 5 days and police referral

**INFRINGEMENT OF CIVIL RIGHTS**: This refers to complaints of civil rights violations which may take the form of references or gestures related to race, color, sex, religion, national origin, disability, and/or sexual orientation.

1st Offense -	Out-of-School Suspension for 1 day
2nd Offense -	Out-of-School Suspension for 3 days
3rd Offense -	Out-of-School Suspension for 5 days and police referral

**INSUBORDINATION or DEFIANCE:** This refers to a student who refuses to follow reasonable directions by a teacher and/or a staff member; being uncooperative to the point of creating a disruptive environment that will not be tolerated.

- 1st Offense - Out-of-School Suspension for 1 day
- 2nd Offense- Out-of-School Suspension for 3 days

**LEAVING CAFE WITHOUT PERMISSION:** This refers to a student who does not report outside and/or leaves the cafe without permission during the lunch period.

- 1st Offense - Five Office Detentions; parental contact
- 2nd Offense - In-School Suspension for 1 day and Five Office detentions
- 3rd Offense - Out-of-School Suspension for 3 days

**POSSESSION OF LASER POINTERS:** Laser pointers may be very distracting, may cause eye damage, and in some cases may be very threatening. Students may not bring laser pointers to school.

- 1st Offense - Out-of-School Suspension for 1 day; laser pointers will be confiscated

**POSSESSION or SELLING OF FIRECRACKERS, LIGHTERS, MATCHES, STINK BOMBS, PARTY SNAPPERS OR OTHER SUCH DEVICES:**

- 1st Offense - Out-of-School Suspension for 3 days; police referral for any illegal materials

**PROFANE, DEROGATORY, OBSCENE, VULGAR LANGUAGE AND/OR GESTURES AND/OR PRINTED MATERIALS:**

- 1st Offense - Out-of-School Suspension for 1 day
- 2nd Offense - Out-of-School Suspension for 3 days

**PULLING FALSE FIRE ALARM or FALSE 911 Call:** Existing M.G.Laws criminalize false fire alarms (G.L. c.266 sec. 13) and false reports of an explosive or other dangerous substances (M.G.L. c. 266, sec. 14). The same penalty will apply to false 911 police calls.

- 1st Offense - Out-of-School Suspension for 3 days; police referral

**SEXUAL HARASSMENT:** Sexual harassment is unwelcome sexual advances, departing (pulling one's clothes down), creating an intimidating, hostile, or humiliating environment due to sexual remarks and/or other physical or verbal conduct of a sexual nature.

- 1<sup>st</sup> Offense - Participation in a session(s) on the problem of sexual harassment with a guidance counselor, parental conference, apology, and/or Out-of-School Suspension for 3 days
- 2nd Offense - Out-of-School Suspension for 5 days

**SHOOTING ELASTICS OR SHOOTING PAPER CLIPS OR THROWING OBJECTS:**

This refers to the act of shooting elastics or paper clips with elastics, and/or possession of paper clips and elastics with the intent to shoot them or any other such projectiles; throwing objects inappropriately in school or possession of pen guns or slingshots or other such devices that are created to shoot projectiles. (NOTE: Items that shoot and/or injure could also be considered a weapon depending on intent and use and therefore are subject to consequences under "Possession of a Dangerous Weapon" in school.)

- 1st Offense - Out-of School Suspension for 1 day.
- 2nd Offense - Out-of-School Suspension for 3 days
- 3rd Offense - Out-of-School Suspension for 5 days.

**SMOKING:** This refers to the use of all tobacco products within the school building, on school grounds, on school buses, or during school activities which is a violation of M.G.L., c71, sec. 2A, and Melrose City Ordinance #11-27, (1997).

- 1st Offense - \$50.00 fine, Melrose City Ordinance and parental notification
- 2nd Offense - \$50.00 fine and Out-of -School Suspension for 1 day

**STEALING:** This refers to the intentional, willful, and malicious act of taking without permission property that belongs to someone else.

- 1st Offense - Restitution and/or Out-of-School Suspension for 1 day and/or police referral
- 2nd Offense Restitution and/or Out-of-School Suspension for 3 days, plus police referral

**TECHNOLOGY MISUSE:** This refers to the unauthorized use of cell phones, ipods, cameras, recorders, computers, and other such technology devices. The use of camera phones or other such picture taking or recording devices are strictly prohibited without the consent of principal or his/her designee. Students who repeatedly make cell phone calls are subject to this rule. Students who send text messages or make cell phone calls without permission violate this rule. Cell phones and/or other such devices will be confiscated when used without permission.

- 1st Offense - Out-of School Suspension for 1 day
- 2nd Offense - Out-of-School Suspension for 3 days
- 3rd Offense - Out-of-School Suspension for 5 days.

**THREAT OF PERSONAL INJURY OR HARASSMENT:** This refers to taunting, teasing, tormenting and/or agitating of an individual to the point of interfering with his/her rights. These are threats of verbal and/or physical abuse.

- 1st Offense - Out-of School Suspension for 1 day
- 2nd Offense - Out-of-School Suspension for 3 days
- 3rd Offense - Out-of-School Suspension for 5 days.

**TRUANCY:** Truancy is not reporting to school, leaving school without permission, or cutting several and/or all classes.

- 1st Offense - In-School Suspension for 1 day and five office detentions
- 2nd Offense - In-School Suspension for 2 days and 5 office detentions
- 3rd Offense - Out-of-School Suspension 3 days

**UNEXCUSED TARDINESS TO SCHOOL:** This refers to not reporting to school on time.

- 1st Offense per quarter - parental notification
- 2nd Offense per quarter - the amount of time tardy in detention, up to 45 minutes, and/or parent notification.
- 3rd Offense and subsequent offenses - Office Detention, parental, conference and/or possible court referral.

**VANDALISM:** Vandalism is the intentional, willful, and malicious or wanton destruction of private or public property in which a person paints, marks, scratches, etches, places stickers on or otherwise defaces, removes or destroys property.

- 1st Offense - Restitution and/or Out-of-School Suspension for 1 day and/or police referral.
- 2nd Offense - Restitution and/or Out-of-School Suspension for 3 days, plus police referral.

**POSSESSION OF A DANGEROUS WEAPON:** This refers to any dangerous weapon, including, but not limited to, a gun or knife (see Education Reform Law).

- 1st Offense - Hearing and police referral. May lead to expulsion; Out-of-School Suspension up to 10 days pending psychological assessment. The principal may, at his/her discretion, decide to suspend rather than expel.

**POSSESSION, DISTRIBUTING, AND/OR BEING UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE (Drugs and/or Alcohol):** This includes, but is not limited to alcoholic beverages, marijuana, cocaine, and/or controlled substances (see Education Reform Law).

- 1st Offense - Hearing and police referral. May lead to expulsion; Out-of-School Suspension up to 10 days pending psychological assessment. The principal may, at his/her discretion, decide to suspend rather than expel.

**ASSAULT ON SCHOOL PERSONNEL:** This refers to an assault on a principal, assistant principal, teacher, teacher's aide or other educational staff (see Educational Reform Law).

1st Offense - Hearing and police referral. May lead to expulsion; Out-of-School Suspension up to 10 days pending psychological assessment. The principal may, at his/her discretion, decide to suspend rather than expel.

### **Use of Tobacco Products**

Massachusetts General Laws, c71, sec. 37H, prohibits the use of all tobacco products within the school building and facilities, on school grounds, and on school buses. Melrose Public School employees, students, and visitors are not permitted to smoke or use tobacco products on school property, within the building, on school buses, or at school-sponsored events. Per a City of Melrose Ordinance, chapter 11-27, passed on April 23, 1997, any student who violates the ban on the use of tobacco products is subject to the following: First and Subsequent Violations: A \$50.00 non-criminal fine ticket will be initiated by the principal or assistant principal and issued to the student. A cover letter will be sent to the parent/guardian outlining the violation and future plan of action. The fine will be paid to the Melrose City Clerk within 21 days. Failure to comply within the 21 day period will result in a summons issued by the Malden District Court. A recommendation will be made that the student attends a tobacco cessation program.

### **Other Discipline Guidelines**

All cases of student misbehavior at Melrose Veterans Memorial Middle School will be treated individually. We will make every attempt to make each disciplinary case a learning situation. If a student makes a mistake, our main goal is to educate and to help the student to learn not to make the same or similar mistakes again. Students who continuously act inappropriately will be referred to the administration. The following are some guidelines regarding behavior at our school. Students may not:

1. Run in the building.
2. Refuse to give his or her name to any staff member.
3. Be part of any action that could cause injury to himself/herself or others.
4. Be in any part of the building without a pass during class time.
5. Be late to class.

6. Hit, push, shove, tackle, or assault anyone.
7. Chew gum, eat candy or food outside the cafeteria.  
(Unless part of a classroom activity, such as cooking class, etc.....)
8. Use a telephone or spray perfume or spray scented liquids without permission.
9. Leave a classroom, gymnasium, cafeteria or other area before being dismissed.
10. Loiter in or around the school building.
11. Bring distracting or inappropriate “toys” or electronic devices to school.
12. Pick-up snow and/or throw snowballs, ice and/or any other such objects.
13. Possess cigarettes, matches, lighters or laser pointers.

## **General Information**

### **Absences**

**PRIOR TO BEING ABSENT: Please call-in all student absences.** Parents should call **781-979-2116** so that school personnel will know that the child is safe and that the absence is authorized. The attendance office is located in the assistant principal’s office.

**AFTER BEING ABSENT:** Student must present his/her homeroom teacher with an absent note signed by the parent/guardian. The absent note should contain the student’s full name, homeroom, date(s) of absence and reason for absence. Parents are asked to call in to report a student’s absence and send in a written absent note upon the child’s return to school.

**ABSENT MORE THAN FIVE CONSECUTIVE DAYS:** Students who are absent five or more consecutive days are required to see the school nurse before they are readmitted. The student should report to the main office and the nurse will be notified. While occasional absences from school may happen due to illnesses, a pattern of excused or unexcused absences must be addressed and will result in parental notification, parental conferences and/or possible court referral.

## Accidents

Students should report all accidents to the nearest teacher, assistant principal or nurse. All accidents are reported to the nurse no matter how slight they may seem. Teachers, administrators, and other employees are required to complete “Accident Forms.” Accident forms are available in the Main Office and the Nurse’s Office. Please use caution and always walk when you are at Melrose Veterans Memorial Middle School.

## Add/Drop Course

Student schedules are for the entire year and, unlike some high schools or colleges, students are not allowed to drop or add courses during the school year. When appropriate, teachers may reschedule a student from one level to another level of the same subject, i.e. Pre-Algebra to Algebra and/or proficient to advanced. Teachers may reschedule students within the “team time” from one block to another to meet the academic needs of the students.

## Assemblies

Melrose Veterans Memorial Middle School students will have the opportunity to gather in large groups for assemblies. Some assemblies will be team assemblies of approximately 100 students. Some assemblies will be grade-wide assemblies including approximately 300 students. And, some assemblies will be school-wide assemblies of approximately 900 students. We expect students to act appropriately at all assemblies. Polite applause is appreciated. Since gum and candy are **not** allowed at Melrose Veterans Memorial Middle School, these items should never be a distraction at any assembly. Foods, drinks, and/or backpacks are **not** allowed in the auditorium.

## Attendance

It is important that students attend school regularly to acquire knowledge and develop skills. **Massachusetts General Laws, c76, sec. 1, states that all children between the ages of six and sixteen must attend school. Melrose Veterans Memorial Middle School may excuse up to seven days absences in any six months. Schools may have their own attendance policies.** Absences due to illness or other serious issues are, of course, understandable. Melrose Veterans Memorial Middle School students who are sick should remain at home where they can receive care and not spread the illness to other children. Vacations, other than the regularly scheduled school vacations, are discouraged because of the disruption to the classroom learning process. It is difficult to compensate for extended loss of classroom time with make-up work. Any situation that involves serious extenuating circumstances must be brought to the attention of the principal, assistant principal, guidance counselor, and team leader by the parent. Excessive absence from class is defined as seven unauthorized absences and/or more than 15% unauthorized absences from class in any marking period. Students who have seven (7) or more unexcused absences in a marking period will receive a failing grade for their

course(s). Individual cases, with their unique circumstances, may be appealed to the principal or his/her designee.

### **Audio or Video Recording or Photographing or Email**

The audio or video recording of any individual, group, class, or activity during the school day, or during after school activities, in the halls, and/or on the campus without the consent of the staff person in charge is strictly prohibited. **The use of camera phones or other such picture taking or recording devices are strictly prohibited without the consent of the principal or his/her designee.** Occasionally a representative of the local or other press is interested in photographing and/or videotaping children at Melrose Veterans Memorial Middle School. In order for a student's picture to be taken, we require written permission from the child's parent or guardian. Furthermore, there are some students and teachers that will be taking advantage of expanding opportunities to acquire knowledge about email, computer home pages, web sites, and other electronic communications. Only under faculty supervision and parental approval will students be able to send and receive email communications, be photographed or be videotaped. The safety of our children is paramount.

### **Backpacks and Book Bags**

Backpacks are one of those items that can be very useful, but if misused can present problems. If you use a backpack, stop at your locker and unload your backpack of unnecessary books and other items every chance you have. Take the time to make the book transfers, so that you only bring the books you need to class. Stop at your locker before and after lunch to unload and reload your backpack. It is not necessary or wise to carry a heavy backpack to the cafeteria. If you want to bring one book to the cafeteria, that is fine! Make good decisions and take the time to keep your backpack as light as possible. In the classroom, keep the aisle clear of backpacks for safety reasons. However, teachers and team leaders reserve the right to prohibit backpacks from their classrooms. After school, take only the items you need home and store unneeded items in your locker. **Team leaders will establish clear rules as to when students on their team may go to lockers to retrieve books, materials, coats, and/or supplies.**

### **Band**

The Melrose Veterans Memorial Middle School Band classes provide an opportunity for students to perform and to enhance their musical skills. A commitment of time and energy is required of students who enroll in this course. The Band classes will be held in the band room on the third floor of Melrose High School. Band students must walk respectfully to and from their classes.

### **Bathroom Privileges**

The bathrooms are open all day. During the lunch period, students are allowed to go to the bathroom before lunch or after lunch. If a student needs to use the bathroom during

class time, a student must obtain a bathroom pass from the teacher. If a teacher feels that any student is asking to leave the classroom too often, the school nurse or teacher will contact the home, and perhaps a doctor's note will be needed to verify that a student needs unlimited use of the bathroom.

## **Bicycles**

Students are encouraged, with parental approval, to ride their bicycles to school. Students should follow all bicycle and road safety rules. **You must wear a bike helmet if you bring your bike to Melrose Veterans Memorial Middle School.** Massachusetts General Laws, c330, sec. 11B, states that any person sixteen (16) years of age or younger operating a bicycle or any other manually-propelled wheeled vehicle shall wear a bike helmet that meets the standards for helmets established by the American National Standards Institute (ANSI Z 90.4) or subsequent standards or the Snell Memorial Foundation's 1984 standard for use in bicycling or subsequent standards. Bicycle helmets are recommended and encouraged for all people regardless of age. The school is not responsible for bicycles and/or other such items brought to school. **Any student who refuses to wear a bike helmet while riding his or her bike will be referred to the school resource officer.** Students should lock their bicycles to the bike rack. Bicycles are not allowed inside our school buildings.

## **Broadcast Club**

The Broadcast Club was first formed at Melrose Veterans Memorial Middle School in December 2008. The Broadcast Club helps students to plan, create, film, edit, produce and broadcast television productions on WMVMMS-TV, Channel 85. The Broadcast club fosters television production knowledge as well as such skills as: speaking skills, production skills, editing skills, problem-solving skills and other higher level thinking skills. The Broadcast Club has a full-size production studio with professional grade equipment including multiple cameras, a tricaser, spotlights, teleprompts, computers, a mixer, a modulator, and other production equipment. The Broadcast Club produces a "live" daily morning news program during the homeroom period. The Broadcast Club collaborates regularly with Melrose Massachusetts Television (MMTV) and trains its members to use the same editing software (Adobe Premier Pro). The studio is located in Room A105 across from the cafeteria. All students are welcome to join the Broadcast Club!

## **Bus Policy**

Students who ride the bus to and from school or on a field trip must conduct themselves in an orderly fashion. Students must obey the bus driver's instructions. Students are to enter and leave the bus by the front door. The rear door is to be used only in an emergency. Students must walk as they get on and off the bus and cross the street carefully. After entering the bus, the students must sit and remain seated until the bus comes to a complete stop at the school or the student's drop-off destination. Students must keep the aisles clear of books, backpacks, and other items. Students must keep their

hands and heads inside the windows. Students must follow the directives of the bus driver without argument or question. Disrespect, disobedience, or any other misbehavior which challenges or mocks the authority of a bus driver will not be tolerated. Failure to follow school rules on the bus could result in loss of bus privileges and/or other disciplinary measures.

## **Cafeteria**

Students should go to their lockers before lunch to get their coats, hats and lunch, etc. Students must walk to the cafeteria. Students should report to their respective section, place their coats on the chair, and then proceed to one of the lunch lines. Do not cut in the lunch line. Students are to remain in their seats while eating lunch. “Table hopping” is not permitted during lunch. Students must remain at their assigned tables and in their seats. Eat food only at your table. If you spill something, clean the spill or ask an adult politely for assistance. **Do not take food out of the cafeteria.** All students must go outside after they are finished eating. No student is allowed to leave the cafeteria and go to another area without permission. Students must remain in the designated area. After lining up to reenter the building, students must walk to their next class. Permit students in front of you enough room to walk safely to their next class. During inclement weather, students will remain indoors at their assigned seats.

Melrose Veterans Memorial Middle School and Chartwells School Dining Services participate in the Federal National School Lunch Program (NSLP). Information regarding the cost of lunch and breakfast, nutritional guidelines and family meals applications for the free or reduced meals program are available through the district website: <http://www.melroseschools.com/> then “Chartwells School Lunch”

It is Melrose Public School District’s intent that children not be hungry at school; however, it is the responsibility of students, parents or guardians to pay for meals provided by the school foodservice program at the time of purchase. The Lunch POS account is a debit, not a credit account and we highly encourage pre-payment to provide a faster point of service. Students buying lunch or breakfast are responsible for having funds available for their purchase.

In the event that a student’s account obtains a negative balance, we will only allow them to purchase a complete meal for up to two (2) days. Repayment is expected the next school day. The selection will be limited until payment is received and the negative balance is paid. Student negative account balances that remain unpaid will result in parental contact.

Balances can be checked and pre-payments can be made on line at Melrose Public Schools/Chartwells web site at:

<http://www.chartwellsschooldining.com/melroseps/content/prepaymentoptions.asp>

This site allows parents of students to prepay money directly into their child’s account, monitor their child’s food purchases, set up low-balance email reminders, and schedule recurring payments.

## **Cell Phones, Pagers, and/or beepers**

Cell phones, pagers and/or beepers may be very useful at times, but if misused they can interfere with the learning process. For example, a parent might page a child after school to reroute him/her on the way home. But, students in classrooms might get unwanted and/or distracting messages. Therefore, cell phones, pagers, and/or beepers should not be seen or heard in school. **Cell phones must be turned off completely when a student arrives at school and before they enter the building. Students may not send or receive text messages while in school.** Cell phones may be turned on when a student exits the school at the end of the school day. It is also prohibited for students to use a cell phone or other such device to record conversations, send and/or receive text messages, pictures or other such communication. If a student is sent to the office with a cell phone, pager, beeper, and/or any other such device the following will occur: 1) Cell phone will be taken from the student and may be picked up at a later date as determined by the principal (usually at the end of five school days or a parent may take possession of the device upon request in person). 2) If it happens again, the cell phone, pager, and/or beeper will be taken from the student and a parent will be called. 3) Repeat offenders may be subject to the provisions under the “Insubordination and Defiance” section in the Code of Conduct. The parent may be asked to come to school to take possession of the device. **Students may not use cell phones at Melrose Veterans Memorial Middle School during school hours. All personal electronic items (cell phones, iPods, CD players, Mp3 players, recorders, etc.) must be completely turned off (not left on vibrating) and completely out-of-sight. If it is seen, it will be confiscated.**

## **Child Nutrition Reauthorization Act**

The Child Nutrition Reauthorization Act (Public Law 108-265) was signed into law on June 24, 2004. Section 204 of this federal statute mandates that Melrose Veterans Memorial Middle School, like all public schools who participate in the National School Lunch and Breakfast Program, develop a Local Wellness Policy. Melrose Veterans Memorial Middle School will work collaboratively with the cafeteria personnel, the physical education teachers, and/or the health teachers to establish nutrition guidelines of all food available on the school campus during the school day; to establish goals for nutrition education; to establish goals for physical education; and other school-based initiatives that promote student health and wellness.

## **Cheating**

One of the five school-wide personal qualities stressed at Melrose Veterans Memorial Middle School is “honesty.” It is expected that all students will perform their responsibilities in an honorable fashion. Cheating, unauthorized assistance on an exam, quiz, paper, homework, project, etc. will not be tolerated. Students may be penalized a grade or receive “no credit” for dishonest assignments.

## **Chorus**

Melrose Veterans Memorial Middle School Chorus classes provide students the opportunity to perform and to develop their singing skills. Chorus classes are held in the music room E107 on the first floor. Students must walk respectfully to and from their chorus classes.

## **Clubs and After School Activities (NEW 2011-2012)**

Melrose Veterans Memorial Middle School has a wide range of after school clubs and activities students can join. During the 2010-2011 school year the following clubs met regularly after school: A-Okay Club, Art Club – Process, Exploration, and Discovery, Ballroom Dancing Club, Band Gig Club, Board Game Club, Broadcast Club, Drama Club, Drama (Musical) Club, Drama Competitive Club, Environmental Club, I Love to Draw Club, Library Club, Math Team, MathCounts Team, Melrose Youth Orchestra, Mock Trial Team, Newspaper Club, Project Citizen Club, Robotic and Lego Club, VEX Robotics Club, Scratch Club, Ski Club, Smile Train Club, Weight Lifting and Fitness Club, and the Yearbook Club. New and different clubs and activities emerge each year. For example the Operation Resolve Club was formed in late May 2011. For more information about the after school clubs and/or activities, see “Club and Activities,” at [www.melroseschools.com/mms](http://www.melroseschools.com/mms) or contact your guidance counselor.

## **Cognite – Student’s School Webpage**

Melrose Veterans Memorial Middle School has a school-wide Internet homework website called “Cognite.” Each teacher has his/her individual website on Cognite, and each student and parent has a Cognite webpage account that is specific to the student’s schedule. Teachers can post information about homework and news about each of his/her classes. Students and teachers can electronically download and submit documents. Students, parents, and/or teachers can communicate electronically using Cognite. The use of a school-wide homework website was first implemented by the principal in March, 2001 to use technology to enhance student-teacher-parent communication about homework assignments, projects, and other exciting things that happen at Melrose Veterans Memorial Middle School. In September 2008, the “Digital Classroom” was launched. In January 2010, the “Digital Classroom” was renamed “Cognite.” Students and parents are encouraged to visit the website regularly. The website may be reached on the Internet at the following address: [www.melroseschools.com/mms](http://www.melroseschools.com/mms), then click “Cognite.” We encourage students and parents to check the website regularly and save the site address as a favorite for easy access.

## **Community Service**

Melrose Veterans Memorial Middle School students will be competing in a complex global economy, and their success will largely depend on their level of knowledge and skills. Research and experience has shown that when expectations are raised, student achievement improves. In addition to acquiring knowledge and skills, students need to

have certain “personal qualities” that are necessary for success. The following five school-wide “personal qualities” are stressed at Melrose Veterans Memorial Middle School: honesty, responsibility, self-management, sociability and self-esteem. Sociability means being friendly and helpful, working politely, working well with others, being cooperative and kind, and showing empathy for others. In an effort to demonstrate “helpfulness,” we have instituted a community service component to our program. Each team will discuss individual and/or team community service projects. Students should discuss with their parents how many hours of community service each year are reasonable and appropriate for their individual circumstances. A record of each student’s community service will be recorded and placed in his/her cumulative record in the guidance office. Students are responsible for submitting their community service log each year to their team leader who will then submit the team’s logs to the respective guidance counselor.

### **Conferences with Parents and Teachers**

Parent conferences with teachers may help students to learn more and communicate better. Parents can call the team leader and/or guidance counselor to arrange a conference during school or after school. Telephone conferencing is also an efficient way to communicate. If a parent would like to speak with a teacher, he/she should call the Melrose Veterans Memorial Middle School Main Office at 781-979-2100 and leave the parent’s name, the child’s full name, the telephone number(s) for the return call and the teacher’s name. Teachers will return the call at their earliest convenience. Teachers or team leaders often call parents to arrange a conference. A Parent-Teacher Conference Night is usually scheduled after the first marking period. See [www.melroseschools.com/mms](http://www.melroseschools.com/mms) for a complete list of teacher contact information.

### **Connect-ED**

Connect-ED is a service that allows Melrose Veterans Memorial Middle School, as well as all schools in Melrose, an opportunity to record and send emergency and/or important voice messages to the telephones and cell phones of all students, parents, teachers, and staff in a matter of minutes. The service also affords the school an opportunity to send the same message via email. The Connect-ED service has a set of emergency communication messages, surveys, and communication outreach tools that will help Melrose Veterans Memorial Middle School to communicate more effectively and efficiently.

### **Crisis Team**

The Melrose Veterans Memorial Middle School faculty and staff have developed a “Crisis Team Action Plan” based on ideas from the Good Grief Program at the Judge Baker Children’s Center, Boston. The Action Plan will be implemented to help members of the Melrose Veterans Memorial Middle School Community respond to the needs of students and faculty at times of grief and loss in order to help them remain psychologically healthy and to prevent the development of later psychological problems.

If any person has information about a potential crisis situation (threat of suicide, death, serious illness, etc.) or if you would like more information about the Crisis Team Action Plan or the Good Grief Program, please call the Melrose Veterans Memorial Middle School Guidance Department at 781-462-3104.

### **Crutches Policy**

Any student attending school or planning to attend school on crutches must present a written recommendation from his/her doctor indicating that the pupil is capable of handling himself/herself in school using crutches. Before attending classes, the student will meet with the school nurse to review the proper use of crutches and to discuss any accommodations. **Students with crutches must use the elevators.** All students should use extreme care navigating the stairs. A student helper will be assigned to carry books and materials for those students who use crutches. Friends and/or helpers are not permitted to use the elevators. The parent should be further advised that he/she must take full responsibility for any accident or injury that may occur to the disabled student while in school. Any student reporting to school on crutches without written permission as indicated may be required to return home, after the parents have been notified.

### **Delayed Opening**

There will be a one-hour “delayed opening” due to inclement weather. **A delayed opening for middle school students means that school will start at 8:40 a.m.** If school is delayed, an announcement will be made on the following radio and television stations: WBZ Radio 1030 AM and Channel 4 TV, WHDH Radio 850 AM and Channel 7 TV, and WEEI Radio 590 AM and Channel 5 TV. The school also may send a “delayed opening” voice message to parents via Connect-ED. Please do not call the Melrose Police Department, Melrose Fire Department or the Melrose School Department to inquire about delayed openings or no school announcements. Many television stations continuously run such announcements at the bottom of the television screen. **The principal and/or his or her designee will make every attempt to post delayed openings and no school announcements as soon as they are received on the middle school webpage at: [www.melroseschools.com/mms](http://www.melroseschools.com/mms).**

### **Destination Imagination (DI)**

Destination Imagination, an independent organization, offers students the opportunity to compete in a unique creative problem-solving experience. Problem solving activities begin in November and continue until the state competition in March. National Competition Awards are given for the most creative problem solvers. Melrose Veterans Memorial Middle School has a rich tradition of participating in the Destination Imagination program including sending past middle school teams to not only the Massachusetts State Championship competition, but to the World Championship competition!

### **Detention**

**CLASSROOM DETENTION:** Classroom detention is held after school in the teacher's room and is assigned by teachers. If a student's misbehavior requires staying after school, then this takes precedence over staying after school for academic help or intramural activities. If more than one teacher asks to see the student after school for disciplinary reasons on the same day, the student reports to the teacher who asked him/her first and notifies the other teacher(s).

**OFFICE DETENTION:** Office detention is held after school for 45 minutes. Office detentions are assigned by the principal, assistant principal or his/her designee. Students may read or work on assignments while serving office detention. There must be no talking in the detention hall. The assistant principal will make every effort to call parents of any student who fails to report for an office detention.

**OUTREACH PROGRAM:** Some students may have the opportunity to meet with community representatives, adjustment counselors, mental health officials, residents, volunteers, school psychologists, interns, and other adults in lieu of detention in some unique situations. Parental approval is required for this option.

### **Directory Information**

Under the Massachusetts regulations pertaining to student regulations and/or directory information, the school may release for publication certain information concerning students from time to time without first obtaining parental consent, unless parent/guardians indicate that the school should not do so. The information that may be released for publication includes only the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation of officially recognized activities and sports, degrees, honors and awards, and post-high school plans.

In addition, under federal law, the school must provide the name, address, and telephone listing of secondary school students to military recruiters, upon request, unless parents indicate that such information is not to be released without written parental consent.

In addition, please be aware that if a student seeks or intends to transfer to a new school, Melrose Veterans Memorial Middle School will forward the student's records, including disciplinary records, to authorized personnel of that school.

### **Discipline of Students with Special Needs**

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services and who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a

major life activity, as defined in Sec. 504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or in a given year. The following additional requirements apply to the discipline of students with disabilities:

- 1) The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
- 2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subject to a pattern of removal consisting of a "change in placement," building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, the disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have a right to the received services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.
- 3) If the building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- 4) If the building administrators, the parent(s)/guardians(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

- 5) If a student with a disability possess or uses illegal drugs, sells or solicits a controlled substance, possess a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

### **Disclosing Student Information to Another School (NEW 2011-2012)**

If a student transfers to or enrolls in another school, Melrose Veterans Memorial Middle School may forward a complete copy of the student's record (M.G.L. c. 7a, sec37 H(e)). If a student has been expelled from school, the receiving school shall be entitled to a written statement of the reason(s) for expulsion.

### **Dismissals**

Early dismissals are discouraged. If possible, doctor, dentist, orthodontist and other appointments should not be scheduled during school hours. If a student must be dismissed early from school, then the student must bring in a dismissal note signed by the parent or guardian. The dismissal note should contain: 1) student's full name, 2) specific reason for dismissal, 3) requested time of dismissal, 4) anticipated time of return, if appropriate, 5) name of person providing transportation for the student, and 6) telephone number where a parent can be reached. Dismissal notes should be brought to the main office before school. Parents should meet the student being dismissed at the front door, near the Main Office. Parents are urged not to use the telephone to request student dismissals. For safety reasons, dismissals should be requested in writing or in person.

### **Drama Club**

The Melrose Veterans Memorial Middle School Drama Club is open to all students in grades 6-8. Students in the Drama Club acquire knowledge and skills related to theatre production. The Drama Club meets after school to discuss common theatre interests, practice for plays, and engage in other theatre activities. The Drama Club usually performs one or two plays per year. The Melrose Veterans Memorial Middle School Drama Club also participates in the **Massachusetts Middle School Drama Guild**. A Drama Festival is the Guild's largest event of the year. The competition is open to every public, private, and parochial middle school in Commonwealth. Through participation in a competitive Drama Festival, students with interests in acting, directing, and technical theatre gain valuable performance and production experience. For more information about the Drama Festival, visit: [www.mhsdg.com/msfest07.html](http://www.mhsdg.com/msfest07.html). A commitment to attend Drama Club's practices and dress rehearsals is necessary in order to perform in the productions.

### **Dress Code**

In accordance with Massachusetts State Law, there is an expectation that students dress in keeping with reasonable standards of safety, health, and cleanliness, so as not to detract from the educational process. We expect that students at Melrose Veterans Memorial Middle School dress in a manner that is appropriate for school, a place of work and study. A person's grooming, dress, appearance, and behavior does have a bearing on how others react. Dress and grooming should be neat and clean. Coats, windbreakers, hats, bandanas, handkerchiefs, scarves, doo rags (a tight skull cap that looks like a scarf), and other headgear may not be worn in school during the day. Unhooded sweaters or sweatshirts should be brought to school to wear during the colder months. **Beach flip flops are not allowed. Sandals without heel straps are not allowed for safety reasons.** Clothing with profane, obscene, lewd, vulgar or racially discriminatory messages is not allowed. Clothing with messages that encourage an unhealthy or illegal lifestyle is not allowed. Midriff exposure is not allowed. Tank tops and sleeveless muscle shirts are not allowed. Shorts, shirts, and/or dresses higher than mid-thigh are inappropriate and not allowed, since clothes should properly cover the body and not distract from the learning process. **Low hanging pants are not allowed.** Torn, ragged, dirty, or inappropriately vented shirts, pants, or other vented or ripped clothing are not allowed. **The dress code for all gym classes includes sneakers; students must wear sneakers to gym class.** Any student who is wearing inappropriate clothing will be referred immediately to an administrator who will contact a parent to provide alternative attire. There is no first offense punishment for making a mistake and wearing clothes that violate the Dress Code. Students simply must change their clothing and attend class as soon as possible. However, students who repeatedly and/or habitually violate the Dress Code (i.e. wears the same or similar clothes to school after being told not to) may be punished in accordance with the "INSUBORDINATION or DEFIANCE" section of the Code of Conduct.

## Elevators

There are two elevators at Melrose Veterans Memorial Middle School. One elevator is located in the main lobby near the cafeteria. The other elevator is located in the lobby near the gymnasium. Students are **not** permitted to use the elevators. There are some specific exceptions. The exceptions are: 1) Students who use crutches and/or are handicapped and have been cleared and receive written permission from the school nurse, the Principal, and/or his or her designee. These students may use the elevators. However, friends and/or helpers must use the stairs. 2) Students who are carrying a heavy item upon the request of a faculty member may use the elevators. Once the heavy item has reached its destination, the student may not use the elevator on the return trip. In all other situations, students are **not** permitted to use the elevators without permission from the administration. The emergency call button in the elevator should be used only in emergency situation. The voice activate emergency call system is tied directly to the Melrose Police Station. Students who violate the elevator rules may be punished in accordance with the "INSUBORDINATION or DEFIANCE" section and/or other relevant sections of the Code of Conduct.

## **Emergency Evacuation for Handicapped Students**

Handicapped students who need assistance evacuating Melrose Veterans Memorial Middle School during fire drills and other such emergencies will abide by the following procedures: 1) Handicapped students will follow the evacuation procedures. 2) Handicapped students will wait at the appropriate stairway landing to be evacuated by personnel of the Melrose Fire Department. 3) The school nurse will direct and accompany students who need to be assisted at the time of an evacuation.

## **Emergency System-wide Evacuation Procedures**

Melrose Public Schools have adopted emergency system-wide evacuation procedures in the event of bomb threats and other serious system-wide threats. Students will evacuate the building immediately. Students are not to go to their lockers. Students must follow their teacher's directions during such system-wide evacuations. There are designated areas, each at least 500 feet from the school, to which Melrose Veterans Memorial Middle School students can be evacuated during such emergencies.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to education records and gives a parent, guardian, graduate, or student the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if there is a refusal to make the amendment.

## **Felony or Felony Delinquent**

If a student is charged with a felony or felony delinquency, the principal may determine, after a school-based hearing, that a student's continued presence in the school would have a substantially detrimental effect on the general welfare of the school. The result may be external suspension. The principal must explain his/her rationale in writing to the superintendent, including a description of the anticipated detrimental effect on the school.

If a student is convicted of (or, in court, admits guilt to) a felony or a felony delinquency and the principal determines, after a school-based hearing, that the student's continued presence in the school would have a substantially detrimental effect on the general welfare of the school, then the result may be an expulsion. The principal must explain his/her rationale in writing to the superintendent, including a description of the anticipated detrimental effect on the school.

## **Field Trips**

Field trips are a voluntary extension of the classroom activities and serve to enrich the curriculum. All students who do not participate in a field trip must attend school and all their classes at Melrose Veterans Memorial Middle School. The rules of the Code of Conduct, which are applicable within the school, also apply to any school-sponsored event such as field trips. All students participating in field trips must submit a signed “Parent Consent, Release for Liability, and Indemnity Agreement Form (Field Trip Permission Form)” for each trip. Since students act as ambassadors of Melrose Veterans Memorial Middle School while on field trips, they should make an extra effort to exhibit their best behavior.

The safety of all students is paramount on field trips. Therefore, students participating on field trips will be accompanied by an appropriate number of teachers and chaperones. The ratio of students-to-teachers/chaperones will vary depending on the nature of the field trip. For example, some museums in Boston require a ratio of no more than ten students per one chaperone. All chaperones will be screened for Criminal Offender Record Information (CORI) to ensure the safety of the students. All efforts will be made to ensure a safe and enjoyable field trip.

### **Fire Drills**

Students will follow the directions of their teacher and obey the posted fire drill procedures for each room. Melrose Veterans Memorial Middle School will conduct one fire drill per quarter for safety reasons. During a fire drill, everyone should look for the fire drill instructions in the classroom. Know them ahead of time. Students must walk in silence at a normal pace. You must stay with your class at all times and assemble in the designated area outside the building with your teacher. Never reenter the building until you are told by your teacher to do so. Upon reentry, students must report directly back to their classrooms. If an alarm is sounded when you are not in a classroom, leave by the closest exit and report to the nearest teacher.

### **Firearms and Handguns**

Massachusetts General Laws, c71, states “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 as hereinafter defined, loaded or unloaded, in any building or in 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 or not more than one year in prison, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle, or smoothbore from which a shot, bullet, or pellet can be discharged by whatever means.

### **Free Rice Club**

The Free Rice Club was first formed at Melrose Veterans Memorial Middle School in 2007. The goals of the Free Rice Club are as follows: 1) To learn new English vocabulary words, 2) To help end world hunger by providing rice to hungry people for free. For each vocabulary word the members of the Free Rice Club define correctly using the Free Rice website, the Internet and the classroom SMART Board, twenty grains of rice will be donated to hungry people via the United Nations. The free rice is made possible by sponsors who advertise on the Free Rice website. Time engaged in this activity may be consider part of the school community service require. All students are welcome to join the Free Rice Club. For more information about this activity, visit [www.freerice.com](http://www.freerice.com).

### **Gas Powered Vehicles**

Students may not bring gas-powered vehicles including scooters, powerboards, mini-motorbikes, ATVs, four-wheelers, and others such vehicles to Melrose Veterans Memorial Middle School. It is illegal in Melrose for a person to operate such devices unless he or she is carrying a valid driver's license. Furthermore, no person may use, ride, or operate such a gas-powered vehicle on the sidewalks in the City of Melrose. Nothing in this rule shall prevent a handicapped student from the legal use of a motorized device designed to assist such students.

### **Good Neighbor Policy**

In order to be good neighbors, it is necessary that students not congregate within sight of the school building before, during, and/or after school. In addition, it is important that students not trespass on our neighbors' property as they travel to and from school. Most students proceed to and from school with a great amount of respect for our neighbors. Students who choose to loiter within sight of the school or who choose to trespass will be subject to disciplinary action.

### **Graffiti**

An Act prohibiting graffiti, M.G.L. c266, sec. 126 A, states "whoever intentionally, willfully and maliciously or wantonly, paints, marks, scratches, etches or otherwise marks, mars, injures, defaces or destroys the real or personal property of another including but not limited to a wall, fence, building, sign, rock, monument, gravestone, or tablet, shall be punished by imprisonment in a state prison for a term of not more than three years or by imprisonment in the house of correction for not more than two years".

M.G.L. c266, sec. 126 B, states "whoever sprays or applies paint or places a sticker upon a building, wall, fence, sign, tablet, gravestone, monument or other thing on a public way or adjoining to it, or in public view, or on private property, such person known or commonly known as "taggers" and such conduct or activity known or commonly known as "tagging", or other words or phrases associated to such persons, conduct or activity, and either as an individual or in a group, joins together with said group, with the intent to deface, mar, damage, mark or destroy such property, shall be punished by imprisonment

in a house of correction for not more than two years. A police officer may arrest any person for the commission of the offenses prohibited by this section without warrant if said police officer has probable cause to believe that said person has committed the offense prohibited by this section.”

#### **GRAFFITI COMMITTED BY ANYONE UNDER THE AGE OF 16 YEARS OLD:**

Upon conviction of either 126 A or 126 B, the individual’s driver’s license shall be suspended for one year. If the individual convicted is under the age of 16, then one year shall be added to the minimum age eligibility for driving. These statutes also require those convicted for violating either of them to pay for the removal of the damage.

### **Grievance Procedure for Matters Relating to Discrimination**

It is the policy of the Melrose Public Schools not to discriminate on the basis of gender, race, religion, handicap, color, or national origin in its educational programs or activities. Any student who feels that he/she has been discriminated against should utilize the following procedure to register a grievance.

- Submit any allegations of discrimination in writing to the building principal.
- The principal will investigate the allegations, conduct an interview with the complainant, and provide the complainant the opportunity to present evidence or witnesses.
- The principal will provide a written summary of their findings of the investigation to the complainant within ten school days of receipt of the written complaint. As appropriate, the principal will institute remedies to address the complaint.
- If the matter is not resolved, the complainant may appeal to the Title IX Coordinator, Patricia Ruggiero, the Title II Coordinator, John Buxton, or the Civil Rights Coordinator, Patricia White-Lambright. The coordinator will meet with the complainant and respond in writing within ten school days of the receipt of the written complaint.
- If, at the end of ten school days following the written response for the coordinator, the matter remains unresolved, the complainant has the right to appeal to the Superintendent of Schools, Joseph F. Casey. All allegations of discrimination are to be communicated to the Superintendent in writing.
- The Superintendent will investigate the complaint and respond in writing to the complainant no longer than ten schools days after having received the complaint.
- If the matter remains unresolved, the complainant may appeal in writing to the School Committee within ten school days of receipt of the Superintendent’s response. The School Committee will respond to the complainant in writing within five school days.

### **Guidance Office**

The Melrose Veterans Memorial Middle School Guidance Department recognizes that students grow through a series of stages as they move from childhood to adolescence during the middle school years. Guidance counselors are available to help students develop decision-making skills, select appropriate courses, increase knowledge of self and others, broaden knowledge about the world around them, and increase opportunities for counselor-student interactions. Students who would like to see their guidance counselor should obtain a pass before school. Students may always see their guidance counselor after school. Students are not permitted to go to the guidance office without a pass. If it is an emergency, then the student should ask the classroom teacher for a pass. In some situations a “weekly update” of a student’s academic progress may be necessary. Parents can call the Guidance Office to request a “weekly update” or speak with a guidance counselor about a particular concern or to arrange a conference.

### **Hazing**

An Act prohibiting hazing, M.G.L. c269, sec. 17, states “whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.”

The term “hazing” means 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 will include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drugs or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18 - Whoever knows that another person is the victim of hazing, as defined in Section 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 to others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19 - 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, pledge, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer in each such group or organization, and each individual receiving a copy of sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen. The “tear-out section” indicating the student and parent have read the Melrose Veterans Memorial Middle School Code of Conduct will serve as the written acknowledgment.

Each secondary school and private school or college shall file, at least annually, a report with the regents of higher education and in the case of a secondary school, the board of education, certifying that such institution has complied and that the school has adopted a disciplinary policy with regards to the organizers and participants of hazing. 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.

### **Heelies**

Students may not wear heelies or other such devices at Melrose Veterans Memorial Middle School. Heelies are sneakers that have wheels in the heel that allow wearers to glide when they want to. Heelies have been banned by many school districts for safety reasons. If a student has heelies at Melrose Veterans Memorial Middle School, the student will be sent to the main office and parents will be notified.

### **Hoax Devices or Fake Bombs**

“Effective April 12, 2001, under M.G.L., c 266, sec. 102A 1/2, it is a felony for any person to possess, transport, use or place, or cause another person to possess, transport, use or place a fake bomb or ‘hoax device’ with the intent to cause anxiety, unrest, fear, or personal discomfort to any person or group of persons. A ‘hoax device’ is any device that would cause a person to reasonably believe that it places in danger life or property by fire or explosion.” Written threats or spoken threats that cause a person to reasonably believe that it places in danger life or property may be treated as “hoax devices” at Melrose Veterans Memorial Middle School and will be subject to disciplinary action and/or police referral.

### **Homeroom**

Students may wait quietly in the cafeteria before school when the weather is inclement. Students may not wait in the stairwells or on the stairs for the bell. All middle school students may enter the stairwells and proceed to homeroom at 7:35 a.m. Students must be in their homeroom at 7:40 a.m. **All students will be able to see and hear the “live” morning news show produced by the Broadcast Club on WMVMMS-TV, Channel 85. The Pledge of Allegiance, followed by the news and announcements will be part of homeroom procedures and/or morning news broadcast.** Teachers will take attendance during homeroom. All dismissal notes should be brought to the Assistant Principal’s Office or the Main Office.

### **Homeroom Representatives and Alternates**

Homeroom representatives and alternates are elected or selected early in the school year. Homeroom representatives are responsible for a number of assignments during the school year, including, but not limited to: magazine drive assistants, recorders, messengers, auditorium ushers, and student delegates.

## **Homework Policy**

Homework means assignments and/or tasks that are assigned by a classroom teacher and finished outside the classroom, usually at home. The following is the Melrose Veterans Memorial Middle School Homework Policy:

1. Homework has an important function in a student's learning process and each student should generally expect to receive homework assignments each day. Teachers use homework assignments to evaluate student progress and achievement, to reinforce concepts and skills, and/or to prepare for a succeeding lesson. The length of time it takes to complete homework may vary depending on the student's individual pace.
2. Students must realize that homework does not mean only written work. Reading and reviewing material covered in class and looking ahead to new materials are also important parts of homework. Long term assignments help students to learn the planning, pacing, and self-management skills needed to complete such assignments.
3. There are nine academic teams at Melrose Veterans Memorial Middle School. Each team, in consultation with the principal, implements its own homework requirements. These requirements, based on the specific goals and particular needs of each team, are developed by and adhered to by each teacher on the team.
4. The homework policy ensures that every student will be provided appropriate homework activities to reinforce and expand the concepts being taught and to enhance everyday understanding of course content knowledge.
5. The following guidelines are set as expectations for the amount of time spent by students on daily homework assignments issued by the team: Grade 6: 60-90 minutes per night, Grade 7: 75-105 minutes per night, and Grade 8: 90-120 minutes per night.
6. Students should write all homework assignments in their *Melrose Veterans Memorial Middle School Student Agenda*. It is suggested that parents check nightly the student's *Melrose Veterans Memorial Middle School Student Agenda* as well as their electronic Cognite websites. Parents should provide an appropriate area for students to complete their homework assignments, as well as monitor the child's progress with the assignments. We recommend that parents and students talk about the homework. If a student is unable to complete a homework assignment, then the student should bring in a written note from a parent or explain politely to the teacher the reason the assignment was not completed.

7. If a student neglects to do a homework assignment, then the teacher may require the student to stay after school and complete and/or start the assignment. Students who do not study and complete homework assignments regularly and diligently will inevitably lower their report card grades.

### **Human Rights Declaration and Coordinator**

Melrose Veterans Memorial Middle School, along with all schools in Melrose, supports the Human Rights Declaration of Melrose that was sponsored by the Office of the Mayor and the Melrose Human Rights Commission. The Declaration reaffirms our commitment to keeping “Melrose - One Community Open to All.” The Declaration reads as follows: “We, the undersigned citizens of Melrose, Massachusetts, hereby affirm our strong belief in the community of all people. We hold that our physical and spiritual sameness binds us in a way that differences in color, culture, and convictions cannot break. And to harm another person because of those differences is morally, legally, intrinsically, and philosophically wrong.” The principal will designate and actively work with the Melrose Veterans Memorial Middle School Human Rights Coordinator(s) to educate, coordinate, marshal, and enforce the human rights of the school’s students, their parents, the faculty, and the staff. The responsibilities of the Human Rights Coordinator(s) shall be to: 1) act as a resource person for the dissemination of human rights information, 2) to encourage the celebration of diversity, gender, sexual orientation, or disability, and 3) to promote equal opportunity and harmony for all.

### **Human Sexuality Education - Health Education**

Information from M.G.L., c71 sec. 32, pertains to sex education curriculum in our public schools. Melrose Veterans Memorial Middle School affords parents/guardians the flexibility, as required by law, to exempt their son/daughter from any portion of any course that teaches or involves human sexuality education or human sexuality issues. In order to exempt your son/daughter from any portion of a course that pertains to these issues, the parent/guardian must provide written notification to the school principal. Students who are exempted from such units in a course will not be penalized by reason of such exemption. Every reasonable effort will be made, to the extent practicable, to make program instructional materials reasonably accessible to parents/guardians for inspection and review. There are three health courses offered at Melrose Veterans Memorial Middle School. The sixth grade students may be enrolled in Course #056 – Health 6. The seventh grade students may be enrolled in Course #057 – Health 7, and the eighth grade students may be enrolled in Course #058 – Health 8. For more information, contact the principal and/or the health teachers at 781-979-2100.

### **Immunizations and Physical Examination Requirements**

All students must have a record of immunizations on file with the school nurse. According to Massachusetts General Laws, c76, sec. 15, “No child shall, except as hereinafter provided, be admitted to school except under presentation of a physician’s certificate that the child has been successfully immunized against diphtheria, pertussis

(whooping cough), tetanus, measles and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Health.” An Addendum (105 CMR 220.000.1983.1990.1994) was added that requires successful immunizations against mumps, rubella, and hepatitis B. Melrose Veterans Memorial Middle School follows the Massachusetts State guidelines and may have other requirements that are subject to change. All students in grade 6 are offered the hepatitis B and measles immunizations free of charge during the school year. The school nurse, in conjunction with the Melrose Health Department, will send out notification of the free immunizations. Students transferring into Melrose Veterans Memorial Middle School must present an immunization record and recent (within six months) physical examination form to the school nurse. Records may be transferred from the previous school district. All students entering grade seven, in compliance with Massachusetts General Laws, c76, sec. 71, shall have a physical examination by December 30, 2005. All students are encouraged to have the physical examinations performed by their private physician during the summer vacation. If a student does not have a private physician or health insurance, please contact the school nurse for assistance. The Children’s Medical Security Plan is available to all children up to and including age 19. The Melrose School Physician is available on a very limited basis. Notices will be sent to all grade six students explaining the physical examination requirement for grade 7. If the school nurse does not receive the completed physical examination form from a grade 7 student by the last day in December, the student’s name will be forwarded to the principal. The current immunizations requirements (subject to change by M.G.L. and D.P.H ) for grade 7 students are as follows: 3 doses of Hepatitis B, 1 Td booster, >4 doses Polio, 2 doses MMR, 2 doses Varicella (if >13 years, 1 dose if <13 years) or documented history of the disease from a physician. If you have any questions about the Immunization and Physical Examination Policy, call the Melrose Veterans Memorial Middle School Nurse at 781-979-2121.

### **Individuals with Disabilities Education Act Amendments of 1997 ( IDEA-97 Amendments )**

On June 4, 1997 President Clinton signed the IDEA- 97, of P.L. 105-17, into law. The IDEA-97 Amendment focuses on changes of particular significance to parents of children with disabilities. Several important themes of the IDEA-97 are as follows: The Least Restrictive Environment (LRE) requirements are maintained and strengthened in many references to educating children with disabilities with children without disabilities. Children with disabilities must have access to and participate in the general education curriculum. The rights of parents to be involved in educational decisions affecting their children - including eligibility and placement decisions - are reinforced and strengthened. Challenging behavior is best approached proactively through the use of functional behavioral assessments and positive strategies, interventions, and supports. Children with disabilities must be included in school reform efforts as well as in state and district-wide assessments. There is an outcome-based approach to special education; the state must establish performance goals and indicators to measure and report progress. And, state and local agencies are to engage in system-wide capacity building, linking student progress with school improvement.

## **Reauthorized Individuals with Disabilities Education Act (IDEA) 2004**

The Individuals with Disabilities Education Act (IDEA 2004) is the main federal program authorizing state and local aid for special education and related services for children with disabilities. On December 3, 2004, the President signed the reauthorized IDEA into law. Most of the provisions of IDEA 2004 took effect on July 1, 2005. The new law preserves the basic structure and civil rights guarantees of IDEA but also makes significant changes in the law. Some of the changes include the following:

- An extensive definition of “highly qualified” special education teachers and requirements that all special education teachers be highly qualified;
- Provisions aimed at reducing the paperwork and other non-educational activities;
- Provisions aimed at ensuring special education for children with disabilities who are homeless;
- Increased funds and increased requirements for statewide activities;
- Authorization for states to use IDEA funds to establish and maintain “risk pools” to aid local educational agencies (LEAs) that provide high-cost IDEA services;
- Modifications to requirements to parents who place their children with disabilities in private schools;
- Revised state performance goals and requirements for children’s participation in state and local assessments to align these requirements with those in the Elementary and Secondary Education Act of 1965;
- Authority of LEAs that qualify to off-set some expenditures for special education with annual increases in their federal IDEA grant;
- Authority of LEAs to use some of their local IDEA grant for early intervening services aimed at reducing or eliminating the future need for special education for children with educational needs who do not currently qualify for IDEA;
- Significant changes to procedural safeguards, including:
  - The addition of a resolution session prior to a due process hearing encouraging the parties to resolve their dispute;
  - Revised test regarding the manifestation determination;
  - Addition of a new category where a child has inflicted serious bodily harm on another person to the school’s ability to place a child with a disability in an interim alternative educational setting;
- Major changes in compliance monitoring to focus on student performance.

The standards for “highly qualified” special education teachers under the reauthorized IDEA 2004 are consistent with the standards for teachers under No Child Left Behind (NCLB). The Massachusetts’ special education teacher licenses are Teacher of Students with Moderate Disabilities; Teacher of Young Children with and without Disabilities; Teacher of the Deaf or Hard of Hearing; Teacher of the Visually Impaired; and Teacher of Students with Severe Disabilities. The highly qualified standards apply only to

teachers holding these licenses and not to special educators holding other types of licenses. For more information about IDEA 2004, visit the following website: [www.doe.mass.edu/sped/advisories/05\\_1.html](http://www.doe.mass.edu/sped/advisories/05_1.html).

### **Instructional Support Team**

The Instruction Support Teams (IST) are formed to assist students to become successful in their educational experience. The purpose of the Instructional Support Team is to improve learning and instruction. The Instruction Support Team process identifies aspects of the student-teacher partnership where accommodations and interventions in the classroom can help the student experience improved success. The primary outcome of the IST is to provide direction and guidance so that Melrose Veterans Memorial Middle School teachers can differentiate instruction. A secondary outcome of the IST is to develop strategies that enable students to make effective progress. Our school community embraces the IST as a valuable intervention to be initiated when a student is experiencing difficulty. The IST can assist a teacher and student in acquiring strategies that resolve learning issues within the school setting. After a variety of instructional interventions and strategies have been implemented in the general education setting, a student may still not be making effective progress. In this event, the IST will refer the student for an evaluation to determine special educational eligibility. In addition, the Melrose Veterans Memorial Middle School Council recommended that efforts continue to be made to ensure that all students' educational needs can be identified and met, in accordance with a Melrose District Curriculum Development Plan (DCAP). This recommendation was done in accordance with Massachusetts General Laws, c71, sec. 59c. For more information about the IST process, call the Guidance Office at 781-979-2111.

### **Internet and Computer Use**

Students must read and sign a "Melrose Contract for Internet Use" form before they are permitted to use the Internet at Melrose Veterans Memorial Middle School. The contract form must also be signed by the student's parent or guardian. The primary purpose of the Internet at MVMMS is for educational reasons. Inappropriate use of the Internet is prohibited and will not be tolerated. The important prerequisite for using the Internet is that each student using the Internet takes full responsibility for his/her actions. The Melrose School System, along with other organizations sponsoring the Internet link-up, will not be liable for the actions of anyone connecting to the Internet. All users shall assume full liability, legal, financial or otherwise for their actions. Students may not access personal email accounts, check personal emails, send personal emails, or receive other such messages from Yahoo, Hotmail, Instant Message, and/or other such accounts from school. The intent of this policy is prevent unwanted emails, stop potential online bullying, and/or other such activities that reduce the finite period of time in learning during school. Such activities are prohibited before school, during school, and/or after school at Melrose Veterans Memorial Middle School. In the event a student requests permission to retrieve a school assignment from a personal account, the student will need to receive specific permission and approval for the principal or his/her designee. In rare

situations, such permission with direct supervision may be granted. Failure to abide by the regulations shall result in loss of the student's Internet account and/or access to the Internet, pending administrative review, and other possible disciplinary action. All students must be aware of the following:

*Personal Responsibility.* As a representative of Melrose Veterans Memorial Middle School, each student accepts personal responsibility for reporting any misuse of technology. Misuse is viewed as any inappropriate use of the technology or use for other than curriculum-based assignments. This also includes the malicious damage or misuse of school equipment.

*Vandalism.* Vandalism is defined as any malicious attempt to tamper with or destroy any of the technology. This includes, but is not limited to, the uploading, the downloading or creation of computer viruses. Any vandalism will result in the loss of privileges and disciplinary action.

*Acceptable Use.* The use of school technology must be in support of the curriculum and in accordance with the educational goals and objectives of Melrose Veterans Memorial Middle School. All students using the internet in the computer lab or in the media center must be researching a teacher-approved topic. This means that "surfing" the web for sites that are not curriculum-related should be reserved for home use. Students will be personally responsible for this provision at all times when using the school's network, computers, cameras, and all other technology. Students may not:

- \* Send, download, display or distribute offensive messages or pictures, including but not limited to, pornography, racist materials, vulgar jokes/cartoons, anti-religious propaganda, and ethnic insults.
- \* Send, download, display or distribute information that advocates violence and/or destruction of property or other violations of legal statutes.
- \* Change, remove, move or in any way destroy/alter desktop icons.
- \* Open, alter, save, use, and pass in others work as your own.
- \* Use obscene language.
- \* Trespass in others' folders, work or files and alter them in any way.
- \* Use others' passwords with or without their knowledge.
- \* Harass, insult or attack others (cyber-bully).
- \* Use technology resources for non-educational purposes.
- \* Damage computers, computer systems, keyboards, mice, or computer networks.
- \* Engage in practices that threaten the network (e.g. loading files that may introduce a virus, destroying data, etc.).
- \* Violate copyright laws.
- \* Intentionally waste limited resources (e.g. paper, disk space, etc.).
- \* Promote any religion or religious institution.
- \* Engage in any other such behaviors as may violate existing school policies.
- \* Engage in any other such behaviors the violate the Melrose Public Schools technology policies.

*Privileges.* The use of the technology is a privilege, not a right, and inappropriate use will result in the cancellation of privileges. Prior to accessing the Internet students will participate in a discussion with a MVMMS staff member as to proper behavior and use of the system. The MVMMS administration will rule upon any inappropriate use and may deny, revoke or suspend usage.

*Network Etiquette and Privacy.* Students are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following: 1) Students may not send or check personal email using MVMMS computers. Email may be sent using a teacher's account when supervised by that teacher, if it is in support of the curriculum. Electronic mail (e-mail) is not guaranteed to be private. 2) Students may not download any material, remove software, and/or bring software home without express permission from their teacher.

### **Interscholastic Teams (NEW 2011-2012)**

Melrose Veterans Memorial Middle School has several interscholastic teams that compete against teams from other schools. Some are scholastic in nature and some are sports teams. The following fifteen interscholastic team competed against teams from other school during the 2010-2011 school year: MVMMS Varsity Football Team, MVMMS Junior Varsity Football Team, MVMMS Cheerleading Team, MVMMS Math Team, MVMMS MathCounts Team, MVMMS Mock Trial Team, MVMMS Cross-Country Team, MVMMS Wrestling Team, MVMMS Track Team, MVMMS Competitive Drama Team, MVMMS VEX Robotics Team, MVMMS Boys' Basketball Team, MVMMS Girl's Basketball Team, MVMMS Volleyball Team, and the MVMMS Field Hockey Team. For more information about the after school clubs and/or activities, see "Interscholastic Teams," at [www.melroseschools.com/mms](http://www.melroseschools.com/mms) or contact your guidance counselor.

### **Intramural Programs**

All students in grades six, seven, and eight are eligible to participate in the Melrose Veterans Memorial Middle School Intramural Programs. The intramural activities encourage healthy rivalry, a sense of fair play, commitment, a sense of well-being, meaningful participation, and a chance to have fun after school with other students. Students are entitled to participate in any or all intramural activities during the school year. Some of the intramural programs offered in the past have been the following: basketball, cross-county, track, field hockey, floor hockey, rugby, volleyball, flag football, indoor football, wrestling, walking club, aerobics, cheerleading, dance, softball, individual sports, team sports, and indoor golf. Intramural activities vary from year-to-year depending on student interest. The intramural activities are usually held after school for about 45 minutes. If a student must stay after school for a teacher or for an office detention, then that appointment takes precedence over any intramural activities. Students who are serving an In-School Suspension or an Out-of-School Suspension are ineligible to participate in intramural activities or any other after school activity on the day(s) of the suspension and/or until he or she is readmitted to school.

## **Legal Holidays - Accommodations for Religious Observances**

State and federal law require schools to make reasonable accommodations to the religious needs of students and employees in observance of holy days. Massachusetts General Laws, 151B, Sec. 4 (1) (A), reads in relevant part as follows:

“Any student in an educational or vocational training institution... who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he or she may have missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.”

Schools, such as Melrose Veterans Memorial Middle School, may meet its obligation to accommodate students by excusing individual absences for religious observance, or by adjusting the school calendar to provide a school year of at least 180 days, while taking into account possible days of low attendance due to religious holidays.

It is the Melrose Public Schools’ policy that no assessment (for example, quizzes, tests, class/group/individual projects) of student performance that impacts a student’s grade will occur on a day(s) that they are excused from school due to the observance of a religious holiday.

## **Library**

The Melrose Veterans Memorial Middle School Victoria McLaughlin Library is located on the third floor, Room B314. The library is a comfortable, relaxing, and quiet place where students can go to find information, to get a book for recreational reading, or to do research. Computers and a copying machine are available for student use in the library. The library is open during the day and after school. Books may be signed out for a two week period.

## **Lockers**

The lockers are school equipment and are designated only as a place to store books, lunches, jackets, coats, and hats. In order to protect the items in your locker, each student must use a combination lock. Students are required to leave their combination lock number with their homeroom teacher. Students may not select lockers or use other lockers without the homeroom teacher’s permission. Students should not share their

locker combination with other students. Students should not place their books in another student's locker. Lockers, which are the property of the school, should be as clean, unmarked, and undamaged at the end of the year as when they were assigned and may be inspected. Do not write on a locker or place any stickers on a locker. Any students found responsible for damage to a locker will be charged the cost of the repairs and/or other disciplinary action.

### **Lost Books and Materials**

Students are responsible for all textbooks, library books, locks, and other school supplies issued to them. Students must pay restitution for any school textbooks or supplies that are lost or damaged. All textbooks that leave this building must be covered! Free book covers are often available in the Main Office. Checks for lost or damaged books are made payable to: "Melrose Public Schools." The student's full name, book title, and book number should appear on the bottom left of the check. Report cards may be withheld until restitution is made.

### **Make Up Work**

It is the student's responsibility to make up classwork and homework assignments due to absences. This is accomplished by seeing each teacher after school or after class to work out a schedule to make up the work. **Each middle school teacher is available every day after school until at least 2:13 p.m. In addition, each teacher will stay after school and/or before school for make-up sessions and/or help sessions twice a week. Students may check each teacher's "Help Schedule" that is posted online at [www.melroseschools.com/mms](http://www.melroseschools.com/mms).** Many teachers stay after school more than two days per week. Ask all your teachers for their after school, make-up day and record the information, by teacher, in your Assignment Notebook. If you are going to stay after school for more than one teacher, make sure you tell each teacher about your intentions. Often students report to teachers not just for make-up work, but for help in understanding problems or assignments. If you are confused or do not know how to complete a task, then ask your teachers for help!

### **Massachusetts Comprehensive Assessment System (MCAS)**

Melrose Veterans Memorial Middle School students will take the state-developed MCAS tests in grade 6-8 usually during the months of March, April, and May. There will be sixteen MCAS testing sessions. The grade 7 English Language Arts Composition Test will be administered in March 2012. The MCAS English Language Arts and Literature Tests will be administered on March – April 2012. All other MCAS Content Area Tests (Mathematics, Science and Technology/Engineering, and History and the Social Science) will be administered to grades 6, 7, and 8 students in May 2012. Students and parents will receive individual scores on each test via the mail. The results will become part of their student record. Students are required to pass the 10th grade MCAS tests in order to graduate from high school. The tests include multiple choice, short answer, and open-ended questions. There are four levels of achievement, and the descriptors for each level

are clear and understandable. The tests are intended to measure the extent to which the students have acquired the skills, concepts and knowledge as expressed in the Massachusetts English Language Arts, Mathematics, Science & Technology/Engineering and History & Social Science Curriculum Frameworks. The schedule for the MCAS Tests is subject to change. For more information, see the following Internet address: [www.doe.mass.edu](http://www.doe.mass.edu).

### **Math Teams**

Melrose Veterans Memorial Middle School students will have the opportunity to participate in interscholastic math competitions during the course of the school. There are two separate and distinct middle school math teams. The Melrose Veterans Memorial Middle School “MATHCOUNTS Team” was established in the December 2006, and the Melrose Veterans Memorial Middle School “Math Team” was established in September 2007.

The Melrose Veterans Memorial Middle School MATHCOUNTS Team competes in a national enrichment and competitive math program. MATHCOUNTS promotes mathematic achievement in every U.S. state and territory. There is usually one local competition per year. Last year, the local MATHCOUNTS meet was held on a Saturday at Melrose Veterans Memorial Middle School. For more information about MATHCOUNTS, visit [www.mathcounts.org](http://www.mathcounts.org).

The Melrose Veterans Memorial Middle School Math Team competes in about five local competitions with other middle school teams that are members of the Intermediate Math League of Eastern Massachusetts. Students on the Math Team have the honor of representing their school in a math competition. The students interact academically and social with students from other communities near Melrose. Last year, the five Math Team meets were held after school from 3:00 – 6:00 p.m. For more information about Intermediate Math League of Eastern Massachusetts, visit [www.imlem.org](http://www.imlem.org). All middle school students are encouraged to join and/or try-out for the math teams.

### **METCO Program**

The Metropolitan Council for Education Opportunity (METCO) Program is a voluntary urban/suburban educational desegregation program. It provides opportunities for urban students of color to attend suburban public school systems. It also provides suburban students and staff opportunities to interact with many minority students and to benefit from a culturally diverse learning environment. METCO provides additional resources to our students throughout the year in order to facilitate learning and cultural experiences for everyone in the school system. The METCO Program is funded by the Commonwealth of Massachusetts under the Racial Imbalance Act. Annually, Melrose receives money from the State which pays for METCO staff, transportation of, and special educational services for our Boston resident students. The METCO budget has enabled us to afford multicultural programs for Melrose Veterans Memorial Middle School, workshops and seminars for students and parents, and professional development

opportunities for school staff. Boston resident students are usually placed into our METCO Program at the elementary school level. Occasionally, placements are made at Melrose Veterans Memorial Middle School when space exists. Melrose has participated in the METCO Program since the 1960's. The METCO Program is committed to educational excellence for all children. METCO provides support services to students, staff and parents around educational, cultural and social issues. In addition, the program strives to provide opportunities for Melrose and Boston families (as well as staff) to learn together, to break down stereotypes and open lines of communication. For more information about the Melrose Veterans Memorial Middle School METCO Program, call the Melrose METCO Coordinator at 781-979-2137.

### **Mid-Trimester Progress Reports**

Mid-trimester progress reports are issued to all students whose grades are “D”, “F”, or “I” (incomplete) at the mid-point of each trimester. Many teachers issue mid-trimester progress reports with positive and negative comments. Progress reports issued to students with averages of “D”, “F”, or “I”, must be signed by a parent and returned to the teacher on the next school day after they are issued. In addition, all students will receive team mid-trimester reports regardless of their grade. **The mid-trimester progress reports in the first trimester are issued in mid-October. The mid-trimester progress reports in the second trimester are issued in mid-January. The mid-trimester progress reports in the third trimester are issued in late April.** Although most mid-trimester progress reports are sent home at the above designated times, dated progress reports may be issued any time a teacher believes it may help a student improve.

### **Mock Trial Team**

Students on the Melrose Veterans Memorial Middle School Mock Trial Team acquire knowledge about our court system and practice speaking skills, complex reasoning skills, and debating skills, while forming school partnerships with local attorneys. The Mock Trial Team competes with interscholastic teams from other schools in a competition implemented by the Massachusetts Bar Association. In addition, the Mock Trial Team usually participates in the Law Day ceremonies at the local district court.

### **No Child Left Behind Act**

The “No Child Left Behind” Act (NCLB) is a federal law that became effective on January 8, 2002. The goal is to ensure that every student receives a quality education. Melrose Veterans Memorial Middle School acknowledges the NCLB and supports its goals. The law contains four basic education reform principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods that have been proven to work. For example, there must be standards for what students should know and learn for all grades. Standardized tests (most likely MCAS tests) must be administered every year in grades 3-10 in math and reading (English language arts & literature). This means that all students at Melrose Veterans Memorial Middle School will be tested each year. Schools will be held

accountable for their progress and their progress toward meeting those standards. If you have any additional questions about “No Child Left Behind,” see website: [www.ed.gov](http://www.ed.gov) or [www.nclb.gov](http://www.nclb.gov).

### **Non-Discrimination Policy**

The Melrose Veterans Memorial Middle School does not discriminate on the basis of sex, race, color, national origins, sexual orientation, religion, age, handicap, and/or disability in admission to, access to, treatment in, or employment in its programs and activities.

### **Nurse**

The Nurse’s Office is located on the first floor in Room A114. Students who feel ill during class should obtain a pass from their classroom teacher to report to the Nurse’s Office. The Nurse’s Office is usually open, but in the event it is closed, students should report to the Main Office. All students must sign in and sign out after visiting the nurse. All medicines must be kept in the Nurse’s Office. Prescription medications must be brought to the nurse in the pharmacy-labeled container. A signed consent form by the parent or guardian is required. Non-prescription medication should be properly labeled with the student’s full name, name of the medication, dosage interval, indications, contraindications, and special instructions. Prescription medication, non-prescription medication, and/or pills must be brought to the nurse in the original container from the pharmacy and/or place of purchase along with a permission slip signed by the parent. No medication will be accepted in plastic bags or envelopes. For short-term medications such as antibiotics, the prescription must be sent to the nurse in the original pharmacy-labeled container with the doctor’s name, the date, the name of medication, and the dosage clearly labeled. A parent permission form must be signed, but a physician’s signature is not needed for short-term use. For daily prescription medications, a signed permission form from both the parent and physician is required. All medicines are kept in the locked medicine cabinet. For students using inhalers, an asthma action card must be filled out by the parent in addition to the consent forms. The following are some of the guidelines of the Nurse’s Office: 1) Students must have a pass from a staff member to be admitted to the Nurse’s Office. No one will be admitted to the Nurse’s Office between periods except for emergencies such as bleeding, fainting, or vomiting. 2) Medical excuses from physical education classes must be brought to the Nurse’s Office during homeroom period. A doctor’s note is required if a student is to be excused for more than one physical education class. 3) Students using crutches should obtain from the Nurse’s Office a pass to leave classes early. 4) Students who need to be dismissed from school due to an illness must report to the nurse. Parents are required to provide transportation for their children in case of illness or an emergency dismissal (see Dismissals). The School Nurse’s telephone number is 781-979-2121.

### **Orchestra**

Melrose Veterans Memorial Middle School Orchestra classes provide students with an opportunity to perform and develop their musical skills. The orchestra room is located on the first floor in Room E108. Students must walk respectfully to and from their orchestra classes.

### **Parent Pupil Services**

The offices of the Melrose Parent Pupil Services (P.P.S.) are located in the first floor of the Melrose High School at Central Administration. Parent Pupil Services provides a host of services to our special education students. For more information, call P.P.S at 781-979-2160.

### **Passes**

Every student is expected to follow his or her daily schedule. Students must have a pass to deviate from this schedule. Students may not leave the cafeteria without permission. **Students who are found in an unauthorized area (i.e. team areas other than your own, middle school students in areas of Melrose High School without permission and/or a pass, and other unauthorized areas of the school) are subject to disciplinary action.** A student who leaves our building, Melrose Veterans Memorial Middle School, without permission is subject to suspension and/or disciplinary action.

### **Passing in the Corridors**

Students need an opportunity to talk about daily events and plan activities after school. When passing from class to class students must walk and talk in a quiet manner. Students must take the most direct route to their next class to avoid being late. Students may not yell, raise their voice, run, jump, push, or congregate in a large group in the corridors. Students are not allowed to purchase drinks or snacks at the vending machines during passing time or during class time. Students are not allowed to eat food in the corridors or bring food out of the cafeteria.

### **Project Rooms**

Melrose Veterans Memorial Middle School students will have the opportunity to gather in the team project rooms for assemblies. There are three circular project rooms. The sixth grade project room, Room B201, is on the second floor. The seventh grade project room, Room B301, is on the third floor, and the eighth grade project room, Room B401, is on the fourth floor. These project rooms, along with the auditorium, cafeteria, and gymnasium, will afford middle school teams an opportunity to gather simultaneously in various parts of the school. Each project room is designed for approximately 100 students. We expect students to act appropriately at all assemblies and/or during team projects. Polite applause is appreciated. Since gum and candy are **not** allowed at Melrose Veterans Memorial Middle School, these items should never be a distraction at

any event in the project room. Backpacks and/or book bags should **not** be brought to the project rooms.

### **Promotion Policy**

Promotion indicates that the student has acquired sufficient knowledge and skills to be promoted to the next grade. Promotion to the next grade requires successful completion of the major academic courses and evidence that the student is ready to acquire knowledge at the next level. The major academic courses include: English/Language Arts, Mathematics, Science and Social Studies. Foreign Language is considered a major academic course. The Melrose Veterans Memorial Middle School Promotion Policy is as follows: 1) Any student who fails English/Language Arts will be required to repeat that grade, unless the course is successfully made up at Melrose Summer School. 2) Any student who fails any two major subjects is required to repeat that grade, unless both subjects are successfully made up at Melrose Summer School. 3) Any student who fails three or more major subjects will be retained, regardless of summer school. 4) Any student planning to make up subjects at Melrose Summer School for credit, must have the prior approval of the Melrose Veterans Memorial Middle School Principal. Many summer school programs do not offer the same instructional time-in-learning hours that are offered at Melrose Veterans Memorial Middle School and will not meet promotion requirements. Therefore, all students considering attending any summer school program must have prior approval of the Melrose Veterans Memorial Middle School Principal in order to be promoted to the next grade. If a special education student fails one or more courses, the core evaluation team will, through the process of a student's annual review, make a recommendation regarding promotion. Should there be any disagreement by a staff member or school administrator, that recommendation may be appealed to the Melrose Veterans Memorial Middle School Principal and the Director of Parent Pupil Services for a resolution.

### **Radios/Headsets/iPods/Walkmans/Video Games/Camera Phones**

Students are not allowed to use radios, headsets, iPods, Mp3 players, video games, camera phones, cell phones, or any electronic device in school because of their distracting influence and/or for safety reasons. **All electronic items must be turned off completely before entering school and placed out of sight. If it is seen or heard, it will be confiscated.** If a student is sent to the office with a radio, headset, iPod, video game, and/or any other such device, the following will occur: 1) It will be taken from the student and may be picked up at a later date as determined by the principal (usually at the end of five school days or a parent may take possession of the device upon request in person), 2) If a student has a radio or other device and is sent to the office for a second offense, the device will be taken from the student and returned on the last day of school and/or at a parental conference.

### **Rehabilitation Act - Section 504**

The Rehabilitation Act of 1973, Section 504, prohibits discrimination against persons with a disability in a program receiving federal funds. Melrose Veterans Memorial Middle School does not discriminate in its policies and practices regarding personnel and students. No discrimination against any person with a disability should knowingly be permitted in any program and practice at the school. Melrose Veterans Memorial Middle School recognizes the responsibilities under Section 504, which includes the obligations to identify, evaluate, and, if the student is determined eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff, he/she has the right to a hearing with an impartial hearing officer.

### **Release of Student Records**

Except where Student Record Regulations - Massachusetts Board of Education specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student (at least 14 years old), and school personnel working directly with the student are allowed to have access to information in the student's record without the specific, informed, written consent of the parent or eligible student. Furthermore, under 603 CMR 23.07, a school may release a student's name, address, telephone listing, date and place of birth, major field of student, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards without the consent of eligible student or parent; provided that the school gives the public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent.

### **Report Cards and Grading System**

Students will receive information from each teacher during the first week of each course on the grading system that will be used for the course. This information will include the relative weight given to tests, quizzes, homework, classwork, projects, class participation, and attendance in determining grades and will also include directions on making up work missed due to absences. **Report cards are issued after the close of each trimester. The first trimester ends in late November. The second trimester ends in March. The third trimester ends in June.** Report cards may be issued directly to students, unless the administration decides to mail them home. All third trimester report cards will be mailed home. The grading system is as follows: A+ (97-100%), A (93-96%), A- (90-92%), B+ (87-89%), B (83-86%), B- (80-82%), C+ (77-79%), C (73-76%), C- (70-72%), D+ (67-69%), D (63-66%), D- (60-62%), and F (0-59%). There are a few grades other than "A"- "F". They are as follows: "I" (Incomplete) usually due to absence from school. Incomplete is used to indicate that the student has been given additional time to complete work for the course. Work must be made up in two weeks unless the student is given an extension by the teacher for extenuating circumstances. "W" (Withdrawn) is used to indicate that there was a transfer from one course level to another

and/or withdrawal due to exceptional circumstances, “P” (Pass) only a few courses are graded with the Pass/Fail designation, and “N” (No Grade) is usually due to one of the following reasons: 1) medical excuse, i.e. fractured bones or cast or crutches which prevent students from participating in a physical education course; 2) new student; student transfers to Melrose Veterans Memorial Middle School from another school after the mid-point of the marking period and there was an inadequate basis to assign an evaluative grade. If a student believes he/she has discovered an error on the report card, then after school the student should bring a copy of the report card to the classroom teacher, guidance counselor, assistant principal or principal.

### **Reporting After School for Teachers**

Students who are instructed to report after school must report directly to the teacher’s room. When two or more teachers ask a student to report after school for misconduct on the same day, the student should report to the teacher who told him/her to stay first. When the student leaves the teacher’s room, he/she should ask for a note or pass to show to the second teacher. If a student has an Office Detention on the same day he/she has been told to report to a teacher, then the student should bring a note or pass from that teacher to the assistant principal’s or principal’s office before leaving school. Failure to report after school for a teacher is subject to an office detention(s) and/or parental contact (see “Failure to Report” section in the Code of Conduct”).

### **Respect for Others**

One of the five school-wide personal qualities that are stressed at Melrose Veterans Memorial Middle School is “sociability.” Sociability means being friendly, working politely, working well with others, being cooperative and kind, and showing empathy for others. It is important to recognize and respect individual rights. Any defamatory or derogatory statement aimed at any racial, religious, ethnic, or minority group or at any student is totally unacceptable. Individuals guilty of this will be subject to verbal reprimand and disciplinary action, which may include suspension. The Melrose Veterans Memorial Middle School Faculty is committed to making Melrose Veterans Memorial Middle School a “school where everyone belongs.”

### **Rollerblades or In-line Skates**

Students are not permitted to bring rollerblades or scooters to Melrose Veterans Memorial Middle School. **Rollerblading or in-line skating is not allowed on the campus due to safety issues.** There are signs posted on the campus prohibiting the use of rollerblades and skateboards.

### **Safety Issues**

Your safety is one of our greatest concerns. Teachers are stationed in the corridors before and after each class. If you are concerned about anything and/or any safety issue, you should always consult the nearest teacher or adult. Students must walk at all times in the corridors of Melrose Veterans Memorial Middle School. Students should keep to the right in the corridors and on the stairs while passing to and from class. We expect everyone to be polite. Holding the door for someone is a wonderful way to exhibit politeness. Listen carefully to all your teachers when they explain the safety rules. Safety is very important in all classes. There are special safety rules in technology education, physical education and science classes.

### **School Colors**

The school colors for Melrose Veterans Memorial Middle School are red and white.

### **School Day**

The school day for all middle school students is from 7:40 a.m. – 2:03 p.m. Students may enter the building before school and report to the cafeteria during inclement weather. Breakfast foods may be purchased before school in the cafeteria. Please keep our cafeteria clean. There are many after school activities at Melrose Veterans Memorial Middle School. **Most intramural activities will end at 3:00 p.m.**

### **Search and Seizure**

The freedom from illegal search of one's person is guaranteed to students by the Fourth Amendment and cannot be violated by the schools. Equipment assigned to students, such as lockers and desks, belong to the school system and the school system reserves the right to inspect such equipment in accordance with the procedures listed below. Legal searches of students, their personal belongings, their lockers, and other property brought onto school property must comply with the following procedures:

1. There shall be reasonable cause for school authorities to believe that a search will disclose possession of items constituting a rule violation, or there is reasonable cause to believe that the student possesses or contains something illegal, dangerous, or potentially disruptive to the safe operation of the school.
2. When such reasonable cause exists, a search may be conducted under the authority of the principal or his/her designee.
3. Search of property assigned to a student shall be made in the presence of a witness, and when reasonably possible, in the presence of the student. The reason for the search should be disclosed to the student at that time.
4. Items which are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

5. Items which might constitute evidence of a crime may be seized by school authorities and turned over to the police.

6. School officials will assist or permit a search by the police of students or student's possessions or equipment assigned to students such as lockers or desks only where the police have obtained a valid search warrant authorizing the search.

### **Skateboards and Scooters**

Students are not permitted to bring skateboards, ripstick casterboards or scooters to Melrose Veterans Memorial Middle School. **Skateboarding is not allowed on the campus due to safety issues.** There are signs posted on the campus prohibiting the use of rollerblades and skateboards. Skateboards will be confiscated and parents will be notified.

### **Ski Club**

The Melrose Veterans Memorial Middle School Ski Club was organized in 1997. The Ski Club plans excursions to ski areas on the weekends or after school. Students sign up for the ski trips on a first-come basis. Bus seating is limited. Past excursions included ski trips to: Mount Snow, Vermont; Waterville Valley Ski Area, New Hampshire; Loon Mountain, New Hampshire; Mount Attitash, New Hampshire; Mount Killington, Vermont; and Sunday River, Maine.

### **Snow Days**

"No School" announcements will be made on the following radio and television stations: WBZ Radio 1030 AM and Channel 4 TV, WHDH Radio 850 AM and Channel 7 TV, and WEEI Radio 590 AM and Channel 5 TV. Please do not call the Melrose Police Department, Melrose Fire Department, or the Melrose School Department to inquire about "No School" announcements. Many television stations continuously run such announcements at the bottom of the television screen. "No School" voice messages may also be sent via Connect-ED. The principal and/or designee will post "No School" announcements, as soon as the decision is reached, on the Internet in the news section at the following address: [www.melroseschools.com/mms](http://www.melroseschools.com/mms). The principal will also post such information on the Principal's webpage at the same address. We encourage students and parents to check the website regularly.

### **Special Education Laws and Regulations**

The special education provisions of educational services to Melrose Veterans Memorial Middle School students are governed by a variety of state and federal laws or statutes and administrative regulations. The following is a brief description of the federal and state codification system and information concerning the laws and regulations which govern the provisions of special education to students with special needs: 1) Federal - A statute passed by Congress and signed into law by the President is often given a short title, and is always given a Public Law (P.L.) number and title and section in the United States Code (U.S.C.). Many such laws authorize the U.S. Department of Education to promulgate administrative regulations to further define a program created by statute. These regulations are codified in the Code of Federal Regulations (CFR). For example, Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq, Statute; P.L. 94-142, Amended by P.L. 89-773 (1978), P.L. 98-199 (1983), P.L. 99-457 (1986), P.L. 101-467 (1990), P.L. 105-17 (1997); Regulations: 34 CFR Part 300. 2) State - A statute by the Massachusetts Legislature and signed into law by the Governor is occasionally given a short title, and is always given a session number based on the order of enactment in the calendar year (e.g. Chapter 766 of the Acts of 1972). Most statutes are also assigned a chapter and section in the Massachusetts General Laws (M.G.L.), which is the codification of all Massachusetts statutes. The Code of Massachusetts Regulations (CMR), is the entire body of administrative law for Massachusetts. All Board of Education regulations are codified in title 603 of the CMR. For example, Chapter 766 of the Acts of 1972; Statute: M.G.L.c. 71B; Regulations: 603 CMR 28.00.

The purpose of Special Education Regulations 603 CMR 28.00 (Also referred to as Chapter 766) is to ensure the eligible Massachusetts students receive special education services designated to develop the student's individual education potential in the least restrictive environment in accordance with applicable state and federal laws. Several new regulations will be implemented. For example, eligibility requirements have recently been updated. Newly mandated Individual Education Program (IEP) process and form have been updated in an effort to provide better services and to improve outcomes for Massachusetts students with disabilities. The intent of the revision is to ensure that all students are challenged to excel, progress with the general education curriculum, and are prepared for independence in adult life, including secondary education and/or employment. For more information about new special education laws and regulations, see [www.doe.mass.edu](http://www.doe.mass.edu) or call Melrose Parent Pupil Services at 781-979-2150.

## **Student Transcripts**

Student transcripts shall be maintained by the school department and may be destroyed 60 years following his/her graduation, transfer or withdrawal from the school system. During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given the opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record. The temporary record of any student enrolled on or after the effective date of these regulations

shall be destroyed no later than five years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10. In accordance with M.G.L. c71, sec. 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of the said student at the end of the school year in which the test was so administered.

### **Summer Reading List**

Melrose Veterans Memorial Middle School has required summer reading lists for students entering grade six, grade seven, and grade eight. The summer reading lists are posted online at [www.melroseschools.com/mms](http://www.melroseschools.com/mms).

### **Summer School**

Melrose Summer School offers academic classes for credit and enrichment. The duration of the academic program is six weeks. Each class meets two hours a day each Monday-Thursday. Students can enroll in a maximum of two academic courses. The Summer School first session begins at 7:30 a.m. and ends at 10:00 a.m. The second session begins at 10:00 a.m. and ends at 12:30 p.m. The tuition in 2010 was \$225.00 per course (\$450.00 for two courses). The dates of Summer School last year was June 28 – August 1, 2010. Contact the Director of Melrose Summer School for tuition costs. Checks are payable to “City of Melrose.” Tuition is due on the first day of class. Students planning to enroll in a course(s) for credit or to satisfy promotion policies must obtain prior approval of the Melrose Veterans Memorial Middle School Principal. Melrose Summer School also offers a variety of middle school enrichment classes! Summer school flyers are usually available in May.

### **Tardiness**

One of the five school-wide personal qualities stressed at Melrose Veterans Memorial Middle School is “responsibility.” Promptness and responsibility help students achieve and it is required that students demonstrate these attributes by being on time for school and class. While occasional tardiness to school may happen due to unforeseen problems at home or on the way to school, a pattern of tardiness must be addressed. If you are tardy to homeroom, report to your homeroom teacher who will mark you tardy on the daily attendance record. If you are tardy to school after homeroom, then you must report to the Principal’s Office and/or Assistant Principal’s Office. A pattern of unexcused tardiness will result in parental notification, office detentions, parental conferences and/or possible court referral.

### **Teams**

Melrose Veterans Memorial Middle School has nine teams. The nine teams are: Team 6A, 6B, 6C, 7A, 7B, 7C, 8A, 8B, and 8C. Assignment to the teams is randomly completed with the aid of a computer and a program called “Administrator’s Plus.” There are approximately 90 students on each team. The team meets each day for the following academic subjects: English Language Arts, Mathematics, Science, Social Studies (Geography and/or History). There are five teachers on each team, representing each of the following departments: English Language Arts, Mathematics, Science, Social Studies and Special Education. Team leaders often reschedule “team time” to create double blocks, extended learning time, and to allow time for team assemblies. There are also two additional blocks each day during which students meet for “non-team time” classes. There is a host of other subjects students take during these two blocks. It is during the non-team blocks that students have the opportunity to work with students from other teams. An important middle school goal of the non-team classes is to expose students to a wide variety of exploratory classes.

### **Team Leaders**

One of the five teachers on each team is a “team leader.” The team leader is responsible for organizing team meetings, scheduling team meetings with parents and students, planning team activities, maintaining the team’s budget, and a host of other team issues designated by the principal. Students and parents can contact the team leader with ideas and concerns to help the team meet the needs of all the students on the team.

### **Telephone Calls**

**Students are not allowed to receive telephone calls or to use the office telephones without permission. Students are not allowed to receive and/or send cell phone messages, text messages, pictures, or other such messages during school hours. Cell phones must be turned off as students enter the building in the morning. Cell phones may be turned back on as students exit the building after school.** If a pay phone is on a campus, it is only available for student use before or after school. Students may not use telephones or cell phones during school hours. Parents with emergency messages for students should call the Main Office at 781-979-2100. If a student forgets to bring his/her lunch, lunch money, eye glasses, project, a book report, homework, gym clothes, etc., parents should mark such items with the student’s full name and grade and bring them to the Main Office. Every reasonable attempt will be made to distribute these items.

### **Text Messaging**

Text messaging or instant messaging is the act of sending a short text message from a cell phone or other similar device to another cell phone, personal digital assistant, and/or pager. These messages usually involve two or more mobile cellular devices. Since students must shut off their cell phones and other similar devices as they enter the school when they arrive, students may not send text messages during school. This applies to

field trips and other school activities off campus. Since students may turn their cell phones on when they are dismissed they may at that time read any text messages that they may have received from their family members, friends, and/or relatives. Text messaging is **not** allowed at Melrose Veterans Memorial Middle School. Text messages, therefore, may not be sent from the bathrooms, hallways, and/or all other isolated areas of the school. In cases of an emergency, students may request permission from the principal and/or his or her designee to send a text message. Student misuse of cell phones will result in: 1) Cell phone will be taken from the student and may be picked up at a later date as determined by the principal (usually at the end of five school days or a parent may take possession of the device upon request in person). 2) If it happens again, the cell phone, pager, and/or beeper will be taken from the student and a parent will be called. 3) Repeat offenders may be subject to the provisions under the “Insubordination and Defiance” section in the Code of Conduct. The parent may be asked to come to school to take possession of the device. **Students may not use cell phones at Melrose Veterans Memorial Middle School during school hours. All personal electronic items (cell phones, iPods, CD players, Mp3 players, recorders, etc.) must be completely turned off (not left on vibrating) and completely out-of-sight. If it is seen, it will be confiscated.**

### **Title IX - Chapter 622**

Title IX prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. Specifically, the regulations require schools to designate a Title IX coordinator, adopt and disseminate a nondiscrimination policy, and put grievance procedures in place to address complaints of discrimination on the basis of sex in educational programs and activities. The Title IX coordinator’s responsibilities include investigating complaints alleging noncompliance with Title IX. Section 106.8 (a) requires the recipient to notify all students and employees of the name, address, and telephone number of the designated coordinator.

Melrose Veterans Memorial Middle School does not discriminate on the basis of sex in the education programs or activities, nor does it discriminate on the basis of sex in admission to or employment in its educational programs or activities. All inquiries and/or grievances concerning Title IX may be directed to the Melrose Public School Title IX Coordinator, Melrose Public Schools, Administrative Offices, 360 Lynn Fells Parkway, Melrose MA 02176. The Title IX Coordinator may also be reached by calling 781-979-2000.

### **Transfers**

Parents of students who are transferring to another school should contact the Main Office or Guidance Office at Melrose Veterans Memorial Middle School. We will need to prepare our transfer records and complete a Massachusetts Transfer Card. In order to complete the records, we will need the student’s new address and the name of the new school. Students should report to the Main Office on their last day in Melrose Veterans Memorial Middle School. Students must return all school books and materials before

leaving. When all responsibilities have been taken care of, the student transfer card, immunizations records, etc. will be released.

### **Valuables**

Students should **not** bring large sums of money or valuables to school. Any expensive item that must be brought to school should be left in the Main Office. The school will not assume responsibility for valuables left in desks, homerooms, coat pockets, back packs, pocketbooks, lockers and/or any other areas. Jackets and sneakers are often very expensive. **All students should be diligent about securing their valuables in a secured “locked” locker.** Do not leave money or valuables in an unlocked locker in the gymnasium locker rooms or anywhere unsecured. If you do bring money or valuables to your physical education class, then it is your responsibility to see your physical education teacher for the proper procedure to secure your valuables at the beginning of the class. Cell phones, laptops, and other such electronic devices are also expensive and valuable. Please do not leave cell phones, laptops, and other such devices in an unlocked locker or anywhere unsecured. **Always lock your lockers. If you should forget and by chance you discover you have money or a valuable item in your possession, see the principal and/or his or designee for the way to secure such items. You should immediately bring such items to the Main Office.**

### **Vandalism**

Defacing or destroying school property or its facilities is a very serious offense and it is against the law. A student who has destroyed or defaced school property will be subject to disciplinary actions including suspension, restitution, and/or police referral. Vandalism is a crime and it will not be tolerated at Melrose Veterans Memorial Middle School. **Efforts will be made to use funds collected as restitution to replace, repair and/or fix school property that has been vandalized. However, in the event the item cannot be fixed or it becomes too cost prohibitive to fix or repair, the money collected as restitution will revert to the school’s general account. It will not be returned to the student who committed the vandalism.**

### **Visitors**

**All visitors to Melrose Veterans Memorial Middle School must report to the Main Office.** No one is allowed in our school without permission and identification. Visitors must sign in and wear a visitor’s pass while in the building. Visitors must sign out and return the visitor’s pass when leaving. Visitors who do not report to the Main Office may be considered trespassers and may be reported to the authorities for civil action. In the event surveillance cameras are placed at school door entrances and/or other locations to identify visitors and for the safety of all, students and others should be advised that they may be videotaped as they pass by the cameras. Melrose Veterans Memorial Middle School does not allow students to bring friends, young relatives, and/or other family guests from other schools to Melrose Veterans Memorial Middle School.

Do **NOT** leave any money  
or valuables in the locker  
room while you are in your  
physical education class!

( All valuables and/or large amounts of money should be left at home. If there is a special reason why you need to bring a large amount of money to school, please see the principal or guidance counselor at the beginning of the school day to secure such money or items in a locked area. Otherwise, do not bring such items or money to school. Melrose Veterans Memorial Middle School is not responsible to lost or stolen money and/or items. )

**Melrose Veterans Memorial Middle School**  
Melrose, Massachusetts

Dear Parents/Guardians,

Every student at Melrose Middle School will receive the *Melrose Veterans Memorial Middle School 2011-2012 Agenda*, and all students must read the *Student Handbook* and the *Code of Conduct* that can be found online at [www.melroseschools.com/mms](http://www.melroseschools.com/mms). The *MVMMS Student Agenda* is an important organizational tool. It contains information that your child will need. It can also help your child to organize daily assignments. Every teacher will be using this organizational assignment book with their students. A parent/guardian can be actively involved in their child's educational progress by checking the assignment book daily and reviewing our school rules. A parent/guardian can see the homework and projects that are assigned, as well as the dates of quizzes and tests and other vital information, by looking at the student's assignment book. Organizational skills are important to have because they guide a student in his/her quest for educational achievement. Well-organized students also have a positive self-image. They experience a degree of personal satisfaction and confidence that builds self-esteem, enhances achievement, and improves behavior.

We want our students to be successful at Melrose Veterans Memorial Middle School. We want you to be proud of their accomplishments. Therefore, the use of the *MVMMS Student Agenda*, along with the expertise of the teaching staff, your help in providing a

place to do homework, checking homework assignments, and helping your child to study, will help your child to succeed. It is a journey we look forward to taking together!

We are asking all parents and students to read the entire *MVMMS 2011-2012 Student Agenda (Code of Conduct & Student Handbook)*. **After reading the Student Agenda, please sign below, tear out the page, and have your child return it to his/her homeroom teacher.**

**STUDENT'S NAME (print):** \_\_\_\_\_  
Last Name First Name

**Student's Signature:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

**Student's Homeroom:** \_\_\_\_\_ **Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_