

BRIDGEWATER-RAYNHAM REGIONAL SCHOOL DISTRICT

A Note to Parents about this Agenda Book

The Parent-Student Agenda Book is very important to your child's education in the Bridgewater-Raynham Regional School District. Every student must carry it to each class every day.

The two most important parts of the Parent-Student Agenda Book are the first section, which details the beliefs, programs, activities, and regulations of the school, and the last one, which provides space for your child to write daily notes.

Important information about how the school operates is located in the first few pages of this agenda book. We ask that parents and students read through these opening pages together at the beginning of the school year to become familiar with procedures and expectations.

Your child will write down assignments and check them off when completed in daily planner section of this agenda book. Our experience has shown that this is a remarkably effective instructional device as it focuses your child's consistent attention on the completion of assignments, thereby developing a lifelong study ethic and improved responsibility.

You should review your child's planner each night to reinforce the use of this book as well as to apprise yourself of what is happening in your child's school life. Remember: this is a **parent-student agenda book** and belongs to both of you. *You will be asked to sign the planner at least on a weekly basis to indicate that you know of your child's academic responsibilities.*

Many parents find the planner an excellent way to communicate with their child's homeroom teacher through a note written on the page or stapled to the daily assignment page.

It is our sincere desire to provide all of our students with the tools necessary to prepare them to become enthusiastic life-long learners and good citizens of their communities and the world.

The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

Table of Contents

	5	III. <u>Discipline Procedure</u>	<u>21-32</u>
Academic Calendar	5		
Important Dates	6		
I. <u>General Information</u>	<u>7-15</u>	A. Minor Offenses	21
A. School Organization	7	B. Major Offenses	22
B. Agenda Books	7	C. Student Suspension/Policy	22
C. Attendance	7	D. Drugs and Alcohol	24
Written Excuse	9	E. School/Police Memorandum	25
Parent Notification	9	F. Dangerous Weapons	26
Tardiness	10	G. Possession of Firearms	26
Late To Class	10	H. In-School Suspension	26
D. Co-Curricular Activities	10	I. Out of School Suspension	26
E. Eligibility	10	J. Due Process/Suspensions	27
F. Bicycles, Rollerblades, etc	11	Exclusions	27
G. No School Information	11	K. Special Provisions of Discipline	30
H. Fire Drills	11	Code for Special Needs	30
I. Guidance Department	12	L. Indefinite Suspension/	31
J. Homework	12	Exclusion	31
K. Honor Roll	12	IV. <u>School Health Program</u>	<u>32-37</u>
L. Grade Reporting	12		
M. Promotion Policy	13	V. <u>Policy Statements</u>	<u>37-58</u>
N. Lockers	13	A. AHERA	37
O. Lost and Found	14	B. AIDS Policy	37
P. Lunch Program	14	C. Homework	37
Q. Staying After School	14	D. Student Records	39
R. Use of Telephone	15	E. Chapter 622(Non-Discrimination)	40
		F. Title IX	41
II. <u>Code of Conduct</u>	<u>15-21</u>	G. Section 504 of Rehabilitation Act	41
A. Philosophy	15	H. Hazing Policy	43
B. Courtesy	16	I. Harassment Policy	45
C. Care of School Facilities	16	J. Parent Notification Relative to	54
D. Care of Books	16	Sex Education	54
E. Classroom Behavior	16	K. Bullying Policy	56
F. Co-Curricular/Field Trips, etc.	17	L. Physical Restraint	56
G. Corridor Passes	17	M. Classroom Observations	56
H. Corridor Rules	17	VI. <u>Policy Forms</u>	<u>57</u>
I. Dress Code	17	Schoolwork Policy Internal	57
J. Gum	18	and External Suspension Form	57
K. Internet Usage	18		
L. Lavatories	19		
M. Lunch Room	19		
N. School Bus	20		
O. Religious Holidays	21		
P. Video/Cable/ Newspaper	21		
Q. Visitors	21		

PRINCIPAL'S MESSAGE

August 2010

Dear Student,

On behalf of the faculty and Administration, we welcome you to the M.G. Williams Intermediate School. We hope that your time with us is both exciting and educationally profitable.

Intermediate school is a time of change. The workload and social adjustments are greater here than at the elementary level. You will be expected to attend school regularly, complete all assignments and behave appropriately. Your school year will be filled with many new opportunities.

Our staff is strongly committed to your academic growth as a student. Throughout the year, we will focus on our partnership with you and your parents to ensure that all students have an opportunity to learn according to the Massachusetts State Frameworks. These state standards will enable our teachers to better prepare you for continued academic success.

The Williams Intermediate School is a learning community whose culture is based on our theme of "Caring, Cooperative and Respectful." We strive to reflect these qualities in all our words and actions.

Please take the time to review this agenda book, along with your parents, to learn about the Williams Intermediate School. Using your agenda book is one simple step you can take to make your day easier. Your agenda book must be with you at all times.

Best wishes for a happy, safe and productive school year.

Sincerely,

Nancy P. Kirk
Principal
M. G. Williams Intermediate School

CALENDAR

DATES

I. GENERAL INFORMATION

A. **SCHOOL ORGANIZATION**

Williams Intermediate School is a grade 4, 5, and 6 school that has an enrollment of approximately 900 students.

Even though the students and staff are in two different buildings, they are still part of the Bridgewater-Raynham Regional School District and are responsible for all the policies and procedures as outlined in the Parent-Student agenda book.

Students in grade 4 and 5 are taught in self contained classes which are located at the Williams Intermediate School. Students in grade 6 are taught by teacher teams, and are also taught at the Williams Intermediate School. The grade 6 teams are Blue, Red and White.

Please note, parents and students need to pay particular attention to school beginning and ending times at each building as they may be unique. Packets mailed out in August will contain a complete schedule. Information can also be found on the web site www.bridge-rayn.org

All students will take the following academic subjects- **Art, Music and Computer** (grades 4, 5 & 6). In addition, students in grades 4-6 will have **Physical Education**; any other specials are dependent on the school budget and subject to change. Parents will be notified before the start of school as to the final curriculum.

EACH TEACHER HAS AT LEAST ONE AFTERNOON PER WEEK SCHEDULED FOR EXTRA HELP. Extra help begins at dismissal and lasts for 30 minutes. Please encourage your child to take advantage of this opportunity.

B. **AGENDA BOOKS**

All students are required to carry their Agenda Books to each class every day. The Agenda Books are designed to help promote better organizational and study skills for our students.

Friends of the Williams School have generously subsidized the cost of agenda books. Students are to care for these just as they would textbooks. Students whose books are lost or destroyed will be required to purchase an additional Agenda Book at a cost of \$5.00

C. **ATTENDANCE**

Massachusetts General Laws Chapter 76: Section 2. Duties of parents; penalty.

Every person in control of a child described in section one shall cause him to attend school as therein required, and, if he fails so to do for seven day sessions or

fourteen half day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars. No physical or mental condition capable of correction, or rendering the child a fit subject for special instruction at public charge in institutions other than public day schools, shall avail as a defense unless it appears that the defendant has employed all reasonable measures for the correction of the condition and the suitable instruction of the child. The Boston juvenile court shall have jurisdiction within the territorial limits described in section fifty-seven of chapter two hundred and eighteen of complaints hereunder. The Worcester juvenile court shall have jurisdiction, concurrent with the central district court of Worcester, of complaints hereunder. The Springfield juvenile court shall have jurisdiction, concurrent with the district court of Springfield, of complaints hereunder. The Bristol county juvenile court shall have jurisdiction, concurrent with all of the district courts of Bristol County, of complaints hereunder, and the presiding judge of said court shall establish hearing dates on a circuit basis to be held in such respective courts. Complaints hereunder brought in other district courts shall be heard in the juvenile sessions thereof.

Attendance at school is required by law and students are to be accounted for at all times during the school day. Students have the responsibility to be in school and in their class on time and are to attend all classes and participate in all assigned activities. Upon arrival at school each day, students should go to their locker and then report directly to homeroom. **An attendance rate of 92% or above is required for ALL students in order to meet Adequate Yearly Progress (AYP) as outlined in the No Child Left Behind (NCLB) federal legislation.**

We request that parents advise the school, by phone, when their child is to be absent for any reason. This will eliminate needless telephoning by the school nurse. Calls may be left on the answering machine anytime between 5:00 p.m. and 7:15 a.m. Without such notification, the nurse or office personnel may call the parents' home or workplace to inquire about the nature of the student's absence. A student's absence or tardiness must be reported by a written note in accordance with the "Code of Conduct" contained in this book. Unless there are unusual circumstances, no student should be absent more than 8 days per school year. **"Skip days" are unauthorized and not permitted.**

Absence from school for vacation purposes is strongly discouraged. Every attempt should be made to schedule student vacations in accordance with the published school calendar. Students are responsible for work and content missed while on vacation and it is their responsibility to see their individual teachers upon their return to make arrangements to make up work missed. Teachers cannot be expected to provide one or two week assignments ahead of time. Vacations are taken with the understanding that instructional time in the classroom setting is a critical component of student learning and cannot be duplicated in a make-up session.

If a student needs to be dismissed early, that student must bring a written request signed by a parent to the main office at the beginning of the school day. The student will then be issued a dismissal slip. The request should state the time, date, reason for dismissal as well as the student's name and homeroom and be signed by a parent or guardian. Please also indicate if the student will be returning to school that day. If a request is made by telephone, a parent must come in to the main office to dismiss a student. Students must always check in at the main office before being dismissed and also when returning to the building to obtain a pass for class. Students should report directly to the office for dismissal at the appropriate time.

1. WRITTEN EXCUSE

A written excuse is requested from the parent or guardian for any absence or tardiness. The note must list the date(s) of absence or tardiness, the student's full name and it must clearly state the reason for the absence. For absent notes, the written excuse is to be submitted to the homeroom teacher upon the student's return. If a student is tardy to school, they should submit a written excuse upon entering school.

Students must be present in school all day to participate in co-curricula activities, athletics, and after school or evening programs.

Medication- It is more desirable for medication to be administered in the home. However, any pupil who is to receive medication at school must comply with school regulations. Medication must be brought to school by the pupil's parent or guardian in a container appropriately labeled by the pharmacy with the child's name affixed to the container. Detailed information will be provided by the nurse at that time. For further details please see the "Medication Policy" under the School Health Program.

2. PARENT NOTIFICATION

When a student exceeds three (3) unexcused absences and/or two (2) unexcused occurrences of tardiness to school a letter will be sent to the parent or guardian notifying them of the student's attendance record.

The faculty and administration realize that there are instances when a student must be absent or tardy. An *excusable* absence or tardy is as follows:

- A) Medical appointment/illness verified in writing by a professional health care provider
- B) Death of a family member
- C) Observances of major religious holidays
- D) School related absences (field trips, suspensions, etc.)
- E) Legal obligations
- F) Absences approved by the administration

3. TARDINESS TO SCHOOL

It is important for students to be in school and in their homeroom on time. This will prevent disruption of classes and ensure that students are receiving a complete educational experience. Any student late for school is to report to the main office. On the third instance of tardiness to school, the student will be assigned an office detention and parents will be notified. Upon the fourth instance of tardiness to school, the student will be assigned an office detention and a request for a meeting with the parent/guardian will be made. Repeat offenders will be reported to the School Attendance Officer.

4. LATE TO CLASS

If a student is late to class without an excuse, the teacher will deal with the problem directly or they will be referred to administration for discipline.

D. CO-CURRICULAR ACTIVITIES (may include the following)

Chorus

Band

E. ELIGIBILITY POLICY

Participation in co-curricula activities is considered a privilege granted to students. Since students participating in co-curricula activities represent Bridgewater-Raynham Regional School District, their academic performance and behavior while in school or on school grounds will affect her/his rights to participate in such activities. In order to participate in co-curricula activities, no subject grade of "F" or a conduct grade 3 in any subject may be received during the **previous** marking term.

After being selected for a team or activity, any student who receives a grade of "F" or a conduct grade below 3 in any subject during the next marking term will be removed from the activity **immediately**. Please check Student Suspension/Policy on page 25 C for student eligibility for activities.

Students must be present in school all day to participate in co-curricula activities that day. If an emergency situation occurs which requires a student to be absent from or tardy to school on the day of a co-curricula activity, the principal may allow that student to participate in such activity. Such an emergency might include a funeral or a doctor's appointment. If a student is serving a suspension, either in or out of school, she/he may not participate in any school sponsored co-curricula activities on that day. Any student receiving a detention must fulfill his/her detention obligation before being able to participate in any school sponsored activity.

F. BICYCLES, ROLLERBLADES, SKATEBOARDS, HEELIES AND SCOOTERS

Bike racks are provided outside of the school. Bicycles are to be left in this area for the entire day. It is the responsibility of each student to see that her/his bike is locked at all times. Any bike brought to school should have a lock as the school is not responsible for lost or stolen bikes. Please remember that the State of Massachusetts requires that children under 16 wear helmets.

Bikes, rollerblades, scooters and skateboards are not to be ridden on school property, including driveways, parking lots, and sidewalks. Heelies are not to be used on school property at any time.

G. NO SCHOOL INFORMATION/SCHOOL DISMISSAL

It is a school system policy to hold school on stormy days. The decision as to whether or not a child should attend school shall be left to parental discretion. In extremely bad weather, when it is deemed wise to have no school or when a delayed opening is appropriate, such notice shall be broadcast over radio stations **WPEP(1570)**, **WBET/WCAV(1460)**, **WNBH/WCTK(1340)**, **WMSX(1410)**, **WPLM(11390)**, **WBZ(1030)**, and **WBMX(680)** between 6:45 a.m. and 7:15 a.m. and between 11:00 a.m. and 12:00 noon. Cancellations will also be broadcast on **WCVB-TV5** and **WBZ-TV4**.

Parents are alerted to the fact that occasionally due to severe weather or other emergency conditions, school may be dismissed during the school day at any time. It is impossible for the school system to notify all parents prior to an emergency dismissal. Therefore, it is suggested that parents work out plans with friends or relatives to care for their child in anticipation of such emergency dismissals.

If an emergency occurs during the school day in which the students need to be relocated, then our primary relocation site will be the George H. Mitchell Elementary School at 500 South Street, while our secondary site will be the Veteran's Club at 85 Cottage Street for the Williams Intermediate School. ***Instant Alert*** is now being used by the school system, whereby parents/guardians can be contacted by phone for notification purposes regarding cancellations, emergencies, early dismissal, school/team activities and meeting information.

H. FIRE DRILLS

A fire drill is practice to prepare for any emergency which would require the evacuation of the school. These drills will be strictly supervised and may take place at any time. The classroom teacher is in charge and will lead the class out of the building to a specific spot a reasonable distance away. **THERE WILL BE NO TALKING AT ALL**. All students are to stay with their class at all times and pay attention to their teacher for any directions that may be necessary.

Attendance will be taken outside. To emphasize the seriousness of such fire drills, the school will hold several such practices throughout the year.

I. GUIDANCE DEPARTMENT

The Guidance Department is organized and prepared to assist students in personal, educational and adjustment problems. Students wishing to see their counselor should get a pass to the Guidance Office from their homeroom teacher during the homeroom period. The guidance counselor will schedule the appointments and give the student a pass from a class for her/his assigned time.

No students will be allowed in the Guidance Office without a pass and a specific appointment. Students may see their guidance counselor after dismissal without an appointment. Parents wishing to make an appointment with their child's guidance counselor may call the annex that their child attends.

J. HOMEWORK

Students should expect homework most nights in all of their major subjects. Homework is an extension of the curriculum that improves student performance by reinforcing material presented in the classroom. It is an important link between school and home that allows parents to become involved with their child's education.

Please read the entire Homework Policy on page 37.

K. HONOR ROLL

In grades 5 and 6, the honor roll exists to recognize achievement. All courses count toward honor roll. This system reflects our belief that all aspects of human development are worthy of recognition.

There will be an honor roll at the end of each marking term. The honor roll will recognize a student's academic achievement, appropriate behavior, and citizenship. The following lists the honor roll categories:

HIGHEST HONORS - Student receives all A's in all subject areas and no conduct and effort grade below a 3.

HONORS - Student receives all A's and B's in all subject areas and no conduct and effort grade below a 3.

Students are not eligible for the honor roll if they receive any grades below B or a conduct and/or effort grade of 4 or 5.

L. GRADE REPORTING

Letter Grade Numerical

Letter Grade Numerical

A+	97 - 100	C	73 - 76
A	93 - 96	C-	70 - 72
A-	90 - 92	D+	67 - 69
B+	87 - 89	D	63 - 66
B	83 - 86	D-	60 - 62
B-	80 - 82	F	0 - 59
C+	77 - 79		

CONDUCT AND EFFORT SCALE

1=Excellent 3=Satisfactory 5=Does Not Meet Minimum Standards
2=Very Good 4=Needs Improvement

M. PROMOTION POLICY

It is helpful for parents and students to be aware of the criteria for promotion to the next grade:

1. Regular attendance
2. Passing grade in all subjects
3. Age appropriate social development
4. Completion of all required course work

These criteria will be reviewed at the end of the first marking term and each marking term thereafter. Student not meeting this standard will be considered for non-promotion by the building principal.

At the end of the 4th marking term, a student who has not received a passing grade in not more than two subjects may attend an approved summer school program with prior approval of the principal. Students who fail three or more subjects may not attend summer school and will not be promoted.

Students who have failed one or two subjects, may attend a recognized summer school for courses offered in English Language Arts, Math, Science, Social Studies and Social Studies.

A student must have a 90% summer school attendance record and attain a grade of C or better to receive credit for the course. Students must successfully attain credit in each failed course during summer school in order to be promoted.

Placement of a student in grade level, team, classroom or instructional group is the sole responsibility of the principal.

The final promotion decision, with input from parent, staff and student, will be made by the principal considering the individual student's accomplishment in relation to grade level expectations.

N. LOCKERS

Each student will be assigned to a locker during the first few days of school. Depending on the location of their homeroom, pupils may need to share lockers.

Lockers will be kept neat and clean at all times and students must use only the locker assigned to them. A student cannot expect her/his locker to be free of inspection if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

School officials try to safeguard private property, but cannot be responsible for lost items. **Valuables and large sums of money should not be brought to school. Electronic Devices, including Radios, Walkmans, Ipods, Gameboys and Beepers, should not be brought to school. Cell phones may be brought to school but cannot be turned on or used during the school day. LASER POINTERS ARE NOT ALLOWED IN SCHOOL.**

O. LOST AND FOUND

A lost and found collection area for clothing and materials is located near the Main Office. Students should check this area frequently because the custodians will clear the area periodically. The loss of a valuable object should be reported to the main office at once. The lost and found collection area for books is in the main office.

P. LUNCH PROGRAM

The School Lunch Program was created to provide every student with a nutritionally balanced meal during the regularly scheduled lunch periods. Specific assignments for the following lunch schedule will be given the first day of school.

Lunch may be purchased at a price as yet to be determined. Menus are available on the school website www.bridge-ravn.org

Free and reduced-price lunches are available for eligible families. Applications for free and reduced-lunch will be available in the Main Office.

Q. STAYING AFTER SCHOOL

Each teacher is available for extra help and make-up at least one afternoon a week, Monday through Thursday. During the first week of school, the teachers inform the children of the afternoon they will be staying. It is the child's responsibility to make up work missed due to absence or other reasons. Because late buses will not be provided, students must arrange for transportation home.

If a student is told to report after school for disciplinary reasons, a parent must be notified and the students will be given twenty-four hour notice in order that they may arrange for transportation. Failure to report may result in further disciplinary action by the teacher or the administration and **may include internal suspension.**

Students are not allowed to roam the corridors after school. They are to leave the building at dismissal unless they have a legitimate reason for being in the

building. Students found loitering after school hours are subject to the rules outlined in the school's Code of Conduct.

R. USE OF TELEPHONE

Students will not use the office telephone for personal calls except in case of an emergency. Students must have a pass specifically for use of the phone.

Students **WILL NOT** be called out of class to answer the telephone unless it is an emergency. Parents who have to transmit a message to their child should call the school before 1:30 p.m. so that the students can be called to the main office prior to dismissal.

Cell phones are allowed but cannot be used during school hours. Cell phones must be turned off and stored out of sight or they will be taken away and will not be returned to the student without parent notification and permission. All dismissals must go through the main office or the nurse; students are not to use cell phones to be dismissed by a parent. Cell phone use during school hours will result in disciplinary action.

II. CODE OF CONDUCT

A. PHILOSOPHY

Statement of Vision- *The M.G. Williams Intermediate School to promote a community of caring, cooperative, and respectful high achieving learners. The discipline code applies to any student who is on school property, who is in attendance at school or at any school sponsored activity.*

The purpose of the code of conduct is to establish and maintain a safe secure, pleasant and orderly school environment.

The Williams Intermediate does not discriminate based on a student's race, color, sex, religion, national origin, disability or sexual orientation.

The atmosphere of a school reflects the attitudes of its students and staff toward the school and one another. The school's atmosphere depends on the caring, cooperation, and respect of its members on a day-to-day basis.

It is our goal that students will learn self-discipline, self-control, and an understanding of the consequences of behavior so they will develop the maturity

and good judgment necessary to become productive citizens of their school and their community.

B. COURTESY

Being courteous to teachers, school employees, other students, and visitors is a respectful practice at our school. Each of us should strive to be considerate of others at all times, and each student should respect teacher's judgments.

Students are to treat all adult employees of the school, including secretaries, custodians and cafeteria workers with courtesy and are to follow requests or directions given by them. Rudeness or insubordination will result in disciplinary action.

Remember: Please, Thank You, Excuse Me

C. CARE OF SCHOOL FACILITIES

All students should take pride in their school and themselves so that no damage or destruction occurs. Students responsible for defacing lockers, desks or other school property will be referred to the assistant principal.

Girls' and boys' lavatories are to be kept clean. Everyone appreciates an environment that is litter and graffiti free. Students responsible for removing fixtures, defacing or damaging the restroom facilities will be referred to the assistant principal.

Students will be held liable for school property which is damaged, defaced, or broken and their parents will be billed for the repair of the damaged property.

D. CARE OF BOOKS

Every effort should be made to keep books, materials, equipment and the building and grounds in as good a condition as possible. Lost or damaged books must be paid according to the following scale:

<i>New -</i>	<i>full cost</i>
<i>One to Two years old -</i>	<i>75% of cost</i>
<i>Three to Four years old -</i>	<i>50% of cost</i>

The minimum collection for lost textbooks is \$10.00 and for workbooks, \$5.00. The minimum collection for book repair is \$8.00.

When issuing a book to a student, the teacher will record its number and condition, as well as the student's name. **All books should be covered.**

E. CLASSROOM BEHAVIOR

In addition to the general school conduct code, teachers will enforce fair, firm and consistent discipline within their classrooms. Each teacher has a room

management plan posted in her/his room and will review it with students and send to parents at the beginning of the year.

Any student sent out of the room by the classroom teacher will receive consequences ranging from detention to suspension depending on the number of offenses.

Students sent out of the room by a substitute for behavioral reasons will be placed in in-school suspension for the remainder of the day.

F. CO-CURRICULAR ACTIVITIES, FIELD TRIPS, SCHOOL SOCIALS AND ASSEMBLIES

Participation in end of the year school sponsored activities is based on student attendance, academic and behavioral performance (refer to Eligibility Policy on page 12). Students receiving detention or suspension within the stated number of days prior to end of the year activities will not be eligible to attend.

Students are expected to behave in the proper manner at all school sponsored function, including assemblies, field trips, fun days, and other school activities. **Misconduct, as viewed by teachers, staff and /or administration, may result in detention, suspension, or in the student no longer being allowed to participate in such activities.**

Administrators and teachers may make rules of conduct for participants in co-curricula activities. A written copy and an explanation of these rules, which should be consistent with and in the spirit of the school code of conduct, will be given to each student in that activity.

G. CORRIDOR PASSES

Any student in the corridor during class time must have a pass.

H. CORRIDOR RULES

In order to ensure a smooth passing between periods, students should keep to the right when leaving classrooms, walking in the corridors and especially on the stairs. There will be no yelling or running in the corridors. Students should be very careful when passing through corridor doors. Misbehavior in the corridors or on the stairs may result in disciplinary action.

Book bags are not to be carried by students during the day. All book bags will be placed in lockers at the beginning of the day. This ensures that our corridors, stairways, classrooms, and cafeteria will remain safe and unobstructed.

I. DRESS CODE/PHYSICAL EDUCATION ATTIRE

The school reserves the right at any time to amend the ban list below without prior warning to the student.

Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws or affect the welfare and safety of the student or her/his classmates. Concern for personal appearance is an indication of self-respect and of courtesy toward others. The essentials are cleanliness, safety, and neatness in dress and grooming. Any decisions concerning questionable dress will be made by the administration. **The administration reserves the right to determine appropriateness of clothing within the guidelines, especially regarding shorts that are extremely short, extremely tight or short skirts or pants, and tops as described below. A student whose clothing is considered inappropriate for school will be asked to make arrangements for other more appropriate clothing.**

Students are not to wear any form of mesh or see-through clothing, have bare feet, bare midriffs, halters, tube tops, racer backs, spaghetti straps, tank tops, pajama pants, muscle shirts, or shirts with excessive side/front openings. Gym shorts, running shorts, short shorts with large “V” notches on the legs should not be worn. Dress shorts and skirts may be worn to school, if they are an appropriate length. Hats, hoods, jackets/coats, bandanas and undergarments that are visible are not to be worn in school. Clothing with inappropriate, offensive pictures, offensive logos, and/or words or alcohol or other drug related logos and graphics is not to be worn in school. Clothing with inappropriate placement of offensive pictures, logos or words is not to be worn in school. Thick chains, dog collars and spikes are not allowed.

Upon the first violation of the dress code, the student will be instructed to change and the parent may be notified. Repeated violations may result in further disciplinary action and parents will be notified.

Physical education outfits are recommended for neatness, comfort and freedom of movement. All boys should bring sneakers, shorts, white socks and a T-shirt. It is recommended that girls have sneakers, socks, stretch or elastic shorts without zippers, snaps or buttons and a jersey without buttons or zippers. No jewelry should be worn in gym. A sweater or sweatshirt should be brought for cool days.

J. GUM
GUM CHEWING IS NOT ALLOWED AT ANY TIME IN THE BUILDING.

K. INTERNET USAGE

The use of the Internet is a privilege, not a right. This privilege may be revoked at any time for abusive conduct. Below are examples of behavior resulting in loss of Internet privileges and/or disciplinary action.

1. Sending hate mail, making discriminatory remarks, and any other antisocial behavior.

2. Creating web sites that contain inappropriate content.
3. Using the Internet for illegal activities such as accessing or processing pornographic materials.
4. Using the Internet for financial or commercial gain (ex. Gambling)
5. Giving out personal information, including, but not limited to, name, address, age, sex, telephone number and e-mail address.
6. **Playing games on the Internet.**
7. **Using the Internet for personal e-mail, instant messenger or chat rooms.**
8. Using the Internet to harm other people.
9. Interfering with other people's computer work.
10. Trespassing in other people's files.
11. Using someone's name without his or her permission
12. Not conforming with copyright laws.
13. Issues of plagiarism.
14. Using other people's computer resources without authorization.
15. Accessing inappropriate test files, or any files dangerous to the integrity of the local network.
16. Vandalism – Vandalism includes willful destruction or abuse of hardware, software, data and network integrity of the school network and Internet, and spreading harmful programs such as viruses.
17. Attempting or aiding others in attempting to exceed authorized access to restricted or protected programs, files, data, computers, or network resources.
18. Downloading and using software for which you have not paid.

Students are reminded that the making of threats on the Internet from home or school is a crime.

L. LAVATORIES

Students may go to the lavatories before the morning homeroom and during the day with a pass. Only in the case of extreme emergency will a student be allowed to leave class to go to the lavatory. Such students will sign out and in with the classroom teacher; the teacher will retain the list of these students. During lunch students are not allowed to use the lavatories without a pass from one of the lunchroom supervisors.

M. LUNCH ROOM

Lunch period is a time for relaxing as well as eating. **Students are expected to display good table manners and good behavior.** Students may sit at a table of their choice, but once seated, they are to remain at that table. Students are responsible for the clean up of papers, food and debris from under and around their tables. The throwing of food will result in disciplinary action. Failure to abide by the above rules and those posted in the cafeteria will result in students

being assigned a seat, sent from the lunchroom, or given after school detention or lunch detention. **Please refer to café rules posted in the cafe.**

All food and drinks are to be eaten in the cafeteria with the exception of unopened sealed containers.

N. SCHOOL BUS TRANSPORTATION

Riding the school bus to and from school and school related functions is a privilege extended to qualified students by the Bridgewater-Raynham School Committee.

1. Students should be at their bus stop five minutes prior to their scheduled pick-up. Students should wait well back from the roadway until the bus has completely stopped, the door has been opened and the lights are flashing before approaching the bus.
2. Students will only be picked-up and unloaded at their regularly scheduled bus stops.
3. Students shall enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached and the bus is at a complete stop. On reaching their destination, students shall leave the bus in an orderly fashion and get safely away from the bus.
4. Bus windows may be opened only with the permission of the bus driver. Students shall keep hands, arms, heads and belongings inside the bus.
5. There will be no smoking or tobacco products and related paraphernalia on the school bus.
6. If it is necessary to cross the street, the student shall cross in front of the bus.
7. Students are expected to help the driver in keeping the inside of the bus clean by not eating, drinking, littering, or throwing objects around the bus.
8. Students shall keep their hands off the person and property of others.
9. Students shall keep the aisles clear. Books, lunch boxes, athletic equipment and musical instruments should be placed under the seat or held by the student.
10. In order not to distract the driver, students shall converse quietly.
11. Students are not to touch any safety equipment on the bus. The emergency door is for emergency use only.
12. The bus driver shall have the same authority as the classroom teacher and as such, has the right to establish reasonable rules on the bus, including the right to assign seats to the students.

Any violations of the above rules and regulations should be reported in writing by the bus driver to the administrator of the school that the student attends. Please note that each bus may have surveillance equipment installed. Under no circumstances should the driver put pupils off the bus going to or coming from school. When incidents are reported to the administrator, he/she will take appropriate measures to correct the problem. **Parents will be notified in writing that further misconduct by their child may result in the loss of the privilege of riding the school bus for a period of time.** When such action has been taken,

it will then become the responsibility of the parents to provide transportation for the child to and from school each day. Continued misbehavior may result in a student losing her/his bus riding privilege for an indefinite period of time.

O. RELIGIOUS HOLIDAY OBSERVANCES

Parents shall have the right to determine when their children shall be absent from school because of religious observance and students shall not be penalized or deprived of make-up opportunities for such absences. No test or quiz is to be scheduled/administered on a religious High Holy Day.

P. VIDEO/CABLE/NEWSPAPER POLICY

There may be times during the school year when classroom activities and special events involve newspaper articles, interviews, photographs and/or video recording of students. The principal should be notified, in writing, if a parent objects to her/his child being interviewed, photographed and/or taped.

Q. VISITORS

Parents are always welcome. However, all visitors, including parents, must report to the Main Office to sign in prior to proceeding to their destination. All visitors are required to wear a visitors' pass.

III. DISCIPLINE PROCEDURE

A. MINOR OFFENSE

Minor offenses will be resolved between student and staff. Parents should be informed by the individual staff member. Repeated minor offenses must be reported to the parent by the teacher. If the problem continues, referral will be made to the administration and may constitute a major offense. Minor offenses can be, but are not limited to the below.

DETENTION/LUNCH DETENTION

Lunch detention is given as a quiet lunch in a supervised, assigned area.

Office detentions are held on Tuesday and Thursday after school for 45 minutes after dismissal. Students will be given twenty-four hours notice in order that they may arrange for transportation home. Students given detention are to report to the Main Office immediately at the close of the regular school day.

1. Detention will be orderly and silent with all participants seated.
2. Students will be required to do work, not leave the room, or communicate with each other in any way.

After school detention or lunch detention may be given for:

- tardiness to school and classes
- forgery

- misbehavior in a class
- misbehavior in homeroom, the cafeteria, at recess, in the corridor
- failure to report to a teacher or office detention assignment
- misbehavior in office detention
- at any time deemed appropriate by the administration

Repeated failure to serve detention will result in in-school suspension.

Repeated offenses will result in more serious consequences.

B. MAJOR OFFENSE

1. A major offense is broadly defined as “any act which endangers the health, safety, welfare and/or property of individuals or the school facilities”; and/or any act which shows a student’s refusal to follow school rules.

Major offenses also include, but are not limited to the following:

- a. destruction of school property
- b. smoking or possession of tobacco products or related
- c. paraphernalia possession or use of alcohol, drugs, related paraphernalia or look alikes
- d. bringing dangerous articles or materials to school
- e. civil rights violations
- f. physical or verbal intimidation or threats of physical harm
- g. causing physical harm
- h. profane or obscene language/gestures directed at a staff member
- i. truancy
- j. leaving school building without permission
- k. opposition to authority
- l. repetition of offense after notice
- m. refusal to report for office detention
- n. violation of Internet policy
- o. graffiti
- p. vandalism
- q. arson
- r. cheating
- s. repeated disruption of class

C. STUDENT SUSPENSION

The severity of punishment, including suspensions, under the discipline code will be determined by the administration according to the following guidelines.

Should the need arise, the School Resource Officer will be contacted to aid the administration. **Any student receiving a suspension within the last 45 days of school will be ineligible for end of the year activities.**

First Suspension

- *in- or out-of-school suspension* from 1 to 10 days.

- letter home to parents explaining reason for punishment and an offer that if the parents would like to meet to discuss the problem, time will be available.

Second Suspension

- *in- or out-of-school suspension* from 1 to 10 days.
- letter home to parents explaining the reason for the suspension.
- a meeting with parents, teacher, student, administrator and guidance counselor may occur.
- students receiving a second suspension will not be allowed to participate in co-curricula and/or school sponsored activities, including athletics for 20 school days from the date of the offense (including Fun Day and other end of the year activities).

Third Suspension

- *in- or out-of-school suspension* from 1 to 10 days.
- letter home to parents requiring a conference with the assistant principal
- students receiving a third suspension will not be allowed to take part in co-curricula and/or school sponsored activities, including athletics or 45 school days from the date of the offense (including Fun Day and other end of the year activities).

Fourth Suspension

- *in- or out-of-school suspension* from 1 to 10 days.
- letter home to parents requiring a conference with the principal
- student will not be allowed to take part in co-curricula and/or school sponsored activities, including athletics for 90 school days from the date of the offense (including Fun Day and other end of the year activities).
- any further misconduct beyond a fourth suspension may result in a hearing before the Superintendent.
- cases brought before the School Committee may result in exclusion.

For further information on Parent/Guardian notification check Due Process, page 27.

A determination will be made by the principal or his designee as to whether a referral should be made under Chapter 766, section 310.1(c) for any student suspended more than 5 school days.

Nothing in the above procedure limits the right of the administration to suspend a student out-of-school for a period of up to 10 days for any offense they consider serious enough to warrant such action. Civil offenses such as vandalism, stealing, fire alarms (911 calls), bomb scares, possession and/or use of weapons, threats of physical harm, alcohol, drugs and assault and battery on a staff member will require notification of local authorities (police and/or fire department). Notification of parents is mandatory. Evidence that assistance is being sought to

aid the student in resolving her/his school adjustment difficulties may be required as a condition of re-entry.

Students that are suspended for the following offenses, fire alarms (911 calls), bomb scares, possession and/or use of weapons, threats of physical harm, alcohol, drugs, and assault and battery on a staff member will not be allowed to participate in co-curricula and/or school sponsored activities for a maximum of 45 days, from the date of the offense.

D. DRUGS AND ALCOHOL

Use, possession, or sale/distribution of alcoholic beverages or controlled substances is forbidden by school policy and state law. The regulations are in effect during the school day and at all co-curricula activities, including athletics, and school functions.

1. Use and/or possession of alcoholic beverages

- notification of parents
- mandatory parental conference
- 5 day suspension out-of-school
- not allowed to attend or participate in any school events or co-curricula activity, including athletics, for 45 days.

A determination will be made by the administration as to whether a referral should be made to an appropriate treatment program.

2. Distribution of and/or sale of alcoholic beverages

- notification of parents
- mandatory parental conference
- notification of Police Department
- 10 day suspension out-of-school
- not allowed to attend or participate in any school events or co-curricula activity, including athletics, for 45 days.

A determination will be made by the principal or his designee as to whether a referral should be made to an appropriate treatment program.

3. Use and/or possession of a controlled substance

- notification of parents
- mandatory parental conference
- 5 day suspension out-of-school
- notification of Police Department

- not allowed to attend or participate in any school events or co-curricula activity, including athletics, for 45 days.

A determination will be made by the administration as to whether a referral should be made to an appropriate treatment program.

4. Distribution of and/or sale of controlled substance

- notification of parents
- mandatory parental conference
- notification of Police Department
- 10 day suspension out-of-school with a possible recommendation for an additional 5 days
- review of case by School Committee for possible exclusion; not allowed to attend or participate in any school events or co-curricula activity, including athletics, for 45 days

E. SCHOOL/POLICE MEMORANDUM OF UNDERSTANDING

The Bridgewater-Raynham Regional School District and the Bridgewater Police Department agree to coordinate their efforts to prevent student drug and alcohol abuse in school, on school grounds, at school functions, and on school buses. The building principal or designated school official will act as the resource person for referral of all drug or alcohol related incidents. School nurses and guidance counselors will act as support personnel during the referral process. Staff members are to report all incidents of the use or possession of any drugs or alcohol by students.

Students seeking voluntary drug/alcohol assistance will be referred to the appropriate resource person or treatment center. However, students should be advised that there is no confidentiality protection under the law.

School Procedure and Response

1. Student suspected of being under the influence of drugs or alcohol. No contraband found.
 - a. Teacher will refer student to assistant principal.
 - b. Assistant principal will notify parents and encourage counseling or treatment if appropriate.
 - c. School nurse will examine student to determine the physical condition of the student.
2. Student found or admitting to being under the influence of drugs or alcohol. No contraband found.
 - a. Teacher will refer student to assistant principal.
 - b. School nurse will examine student to determine the physical condition of the student.
 - c. Assistant principal will notify parents and recommend counseling or treatment.

- d. School discipline code will be enforced.
 - e. Police department will be notified.
3. Student selling, distributing or found in possession of drugs or alcohol.
- a. Teacher will refer student to assistant principal.
 - b. Assistant principal will notify parents and recommend counseling or treatment.
 - c. School discipline code will be enforced.
 - d. Police will be summoned and contraband will be turned over to the police department.

In order to maintain a safe school environment the administration may perform:

- Student searches
- Locker/property searches
- Canine drug searches (in conjunction with the Bridgewater-Raynham Police Department)

F. DANGEROUS WEAPONS

A student found to be in possession of a dangerous weapon on school property shall be subject to “Student Discipline Procedures as required by the Educational Reform Act” as listed in Section III, L of this handbook. Dangerous weapons include but are not limited to: guns, knives, toy guns, replica guns, paintball guns, water pistols, toy knives, sling shots, pea shooters, fire crackers, M-80’s, stink bombs, etc.

G. POSSESSION OF FIREARMS

Possession of a firearm on school property is a crime as indicated in the paragraph below-G.L. c269, s.10 by Chapter 150 of the Acts of 1987:

“Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of Chapter 140, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.”

H. IN-SCHOOL SUSPENSION

A student in-school suspension will attend school during the regular school hours, but will not be allowed to attend her/his regular classes. She/he will be assigned to the In-school Suspension Room with at least one staff member. Work will be provided by the classroom teachers. Students must complete all class work assignments prior to being admitted back in class.

I. OUT-OF-SCHOOL SUSPENSION

Serious violations of the Code of Conduct will result in suspension from school. A suspension from school is the action taken by the school district to discipline the student.

Generally, a suspension may be imposed when a student's behavior creates a threat to her/his own safety, or for other serious violations of the Code of Conduct. Behavior such as fighting, committing assault, stealing, vandalism, possessing or using alcohol, possessing or using drugs, explosives or other prohibited materials, making false alarms, bomb threats, lewd or threatening behavior and language, may result in suspension. In cases of repeated violations of other disciplinary rules, suspension may be imposed as a last resort after other attempts have been made to resolve the problem.

When a student is suspended, the parent/guardian will be notified by telephone, if possible, and by letter in the student's and/or parent's primary language. If the suspension occurs during the school day, the parent/guardian may be required to transport the student home. Suspended students will not be permitted in school, on school grounds or at school events without permission.

J. DUE PROCESS

Short Term Suspensions

No student will be suspended without participating in an *informal* hearing before the administration. At this hearing, the student will be informed of the reason(s) for the suspension and will be given an opportunity to respond. In cases which require the immediate removal of a student, the *informal* hearing will be held as soon after the suspension as possible.

When a student is suspended, the following procedure will be followed:

(1.) Provide Notice to Student and Parent/Guardian

In every instance of suspension, the school will notify parent/guardian of the student by telephone and in writing about the suspension and state the cause(s) leading to the suspension. This notification shall include:

- the number of days of suspension
- the readmittance date
- the reason(s) for suspension as provided in the Code of Conduct

The notice may also include a request by the administration for a conference with the parent/guardian relative to the reason(s) for the suspension. This conference *shall not* be a conference required for readmission.

(2.) Provide an Explanation of Evidence

In every instance of suspension, the student will be informed of the reason(s) for the suspension.

(3.) Opportunity to be Heard

In every instance of suspension, an *informal* hearing will be held with the administration. At this *informal* hearing, the student will be given the opportunity to respond to the infraction.

(4.) Opportunity to Complete Class Work, Assignments or Examinations

In every instance of suspension, the student will be given the opportunity to complete any class work including, but not limited to, examinations that may have been missed during the suspension period. This must be done within ten (10) school days of returning to school and to the satisfaction of the teacher.

(5.) Participation in Co-curricula

In every instance of suspension, the student may neither attend nor participate in co-curricular during the period of suspension.

Long Term Suspensions and Exclusions:

Students shall be entitled to the following procedural rights when facing long-term suspensions (in excess of ten (10) days) or exclusions:

- (a) written notice of the charges (in the student's primary language) will be containing a complete statement of the facts, a list of witnesses and a description of their testimony
- (b) the date, time and place of the hearing before the School Committee, Superintendent or Principal, whichever is applicable
- (c) the right to be represented by a lawyer or advocate (at the student's expense) at the hearing prior to the suspension or exclusion
- (d) adequate time to prepare for the hearing
- (e) access to the relevant documented evidence prior to the hearing
- (f) the ability to call and question witnesses at the hearing
- (g) a reasonably prompt written decision including specific grounds for the decision.

The testimony and proceedings in any hearing on long-term suspension or exclusion shall be recorded electronically or otherwise. In addition, the student or parent may request that the proceedings be interpreted into their primary language.

The school committee shall conduct hearings under Massachusetts General Laws Chapter 76, Section 17 in student exclusion cases not covered by Chapter 71, Section 37H or 37H ½.

Students in regular education programs who have been lawfully expelled from school have no legal right to continue receiving educational services during the period of exclusion.

Pursuant to Massachusetts General Laws Chapter 76, Section 16, any pupil who has attained age eighteen, or the parent, guardian or custodian of a pupil who has not attained said age of eighteen, who has been excluded from school shall on application be furnished by the school committee with a written statement in the student's primary language of the reasons therefore, and thereafter, seek to have the exclusion reviewed in Superior Court.

Disciplining Students with a Disability:

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Education Plan (IEP). The following additional requirements apply to the discipline of special needs students as stated in the Parents Rights Brochure which was revised in September, 2000.

In general, if your child has violated the school's disciplinary code, the school may suspend or remove your child from her or his current educational placement for a period not to exceed ten (10) consecutive school days in any school year. If your child possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event or carries a weapon to school or a school function, the school district may place your child in an interim alternative educational setting for up to 45 calendar days. If your child has been placed in an interim alternative education setting as a result of a disciplinary action, your child may remain in the interim setting for a period not to exceed 45 days. Thereafter, your child will return to the previously agreed-upon educational placement unless either a hearing officer orders another placement or you and the school agree to another placement.

Anytime the school wishes to remove your child from her/his current educational placement for more than ten (10) consecutive school days in any school year, or for more than ten cumulative days when a pattern of removal is occurring, this constitutes a "change of placement." A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include the following:

- (a) Prior to any removal that constitutes a change in placement, the school district. Must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the problematic behavior. If a behavioral intervention plan has been previously developed, the Team shall review its implementation and modify it if necessary.
- (b) Prior to any removal that constitutes a change in placement, the school district must send you a full statement of your procedural rights and inform you that the Team will consider whether or not the behavior that forms the basis for the

removal is related to the student's disability. This consideration is called a "manifestation determination." Remember that you, as the parent, always have the right to participate as member of Team.

Consideration of whether the behavior is manifestation of the student's disability:

The law provides that the Team must consider evaluation information, observational information, the student's IEP and placement, and must determine whether the behavior prompting disciplinary removal was manifestation of the student's disability, the Team considers if the student understood the impact and consequences of the behavior, and further considers if the student's disability impaired the student's ability to control her/his behavior.

If the Team determines that the behavior was related to your child's disability, then your child may not be removed from the current educational placement (except in the case of weapon or drug possession or use) until the IEP Team develops a new IEP and decides upon a new placement and you consent to that new IEP and placement.

If the Team determines the behavior was not related to your child's disability, then the school may suspend or otherwise discipline your child according to the school's code of student conduct, except that for any period of removal exceeding ten days, the school district must provide your child with a Free Appropriate Public Education (FAPE). The school district must determine the educational services necessary for FAPE and the manner and location for providing those services.

In the case of a disagreement with the Team's determination:

If you disagree with the Team's decision on the "manifestation determination" or with the decision relating to placement of your child in an interim alternative education setting or any other disciplinary action, you have the right to request an expedited due process hearing from Bureau of Special Education Appeals.

K. SPECIAL PROVISIONS OF DISCIPLINE CODE FOR SPECIAL NEEDS STUDENTS

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, and Federal P.L. 105-17, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students.

1. The I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's

handicapping condition requires a modification. Any modification will be described in the I.E.P.

2. The assistant principal will notify the Special Education Office of the suspended offense of a special needs student and a record will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the I.E.P. as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and her/his handicapping condition and either:
 - a. design a modified program for the student, which may include temporary assignment to the Timeout For Learning Center, or:
 - b. write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the I.E.P. relative to discipline code expectations.

L. INDEFINITE SUSPENSION / EXCLUSION

MASSACHUSETTS GENERAL LAWS - CH. 71, SECTION 37H, 37H 1/2, 37L AND CH. 76, SECTIONS 16 AND 17

The building principal may recommend an indefinite suspension and/or exclusion for the following reasons:

In cases involving the possession or use of dangerous weapons, including, but not limited to, a gun or a knife or reasonable facsimile thereof, the possession or use of illegal substances, the illegal possession of alcohol, or the assault of a principal, assistant principal, teacher, teacher's aide, or other educational staff, provided that the violation occurs on school premises or at school sponsored or school related events, including athletic games. No other disciplinary measure adopted as a rule or regulation may inhibit this authority to suspend.

When a student has been suspended by a principal under the authority of this paragraph, the Bridgewater-Raynham School Committee may review such suspension and alter the disciplinary measure after a hearing.

STUDENT DISCIPLINE PROCEDURES AS REQUIRED BY THE EDUCATION REFORM ACT

- a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district.

- b) An expulsion is defined as the permanent removal from public school. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student.
- c) Any student who assaults a principal, assistant principal, teacher, educational assistant, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district.
- d) Any student who is charged with a violation of either of the above paragraphs shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
- e) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at 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.
- f) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. (This section was amended by Chapter 380 of the Acts of 1993 on January 4, 1994)

MASSACHUSETTS GENERAL LAWS CHAPTER 76, SECTION 17

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

IV. SCHOOL HEALTH PROGRAM

The Bridgewater-Raynham School District has developed specific policies, which govern our school health program. These are contained within the District's Official Policy Manual, which is located in the main office as well as the Superintendent of School's office. With some advance notice, the following policies can be reviewed and/or duplicated;

- #2830 Acquired Immune Deficiency Syndrome - AIDS
- #6300 Physical examinations and School Health Program
- #6310 Regulations for Physical Examinations
- #6320 Vaccinations, Immunizations and Blood Tests
- #6330 Illness and Contagious Diseases
- #6340 Procedures for Accidents and Serious Illness
- #6345 Procedures Related to Head Lice
- #6350 Safety of Walkers and Cyclists

HEALTH SERVICES

School Health Program

The basic purpose of the health program is to assure that each child attains the greatest benefit from the educational opportunities provided by the school and grows into a healthy adult in the future. Policies have been developed to protect the health and promote the safety of all children while in school.

FOR YOUR CHILD’S PROTECTION, PLEASE KEEP HER/HIM AT HOME IF SHE/HE SHOWS SIGNS OF NOT FEELING WELL. WE HAVE NO FACILITIES FOR KEEPING ILL CHILDREN IN OUR SCHOOLS.

Be sure your child understands that she/he should always tell her/his teacher if she/he is hurt or feels sick.

1. Any student who is sick or hurt in school should report to the nurse’s office, located off the main lobby. If the school nurse feels that a student should be dismissed, the parent or guardian will be called. Parents will either pick the child up at school or provide a way home.
2. **Medication Policy**
It is more desirable for medication to be administered in the home. However, any pupil who is to receive medication at school must comply with school regulations.
 - a. Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken. (Form A) (This includes psychotropic medications.)
 - b. Written permission from the parent or guardian of the pupil requesting that the school district comply with the physician.
 - c. Medication must be brought to school by the pupil’s parent or guardian in a container appropriately labeled by the pharmacy with the child’s name affixed to the container. Unused medication must be brought home in the same manner.
 - d. A locked cabinet will be provided for the storage of medication.
 - e. Short-term medications that are to be administered for less than 10 days require the parent to sign consent forms **B** or **C**.

Health appraisals: Physicals are scheduled for the entering child, pupils in grades 3 and 6, children demonstrating special needs and for all new pupils in our system. We strongly urge that the child's own physician perform this very important examination for reasons of privacy, required immunizations, a more thorough appraisal, immediate treatment if necessary, and to develop the good health practice of seeing a physician at regular intervals. A current physical of not more than 12 months previous, is required of all athletes before participating in any sport.

It is highly recommended that any student who plans on playing for a Spartan athletic team receive a physical by their own physician before the Spartan seasons begin in September. One physical will encompass the school year and all sports.

Mental Health -If a student is determined by the school guidance counselor, nurse or school administrator to be a safety risk to self or others, or evidence of self injury is found, the student shall be referred for services. Documentation, by a certified mental health professional, of the student's safety to return to the school setting will be required. A re-entry meeting will be scheduled.

Hearing and Vision tests are done annually for all pupils by a screener who is trained by the Department of Public Health. If your child fails the first screening, she/he will then be given an individual re-test by the school nurse who will notify you if there is a failure. Extensive follow-up work is done by the school nurse to insure **each** child will receive needed care. If you need help in making arrangements to have your child seen by a physician, please call your school nurse. In addition to the routine vision and hearing screening, individual tests are given by the school nurses throughout the year as needs are indicated by parental request, classroom teachers, other Pupil Personnel and private physicians.

Head Lice: Your child will now be in close contact with many of his/her team members. Head lice are communicable and can easily be spread in such conditions. A child with lice will be excluded from school until cleared for re-entry by the school nurse. A child may **only be re-entered into school after evidence of satisfactory treatment has been determined.** If evidence of nits are found the child will be refused re-entry. Transportation must be provided by the parent.

A.E.D.: A school based public access defibrillation program is present at Williams Intermediate School. Automated external defibrillators are positioned throughout the building to provide early defibrillation following sudden cardiac arrest according to EMS protocol.

Postural screenings (for curvature of the spine) in grades five through nine are conducted by the physical education teachers as mandated by the State Department of Public Health. It is **NOT** a diagnostic service, but a program to identify young people who should have further medical evaluation. Follow-up is done by the school nurse who will notify you if your child has any unusual findings.

Immunization: The following immunizations are mandated by the Mass. Dept. of Public Health prior to attendance in a public school:

Polio Series	MMR
DTAP	Varicella vaccine or medical documentation
Hepatitis B series	

No child shall be admitted to grade seven without medical documentation that the child has received a second measles vaccine and a **Tetnus-Diphtheria** booster. Notification is sent home with all sixth grade pupils.

The law provides that students not in compliance with these requirements **must be excluded** from school until verification of the student's immunizations is received, has a plan signed by the doctor or obtains an exemption signed according to the provision of the law.

Susceptible students, who are not immunized or are without lab evidence of immunity or a reliable medical history of chicken pox, **must be excluded from school from the 10th thru 21st day after their last exposure to a know case of chicken pox.**

First Aid will be given your ill or injured child. First aid, as defined by the American Red Cross, is the **immediate and temporary** care given in case of accident or sudden illness. Our first aid regulations are reviewed annually, approved by the school physician and distributed to all school personnel responsible for the care of your child at the start of each school year. The school is not responsible for diagnosis or treatment, therefore, request to "have the nurse check" something that has happened at home will, in turn, be referred to you for a visit to your physician.

Food Allergies If your child has moderate to severe food allergies, it would be well to teach your child to question her/his lunch at school - (or any food eaten out of the home) i.e. - nuts or peanut butter in cookies. To avoid **all** concerns, it would be best for your child to bring lunch from home.

Health Education is on-going each day. School health services personnel act as resource for parents, pupils and teachers in providing counseling and materials regarding special needs of pupils as well as classroom units in health education such as nutrition, menstruation and smoking.

Pupil Health Insurance: During the first few weeks of school, a notice and registration form will be sent home with each student. We wish to bring to your attention the fact that this information is only for expenses not covered by Blue Cross Blue Shield or other policies held by the parents. This insurance does have coverage for injuries to the teeth.

Hospitalization: Parents should notify the school nurse of any hospitalization for illness or surgery. A note from the doctor will be necessary to return to school so follow-up care can be provided as necessary.

Pupil Accident Sheet. Each year you will be required to complete a pupil accident sheet giving information regarding your work phone numbers, neighbors' names (in case you are not at home), means of transportation, phone number, etc. Also, we request information regarding any emergency treatment your child may need for allergies, medication prescribed by a physician or any condition your child may have requiring our special consideration. This sheet should be filled out and returned to the school promptly. These sheets are carefully screened. Your school nurse may call you to more fully understand your child's situation. Information to her/his teachers is given in a professional, confidential manner.

1. Children will **ONLY** be dismissed by person(s) listed on Pupil Accident sheet.
2. There **must** be two alternate numbers to call. Even if the parent is not employed outside the home, it is often necessary to call someone else in the event of dentist appointments, grocery shopping, etc.
3. It is important for the school to be informed of changes during the school year, of employment, home address, phone numbers, etc.
4. In the event your child is injured and ambulance transportation has been arranged, treatment cannot be instituted until parent is reached.
5. There are no facilities for keeping ill children in school. The schools do what is best for your child. Please help. Your child will have a cumulative health record started on her/his entering kindergarten, which will follow her/him throughout high school. All appraisals, with consequent follow-up are diligently recorded.

All of us in our community as school nurses, school physician, Board of Health and other agencies, are helping **you**, the parents, who are the most important member of the health services team, to achieve the best health for your **child**. We're always available, please call us.

HEALTH REGULATIONS

Communicable Diseases Control. Teachers and nurses are alert for contagious diseases and signs of illness. Your child may be requested to see a physician for diagnosis (to obtain a certificate to return to school) if there is some question of contagion. Our school physician will do this (with no treatment involved) at no charge.

EACH AND EVERY ABSENCE REQUIRES EITHER A NOTE FROM THE PARENT OR A CERTIFICATE FROM A PHYSICIAN.

According to School Health Regulations, your child will be required to have a certificate of readmission from your family physician or school physician **AFTER SHE/HE HAS BEEN EXCLUDED FROM SCHOOL WITH A CONTAGIOUS DISEASE**. These certificates may be issued by the school physician by appointment only at no charge. Some of these contagious diseases include:

Chicken Pox
Conjunctivitis
Strep Throat

Infectious Hepatitis
Scarlet Fever
Salmonella

Impetigo
Ringworm

Pupils absent **5 days or less** with a non-contagious disease may be readmitted with a **note from the parent**.

Pupils absent **more than five days** with a non-contagious disease may be readmitted with a **certificate from the family physician or school physician**.

School Physician George F. Gagne, M.D.

481 Bedford St.

Bridgewater, MA 02324

Tel.# (508) 697-3123

School Nurse (Williams)... Cathy Wood

Tel. # (508) 697-6968 **x6113**

V. POLICY STATEMENTS

The dissemination of the following statements is required by either state or federal legislation or Massachusetts Department of Education regulations.

A. **AHERA MANAGEMENT PLANS**

Mr. Al Baroncelli, Director of Maintenance and Custodial Services, may be contacted at (508) 824-2720 regarding EPA Asbestos Hazard Emergency Act (AHERA) management plans.

B. **AIDS POLICY**

A copy of the Bridgewater-Raynham Regional School District's Policy on AIDS (#2830) is available in the main office as well as in the office of the Superintendent of Schools, and can be reproduced and/or reviewed at any time with advanced notice.

C. **HOMEWORK POLICY**

BRIDGEWATER-RAYNHAM REGIONAL SCHOOL DISTRICT

5180.1 Homework is an extension of the curriculum that improves student performance by reinforcing material presented in the classroom. It is an important link between school and home that allows parents to become involved with their children's education.

Homework gives students the opportunity to practice skills without the pressure of time and to apply principles based upon work begun in the classroom. It may enrich school experiences and promote a permanent interest in learning. A secondary goal of homework is to stimulate

individual initiative and personal responsibility and maintain enthusiasm for learning.

Homework also encourages students to organize their time, to work independently, to use good study skills and to develop self-discipline.

- 5180.11 The teacher shall be responsible for helping students and parents understand the reasons for homework and his/her procedures for giving and evaluating homework assignments.
- 5180.12 The care with which a homework assignment shall be given, the quality of the responses of students, and the nature of the follow-up activities in the classroom shall be of greater importance than the quantity of work in a homework assignment.
- 5180.13 The amount of homework and the length of time available to the student to complete the assignment shall be appropriate to the age, ability and maturity of the student.
- 5180.14 A student shall not be given a homework assignment which requires resources and references which are not accessible to him/her. Also homework should not be assigned to an individual or a class for disciplinary reasons.
- 5180.2 Homework assignments in the elementary grades should be assigned on a regular basis. No one assignment shall require more than a total of thirty minutes, although long-term projects will require spreading the work of assignments into manageable parts.
- 5180.3 At the middle school level, a teacher shall be aware that the homework requirements shall vary according to the subject matter at high school level and shall work primarily toward preparing a student for this task. Teaching teams should take care that a schedule of homework is worked out amongst the middle school teachers, so that a student shall not be over-burdened on any given night and under-burdened on another.
- 5180.4 The time required to complete homework assignments will vary at all grade levels according to the nature of the subject being studied and the needs and abilities of the students. The following is a guideline for weekly homework assignments:

Kindergarten	½-1 hour	Grade 6-8	4-9 hours
Grade 1-2	1 ½-3 hours	Grade 9-12	5-10 hours
Grade 3-5	3-6 hours		

D.

STUDENT RECORDS

**NOTIFICATION OF RIGHTS UNDER FERPA
AND
THE MASSACHUSETTS STUDENT RECORDS REGULATIONS**

The Family Educational Rights and Privacy Acts (FERPA) and/or The Massachusetts Student Records Regulations afford parents and students over 14 years of age ("Eligible Students") certain rights with respect to the student's education records. Parents and students can obtain a complete copy of their rights under the Massachusetts Student Records Regulations by contacting the school principal. Such rights generally include the following:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Massachusetts General Laws Ch. 71, Section 37H states "...when a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student.

If the student does apply for admission to another school or school district, the superintendent of a school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion."

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parent or eligible student may ask their school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA and the Massachusetts Regulations authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, consultant or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

In addition, the Bridgewater-Raynham Regional School District generally discloses "directory information" without parent/eligible student consent. Such information includes a 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 in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. In the event a parent or eligible student wishes the school not to release such directory information, the student or parent should notify the school principal no later than October 1st of the current school year.

- (4) Then right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

E. Chapter 622 (Non-Discrimination)

Chapter 622 of the Massachusetts General Laws, an act prohibiting discrimination in public schools, reads as follows:

“No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation.”

If you have any questions or concerns regarding student records or the implementation of Chapter 622, please contact Central Office, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140).

F. Title IX (Non-Discrimination)

Title IX of the Federal Education Amendment of 1972, Non-Discrimination on the Basis of Sex in Educational Programs and Activities:

It is the policy of the School Committee of the Bridgewater-Raynham Regional School District not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to Central Office, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140), or to the Director of Office of Civil Rights, Department of Health and Human Services, Washington, D.C.

G. Section 504 of Rehabilitation Act of 1973

The Federal law regarding Section 504 of the Rehabilitation Act of 1973 pertains to discrimination against handicapped individuals.

In brief, Section 504 states... “no otherwise qualified handicapped individuals...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Copies of the law may be obtained from:

U.S. Department of Education
Office of Civil Rights
33 Arch Street Suite 900
Boston, Massachusetts 02110-1491
Phone: (617) 289-0111

The Office of the Superintendent of schools, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140). will coordinate the Bridgewater-Raynham Regional School District's effort to carry out the responsibilities of the regulations, including any investigation of any complaint communicated to him/her alleging the Bridgewater-Raynham Regional School District non-compliance with any part of Section 504. Complaints also may be filed directly with:

Office for Civil Rights
Region 1
33 Arch Street Suite 900
Boston, Massachusetts 02110-1491

The following four-step structured grievance procedures have been adopted to protect the rights of all persons protected by these regulations.

Step 1

Parents and Students

At the school building level, complaints are to be heard by the building principal. If the parent or student is not satisfied with the decision of the principal, he/she can continue the grievance procedure to Step 2.

Employees

At the school building level, complaints are to be heard by the employee's immediate superior and building principal. If the employee is not satisfied with the decision of the immediate superior and principal, he/she can continue the grievance procedure to Step 2.

Step 2

Parents and Students

At this level, the grievance is to be heard by the designee of the Superintendent's Office. If the parent, student or interested party is not satisfied with the decision, he/she can continue the grievance procedure to Step 3.

Employees

At this level, the grievance is to be heard by the designee of the Superintendent's Office. If the employee is not satisfied with the decision of the designee, he/she can continue the grievance procedure to Step 3.

Step 3

Parents, Students and Employees

At the School Committee level, the grievance is to be heard by the Superintendent and the Bridgewater-Raynham School Committee. If the parent, student, interested party or employee is not satisfied with the decision of the School Committee, she/he can continue the grievance procedure to Step 4.

Step 4

Parents, Students, Employees and Interested Parties

At the office of Civil Rights level, the parent, student, employee or interested party can contact the Boston Regional Office of Civil Rights, Region 1, 133 Arch Street, Suite 9, Boston, MA 02110-1491, for appropriate follow-up grievance procedures.

If you have any questions regarding Section 504 of the Rehabilitation Act of 1973, or wish to peruse the full text of the regulations, do not hesitate to contact the Office of the Superintendent of Schools, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140). Copies of the law can be obtained from the U.S. Department of Health, Education and Welfare Office of Civil Rights, Washington, D.C. 20201

H. Hazing: The Commonwealth of Massachusetts An Act Prohibiting the Practice of HAZING, Chapter 269
Section 17

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 three thousand dollars or by imprisonment in a house of correction for more than one year, or both such fine and imprisonment.

The term “**hazing**” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section.

Section 18

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

Section 19

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

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or

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

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

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

HAZING

Students who are aware of or participate in hazing practices as defined in Chapter 269, section 17 will be subject to the following sanctions:

- notification of parents
- mandatory parental conference
- notification of Police Department for possible prosecution under Chapter 269, sections 17-18
- 5 day suspension out-of-school
- not allowed to participate in any school events or co-curricular activity, including athletics, for 90 days

Upon receiving information that any group or organization is practicing hazing, the administration will refer the matter to the Police Department for possible prosecution under Chapter 269, section 17 or 18. Any organizer of said group upon being found guilty, shall be permanently excluded from any such position.

I. HARASSMENT POLICY

I. INTRODUCTION

It is the goal of the Bridgewater-Raynham Regional School District to provide equal employment for all employees, to prevent any unlawful discrimination or harassment, including sexual harassment, of any individual working at or attending our schools, and to provide a mechanism by which individuals can bring any concerns about discrimination or harassment to the District's attention.

We expect all individuals to treat each other with dignity and respect. We are committed to maintaining a safe and secure environment in which staff and students are all treated with respect. The Bridgewater-Raynham Regional School District will not condone or tolerate any harassment, discrimination, or different treatment, of or among staff or students based upon characteristics that include but are not limited to:

- Age
- Disability
- Sex (including sexual orientation)
- Race
- National Origin
- Creed
- Color

Not only does the Bridgewater-Raynham Regional School District prohibit discriminatory treatment of its staff and students by supervisors and administrators, we also will not tolerate discriminatory treatment among staff or among students, including harassment.

II. HARASSMENT AND RETALIATION

Harassment, including sexual harassment, in any form or for any reason is absolutely forbidden and violates Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1972, G.L. c.151B, and c.278s 3A of the Acts of 1996. The Bridgewater-Raynham Regional School District will not tolerate retaliation against any individual who has brought harassment or other inappropriate behavior to our attention. Retaliation is strictly forbidden, and if any individual is found to have retaliated against any individual for filing a complaint and/or cooperating in the investigation of any complaint, such action shall be grounds for separate discipline.

Harassment includes verbal or physical conduct which may or does offend, denigrate, or belittle any individual because of, or due to, any of the characteristics listed above. Such conduct includes pictures, jokes,

comments, innuendoes, graffiti, or any other behavior which creates an environment which is offensive and impairs the ability of the employees to work, and students to learn.

The Committee recognizes that employees and students have legal rights under Massachusetts and federal anti-defamation laws that are not superseded by this policy.

The student and the employee retain all state and federal protection throughout a harassment investigation; and, both can seek the remedies afforded them by state and federal law at anytime. The Committee shall take the necessary steps to ensure that the parties involved shall have the utmost protection of privacy; that is, only those persons with a need to know will be informed of the complaint.

III. DEFINITIONS

While all types of harassment are prohibited, sexual harassment requires particular attention.

Massachusetts General Laws, Chapter 151B, Section 1 (18):

The term "sexual harassment" shall mean sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when; (a) submission to or rejection of such advance, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive environment. Discrimination on the basis of sex shall include, but not be limited to sexual harassment.

Massachusetts General Laws, Chapter 151C, Section 1(e):

achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an *Sexual harassment* means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when; (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic intimidating, hostile, humiliating or sexually offensive educational environment.

Title VII of the 1964 Civil Rights Act:

Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature constitute sex harassment when; 1) submission to such conduct is made a term or condition of employment, 2) submission or rejection of such

conduct is used as a basis for employment decisions or 3) such conduct unreasonably interferes with work performance, or creates an intimidating, hostile or offensive working environment.

Examples of Sexual Harassment:

Sexual harassment may include but is not limited to:

- (1) Verbal harassment or abuse;
- (2) Subtle unwelcome pressure for sexual activity;
- (3) Inappropriate patting or pinching;
- (4) Intentional unwelcome brushing against an employee's (co-workers)/ student's body;
- (5) Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- (6) Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
- (7) Any sexually motivated unwelcome touching;
- (8) Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life. Comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- (9) Displaying sexually suggestive objects, pictures, cartoons;
- (10) Unwelcome leering, whistling, sexual gestures, suggestive or insulting comments;
- (11) Inquiries into one's sexual experiences;
- (12) Discussion of one's sexual activities

IV. INVESTIGATION

The *Harassment Investigator* is the person appointed by the Committee to investigate charges of *harassment*. The *Harassment Investigators shall* both be employees and people the students feel comfortable approaching with such a charge. The Bridgewater-Raynham Regional School District's *Harassment Co-Investigators* and Title IX Coordinators are:

Mr. Brian Lynch
166 Mt. Prospect Street,
Bridgewater, MA. 02324
(Telephone # (508)-279-2140).

Complainant and Respondent:

Complainant is the person bringing forth the charge of harassment.

Respondent is the person charged with harassment.

Reasonable Man/Reasonable Woman Standard:

The *Harassment Investigator* shall employ either a *reasonable man* or a *reasonable woman* standard, depending upon the sex of the *complainant*, when investigating a charge of harassment. That is, would a *reasonable man* or a *reasonable woman* perceive the conduct of the *respondent* as harassment.

Reprisal:

A *reprisal* is an action that is retaliatory in nature. Any other form of harassment shall be considered a reprisal. For example, *respondent* is a supervisor/teacher and gives *complainant* an undeserved negative evaluation/grade because *complainant* brought the claim of harassment against the *respondent*.

Employee(s):

Employee(s) shall be read to mean: administrators, teachers, clerical, cafeteria workers, educational assistants, custodial staff, and anyone else employed by, or a volunteer of the Committee.

Harassment may encompass an accumulation of incidents, and not just one incident; i.e. a joke, etc. that may seem innocuous when said the first time but continues after *complainant* states that she/he is offended by that type of remark/joke/etc. The following *Procedure* section refers to an "incident" of harassment but also means the accumulation of "incidents" to the point of harassment.

Persons who need to know:

Persons who need to know shall include, at the appropriate time(s), the *respondent*, any witnesses, the *Harassment Investigator*, the representatives present in the investigation interviews, the complainant's parent(s)/guardian(s) if *complainant* is a student, the Superintendent, and the Committee.

Procedure:

When complainant is a student:

If a student confides in an employee that the student, or another student, has been treated inappropriately by either another student or an employee of the Committee, the employee shall **immediately** bring the matter to the attention of the building Principal or Assistant Superintendent. If the Principal/Assistant Superintendent determines that the actions meet the criteria of harassment, the *Harassment Investigator* will immediately be contacted.

The Harassment Investigator shall:

- (1) notify the student and her/his parent(s)/guardian(s) that the student's claim of harassment has been referred to the *Harassment Investigator* for an investigation.
- (2) notify the proper authorities, if the situation warrants such obligation.
- (3) notify the *respondent* of the charge against her/him and inform her/him that she/he may have a representative present when interviewed by the *Harassment Investigator*.
- (4) interview the *complainant* with parent(s)/guardian(s) and/or legal representation present.
- (5) interview the *respondent* with union representation or legal representation present, if requested.
- (6) interview the employee who notified the Investigator of the claim of harassment.
- (7) interview any witnesses to the harassment; and,
- (8) submit a written determination to the Superintendent.
- (9) re-interview the *complainant* and the *respondents*, under the same circumstances as the first interview, if the *Harassment Investigator* believes more information or clarification is necessary. Or, the *Harassment Investigator* may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.

The *Harassment Investigator* shall document the statements of the *complainant*, the *respondent*, and the witnesses, as to (a) the date(s) of the alleged incident(s); (b) the dates of the meetings with the interested parties; and (c) the persons present at the meetings.

Complainants, *respondents*, and witnesses shall have the opportunity to review their statements and confirm that the *Harassment Investigator* has reported their statements and the meetings accurately. The parties shall then sign their statements. In the case of a minor student, the student's parent(s)/guardian(s) shall co-sign the statement.

The Superintendent shall:

- (1) notify the *complainant* and the *respondent* that a determination has been made; and,
- (2) determine whether action needs to be taken

If action is taken, the Superintendent shall notify the Committee in the same manner as she/he would in other serious matters.

Action shall consist of but not be limited to one of the following:

- (1) warning
- (2) suspension
- (3) dismissal, following all due process procedures
- (4) expulsion

SHOULD HARASSMENT BE OF THE LEVEL OF ASSAULT OF A MINOR, THE PROPER AUTHORITIES WILL BE NOTIFIED AT ANY POINT IN TIME DURING THE INVESTIGATION. THE SCHOOL COMMITTEE'S INVESTIGATION, THROUGH ITS *HARASSMENT INVESTIGATOR*, SHALL BE SEPARATE BUT THE SCHOOL COMMITTEE WILL COOPERATE WITH THE AUTHORITIES.

When the complainant is an employee:

If an employee believes that she/he has been harassed, she/he shall report the incident immediately to the *Harassment Investigator*, or a person with whom the *complainant* feels the most comfortable reporting such a matter (e.g. union representative, supervisor). If the harassment is not reported to the *Harassment Investigator* initially, the person to whom it was reported shall notify the *Harassment Investigator* immediately upon learning about the harassment.

After the report of harassment, the *Harassment Investigator* shall immediately begin the investigation. The investigation shall consist of:

- (1) interviewing both the *complainant* and the *respondent*, individually and privately, unless the presence of a union representative or other legal representative is requested.
- (2) documenting the statements of both the *complainant* and the *respondent* by noting:
 - (a) the date(s) of the alleged incident(s);
 - (b) the date(s) of the meetings with the *complainant* and the *respondent*;
 - (c) the persons present at the meetings, and ;
 - (d) the names of persons given as witnesses.
- (3) interviewing any witnesses named by either the *complainant* or the *respondent*, individually and privately, unless the presence of a union representative or other legal representative is requested.
- (4) documenting the statements of the witnesses, who will sign-off as to the validity of the statements; and,
- (5) re-interviewing the *complainant* and the *respondent*, under the same circumstances as the first interview, if the *Harassment Investigator* believes more information or clarification is necessary. Or, the *Harassment Investigator* may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.

The *complainant* and the *respondent* shall both verify the *Harassment Investigator's* documentation of their individual statements as to the incident(s) of harassment, by signing the *Harassment Investigator's* notes of the meeting(s), making any corrections to their own statements, if necessary.

The *respondent* shall be informed of the *complainant's* identity and shall also be informed that reprisals against the *complainant* shall/will not be tolerated.

Within a reasonable time of the submission of the complaint of harassment and completion of the investigation:

- (1) the *Harassment Investigator* shall file a written report which shall include her/his findings of fact with the Superintendent.
- (2) the Superintendent shall determine what action shall be taken, if any.
- (3) if the charge is substantiated, the action to be taken shall consist of, but not be limited to, one of the following:
 - (a) warning
 - (b) suspension
 - (c) dismissal
 - (d) expulsion
- (4) the action of the Superintendent shall be taken as soon as possible following the submission of the *Harassment Investigator's* report.
- (5) if action is taken, then said action shall be placed in the *respondent's* personnel file.

If the *Harassment Investigator's* findings do not substantiate the charge of harassment, then the charge is not placed in the *respondent's* personnel file.

When complainant is an employee and respondent is a student:

If an employee believes that she/he has been harassed by a student, the employee shall report the incident(s) immediately to the *Harassment Investigator*.

After the report of harassment, the *Harassment Investigator* shall immediately commence the investigation. The *Harassment Investigator* shall:

- (1) notify the parent(s)/guardian(s) of the student *respondent*;
- (2) interview the *complainant* with union representation or legal representation present, if requested;
Harassment Investigator may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.
- (3) interview the student *respondent* with parent(s)/guardian(s) and/or legal representation present;
- (4) document the statements of both the *complainant* and the student *respondent* by noting
 - (a) the dates of the alleged incident(s),
 - (b) the dates of the meetings with the *complainant* and the *respondent*,
 - (c) the persons present at the meetings, and,
 - (d) the names of persons given as witnesses;

- (5) interview any employee witnesses named by either the *complainant* or the *respondent*, individually and privately, unless the presence of a union representative or other legal representative is requested;
- (6) interview any student witnesses, named by either the *complainant* or the *respondent*, with either parental approval or the parent(s)/guardian(s) and/or legal representative present;
- (7) document the statements of the witnesses, who will sign-off as to the validity of the statements; and,
- (8) re-interview the *complainant* and the *respondents*, under the same circumstances as the first interview, if the *Harassment Investigator* believes more information or clarification is necessary.

The *complainant* and the student *respondent* shall both verify the *Harassment Investigator's* documentation of their individual statements as to the incident(s) of harassment, by signing the *Harassment Investigator's* notes of the meetings, making any corrections to their own statements, if necessary.

Within a reasonable time of the submission of the complaint of harassment and completion of the investigation:

- (1) the *Harassment Investigator* shall file a written report which shall include her/his findings of fact with the Superintendent;
- (2) the Superintendent shall determine what action shall be taken, if any;
- (3) the action to be taken may include, but not be limited to:
 - (a) an apology to the victim;
 - (b) participation in a workshop in awareness of harassment;
 - (c) detention;
 - (d) researching and writing a paper on the topic of harassment;
 - (e) counseling;
 - (f) suspension or expulsion -- the procedure for suspension will follow the procedure set forth in the Student Handbook for serious offenses.
- (4) the action of the Superintendent shall be taken as soon as possible following the submission of the *Harassment Investigator's* report;
- (5) if action is taken, then said action shall be placed in the student *respondent's* file.

If the *Harassment Investigator's* findings do not substantiate the charge of harassment, then the charge is not placed in the student *respondent's* file.

V. SAFEGUARDS

REPRISAL AGAINST THE COMPLAINANT OR ANY WITNESSES AFTER NON - FINDING SHALL NOT BE TOLERATED.

BOTH THE *COMPLAINANT* AND THE *RESPONDENT* SHALL BE PROVIDED WITH A COPY OF THE *HARASSMENT INVESTIGATOR'S* REPORT.

CONFIDENTIALITY WILL BE MAINTAINED TO THE BEST ABILITY OF THE *HARASSMENT INVESTIGATOR*. THE PERSONS WHO NEED TO KNOW WILL BE THE ONLY ONES TO BE TOLD THE NAMES OF THE PARTIES.

If either the *complainant* or the *respondent* is dissatisfied with the results of the investigation of the harassment charge, she/he may discuss her/his dissatisfaction directly with the Superintendent. If still dissatisfied, she/he may turn to the grievance procedure set forth in the applicable collective bargaining agreement.

At all times, the parties retain all rights under state and federal laws, and are free to avail themselves of those rights.

If an individual believes that she/he has been subjected to harassment, she/he may file a formal complaint with either or both of the government agencies set fourth below. Using the District's complaint process does not prohibit an individual from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

The United States Equal Employment Opportunity Commission
("EEOC")

1 Congress Street - 10th Floor
Boston, MA 02114
(617) 565-3200

The Massachusetts Commission Against Discrimination ("MCAD")
Boston Office:

One Ashburton Place - Rm. 601
Boston, MA 02108
(617) 727-3990

The Committee issues this policy to provide measures to fight harassment at a level below litigation; but, the Committee does not intend to usurp any rights guaranteed under state or federal laws.

Copies of this policy shall be given on an annual basis to each student and employee of the Committee--either as a part of a handbook or by the normal route for disseminating important notices--and posted in conspicuous places: i.e., places where employees gather and are most likely to see the postings.

The Committee shall arrange trainings for the students and employees to explain the policy and sensitize students and employees to harassment. Sources utilized in forming this policy include:

Who's Hurt and Who's Liable: Sexual Harassment in Massachusetts Schools, Massachusetts Board of Education (1986)

Sexual Harassment in the Schools: Preventing and Defending Against Claims,

Gregory, Gwendolyn H., Naomi E. Giltens, et al., eds.
Revised Edition, NSBA Council of School Attorneys (1993).

Approved by the Bridgewater-Raynham Regional School Committee:
June 23, 1999

Users are allowed to access many areas of the Internet but are reminded that each area has its own policies and procedures. It is the user's responsibility to be knowledgeable of and abide by each area's specific policies and procedures. Students are responsible for good behavior on-line just as they are in a classroom or other area of the school. Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited) to the following:

Violation of this action will result in possible loss of Internet privileges and/or disciplinary action pursuant to the student discipline policy and/or prosecution under state and federal law. A parent conference will be required for re-instatement Internet use.

(Offenses #1, 2, 3 and 4 will result in termination of Internet privileges for the remainder of the school year and/or prosecution under state and federal law.)

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. In signing this permission form, you are giving your daughter or son permission to have unrestricted access to the Internet.

Approved by the Bridgewater-Raynham Regional School Committee:
April 24, 2002

J. PARENT NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with the Massachusetts General Laws Chapter 71, Section 32A, the Bridgewater-Raynham Regional School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

- (1) exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
- (2) inspect and review program instruction material for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may prefer meeting with the principal or sending a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

Approved by the Bridgewater-Raynham Regional School Committee:
June 25, 1997

A copy of this policy has been filed with the Massachusetts Department of Education.

K. BULLYING

Bullying is the repeated use by one or more of students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- a) causes physical or emotional harm or damage to the victim's property.
- b) places the victim in reasonable fear of harm to either himself or his property.
- c) creates a hostile environment.
- d) infringes on the rights of the victim.
- e) disrupts the education process or operation of the school.

L. PHYSICAL RESTRAINT POLICY

The authority, scope, purpose and construction of the use of physical restraint is promulgated by 603 CMR 46.00 in effect April 2, 2001.

If a student exhibits escalating behavior, staff will utilize the following options to assist the student to regain behavioral control: a time-out or an emergency counseling session. If the student exhibits behavior that is aggressive or assaultive and staff assesses that student to be a danger to self, others or property, physical restraint will be initiated. Physical restraints will not be used as a form of discipline or punishment for non-compliance with staff requests or school rules.

A written incident form is completed for each restraint that is implemented. Parents are notified by telephone, and a copy of the incident report is provided. Incident reports are maintained in the student's permanent record. Selected school district staff will be trained and certified in passive restraint techniques. All school staff will be given an orientation, each year, regarding the Behavioral Management/Physical Restraint Protocol. This Protocol is available for review in each school's main office.

M. CLASSROOM OBSERVATIONS

Classroom observations by individuals will be arranged at the discretion of the building administrator. The length of time of the observation will be considered in light of the disruption it might cause students and the instructional venue. The district reserves the right to ensure that all classroom observers are accompanied and to perform its own observation concurrently.

**SCHOOLWORK POLICY
FOR
INTERNAL AND EXTERNAL SUSPENSION**

INTERNAL SUSPENSION

- Students will be required to complete work in each assigned subject area.
- Work not done during the day will be completed for homework.
- Completed work will be placed in the teacher's mailbox at the end of each day of in-school suspension.
- Tests and quizzes will be given in the suspension room.
- Work not completed will result in a zero as a grade.
- Students are expected to be quiet and respectful during their time in suspension.
- Any student referred to the office from in-school suspension will be required to complete an additional day of suspension.

EXTERNAL SUSPENSION

- A packet of schoolwork will be available, and **MUST BE PICKED UP** in the main office at the end of the next school day. If work is not picked up and therefore not completed, a zero will be issued.
- The student is responsible for making arrangements to make up all tests and quizzes within 5 days after returning to school.
- All assigned schoolwork is due on the day of re-entry to school.
- Any work not completed will result in a zero as a grade.

Parent Signature: _____

Student Signature: _____