

# Brockton Public Schools



*Home of the Boxers*

## Brockton High School Student/Parent Handbook 2019-2020



[www.bpsma.org](http://www.bpsma.org)





City of Brockton

BROCKTON PUBLIC SCHOOLS

Michael P. Thomas ♦ Interim Superintendent of Schools

Dr. Clifford Murray, Principal  
Brockton High School

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August 2019

Dear Parent/Guardian and Student:

Attached are the rules and regulations for ***Brockton High School***. These rules and regulations have been prepared by the high school administration and approved by the Brockton School Committee.

Students and parents should acquaint themselves with the contents of this booklet. Every organization, particularly one as large as Brockton High School, must have a set of guiding principles by which to operate. The rules and regulations set forth in this manual have been formulated to ensure a safe and orderly atmosphere in which meaningful education can take place. Additionally, these rules also provide students with a set of standards for individual behavior.

It is our sincere hope that all parents will work with the school to prevent problems before they happen. We encourage parents to maintain contact with teachers, guidance counselors and administrators on a regular basis in an effort to resolve minor issues before they become major problems. We stand ready to assist you.

For reasons of safety, Photo ID's must be worn conspicuously by all students, attached to a lanyard worn around the neck.

Both students and parents should also be reminded of the school's use of surveillance cameras. School cameras are operated under the supervision and authority of the Brockton Police Department and access to any recordings is at the discretion of the BPD.

Best wishes to both students and parents as we begin a new school year.

Very truly,

Dr. Clifford Murray  
Principal

**NOTE: THE STUDENT'S SIGNATURE AFFIXED TO THIS DOCUMENT INDICATES THAT THE STUDENT HAS RECEIVED, READ AND FULLY UNDERSTANDS THE BROCKTON HIGH SCHOOL STUDENT-PARENT HANDBOOK. PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE STUDENT TO SHARE THIS HANDBOOK WITH ONE'S PARENT/GUARDIAN AND ANY QUESTIONS REGARDING ITS CONTENT SHOULD BE BROUGHT TO THE ATTENTION OF THE DEAN.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

***FRESHMAN STUDENTS MUST HAVE THIS SHEET SIGNED AND RETURNED TO SCHOOL***





## Media Release for Students

(Parent/Guardian Release --- For School Use)

From time to time schools are asked by the media to interview and/or photograph students as part of coverage of positive school events. To allow that to happen we need to have the permission of the students' parents or guardians. By checking the "grant" box and signing your permission on this form, you are indicating that you are agreeing to allow the use of such materials for the 2019-2020 school year. Please sign and return this form to your child's teacher.

**I hereby** (please check one box)

**GRANT Permission**

**DO NOT GRANT Permission**

for the \_\_\_\_\_ School to publish, copyright, or use all films, photographs, computer-generated imagery, and printed and spoken words in which my son/daughter is included, whether taken by staff, students, or others. I further agree that the school can use these photographs, films and words for any exhibitions, displays, web pages and publications, without reservation or compensation, for the 2019-2020 school year.

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





City of Brockton

BROCKTON PUBLIC SCHOOLS

Michael P. Thomas ♦ Interim Superintendent of Schools

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**Military Recruiters Opt-Out**

Dear Superintendent,

Section 8528 of the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeed Act (ESSA) requires schools to release student’s private information to military recruiters unless we opt-out in writing.

\_\_\_\_\_ **As a parent/legal guardian,** I am exercising the right to request that you do not turn over the name, address, telephone numbers, and school records of the student listed below to the Armed Forces, Military Recruiters, or Military Schools.

\_\_\_\_\_ **I am a student of 18 years of age or older,** and I request that my own name, address, telephone number, and school records not be released to the Armed Forces, Military Recruiters, or Military Schools.

Student Name: \_\_\_\_\_

Brockton High School

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_







## Student Record Directory Information Opt-Out

State law (603 CMR 23.07) permits the Brockton Public Schools to release the following directory information without the consent of the eligible student or parent: 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.

If you wish to **OPT OUT** of this information sharing and have the school withhold all or part of your student's directory information, **PLEASE FILL OUT THE FORM BELOW** and return it to your student's school.

By checking the box below, I hereby **OPT OUT** and do not permit the student's personally identifiable directory information to be released as part of its information sharing.

**I hereby, OPT-OUT and DO NOT PERMIT the student's personally identifiable directory information to be released as part of its information sharing.**

School Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's  
Name \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Parent Health Screening Opt-Out Letter**

Dear Parent/Guardian:

This year, the school district will be performing the following health screenings on students in Brockton Public Schools:

- **Vision** - Kindergarten through fifth grade, seventh and ninth grades
- **Hearing** - Kindergarten through third grade and seventh and ninth grades
- **BMI** (height and weight)-First, four, seventh and ninth grades
- **Scoliosis (Postural)** - fifth grade through ninth grade
- **Screening Brief intervention and referral to treatment (SBIRT)**-seventh and ninth grade.

Brockton Public Schools will participate in SBIRT, which is a public health approach to delivering early intervention to anyone who uses alcohol and/or drugs in unhealthy ways. Because school nurses and counselors are uniquely positioned to discuss substance use among young people, it is recommended that schools allow for opportunities for appropriately trained staff to reinforce prevention, screen for substance use, provide counseling and make referrals as necessary to all adolescents, including students in upper elementary and middle school grades. Adolescent Screening, Brief Intervention, and Referral to Treatment (SBIRT) focuses on prevention, early detection, risk assessment, brief counseling and referral intervention that can be utilized in the school setting. School nurses will use a validated screening tool to detect risk for substance use-related problems and to address them at an early stage in adolescents.

If your child is tested, and the results are not in the "normal" range for the test, you will be notified by letter. If you receive one of those letters, it is recommended that you take your child to a doctor or healthcare provider for an evaluation.

**If you want your child to participate in the screenings for his/her grade, no further action is required.**

If you **DO NOT** want your child to participate in any or all of the screenings, please complete the bottom portion of this letter and return it to your child's school.

If you have any questions, **please feel free to call Health Services at (508) 580-7470**

**IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN HEALTH SCREENINGS  
PLEASE INDICATE BELOW**

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

*I do **NOT** wish to have my child participate in the following screenings. Check to ones that apply:*

VISION \_\_\_\_\_

HEARING \_\_\_\_\_

BMI \_\_\_\_\_

SCOLIOSIS \_\_\_\_\_

SBIRT \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## Health Screenings & Physical Examinations

Required Physicals: Preschool/Kindergarten, Grades 4,7, & 9

Vision: Grades K-5, 7,9 with referrals as needed

Hearing: Grades K-3, 4, 7, 9 with referrals as needed

Annual Height/Weight (Body Mass Index): Grades 1,4,7 & 9

Postural Screenings for Scoliosis: If you wish your child to be screened for scoliosis, please contact your school nurse.

## Youth Risk Survey

Periodically, the Massachusetts Department of Elementary and Secondary Education requests our school department to perform random surveys that monitor youth risk behaviors related to the leading causes of morbidity and mortality among adolescents as well as other health indicators. Public High School students are often surveyed from a scientifically selected random sample of schools across the Commonwealth. The data collected is used to identify critical areas of need for our school. This information assists the district with adjusting learning opportunities for our students as well as implement critical programs that focus on these health issues. Students do have the right to “opt out” and if you do not want your son/daughter to participate in these surveys, you should notify school administration of your wishes, and they will be honored.

## Brockton Public Schools Responsible Use Policy

### Students

The Brockton Public Schools provides access to technology in order to enhance digital literacy for all students and staff. As educators we must: expose students to available technologies, encourage exploration, promote digital citizenship and ensure students have opportunities to demonstrate technological skill in preparation for life after school.

The Brockton Public Schools will work with families to convey expectations children should follow when using media and information sources. To that end, families should be aware that Brockton Public Schools intends to incorporate network use, internet access and email in the grade levels identified below. The Brockton Public Schools utilizes CIPA (Children’s Internet Protection Act) compliant blocking and/or filtering safeguards required by law, and will make every reasonable effort to minimize the chance or exposure to objectionable material on the Internet. These measures, coupled with user education, implementation of this policy and grade-appropriate supervision, the Brockton Public Schools believes that the Internet can be safely used to enhance the delivery of educational services.

- a. *Grades Kindergarten through Three:* Students at these grade levels will not have individual computer network passwords or e-mail accounts. During school time, teachers of students in grades kindergarten through three will guide them toward appropriate materials. Web access at these grade levels will be limited to teacher-directed and teacher-demonstrated use. Students will not be conducting independent research on the Internet, nor will they be sending or receiving electronic mail independently.
- b. *Grades Four and Five:* Students in grades four and five will be given individual network access and passwords. Students at these grade levels will not be issued individual e-mail accounts. Students at these grade levels may have the opportunity to conduct research via the Web in the classroom, and to access electronic mail for a group account, during directly supervised instruction.
- c. *Grades Six through Twelve:* Students in grades six through twelve will be given individual network access passwords and receive individual e-mail accounts. Students at these grade levels will have the opportunity to access the internet and conduct independent, self-directed research, both during classroom instruction and outside of classroom. This will be under the direct or indirect supervision of a teacher or staff member.

In order for students to be granted independent access to the internet or individual e-mail accounts, they must agree to and abide by the *Guidelines for Student Use*. For students under 18, parents must sign the Brockton Public Schools *Responsible Use Agreement* form before students will be permitted to gain independent access to the internet or individual email accounts. If the Brockton Public Schools does not receive a signed user agreement, students will continue to have the opportunity to access the internet during supervised classroom instruction.

## Guidelines for Student Use

Access to BPS' computer network, including the Internet, is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Brockton Public Schools. A violation of the terms of this Responsible Use Policy may result in suspension or termination of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the Brockton Public Schools. Further action may include criminal prosecution where applicable. The Brockton Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Brockton Public Schools computer network.

The Brockton Public Schools is committed to providing ongoing educational support to students around responsible digital citizenship. Before being permitted to access the Brockton Public Schools email system, all students are required to complete the Brockton Student Responsible Use Policy and Guideline Tutorial. Once completed, the student will be given grade-appropriate access to technologies. With this access, students are expected to adhere to the guidelines outlined in the BPS Responsible Use Policy and Guidelines.

1. Violations of this Responsible Use Policy include, but are not limited to, the following conduct:
  - Cyberbullying, using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
  - Sending messages or posting information that would likely result in the loss of a recipient's work or system (e.g., viruses, malicious scripts).
  - Participating in unauthorized activities which would cause congestion of the network or interfere with the work of others such as the use of prohibited file sharing sites.
  - Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
  - Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
  - Attempting to harm, modify, or disseminate another user's personal information including passwords.
  - Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any security established on the network.
  - Using social networking sites, discussion groups, chat rooms, instant messaging, or other forms of online conversation except with prior staff approval and for educational purposes only.
2. The Brockton Public Schools assumes no responsibility for:
  - Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
  - Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
  - Any cost, liability or damages caused by a user's violation of these guidelines
3. The Brockton Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Brockton Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
4. All messages and information created, sent or retrieved on the network are the property of Brockton Public Schools. The Brockton Public Schools reserves the right to access and monitor all messages and files on the computer system, including web pages accessed, as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources, investigating allegations of improper use and conducting routine network maintenance. By participating in the school district's computer network, users are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
5. Any users caught illegally obtaining software or transferring such software through the network may have their accounts revoked. In such an event, the user's network access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.
6. Should a user, while using the Brockton Public Schools Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Brockton Public Schools, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.
7. Any user who is issued a username and password must ensure that they protect that username and password and refrain from sharing it with anyone. If a user believes their username and password has been compromised or knowingly or unknowingly shared, that user is obligated to share this information with a teacher or his/her principal so that the password and/or user name shall be changed.
8. The Brockton Public Schools reserves the right to seek restitution from any user for costs incurred by the district, including legal fees, due to such user's inappropriate use of electronic resources considered confidential.
9. Any user who chooses to bring their own device (BYOD) and accesses the BPS network through that personal device is expected to adhere to the BPS Responsible Use Policy and Guidelines.

The Brockton Public Schools administration reserves the right to amend this policy at any time without prior notice.

## Core Values and Beliefs

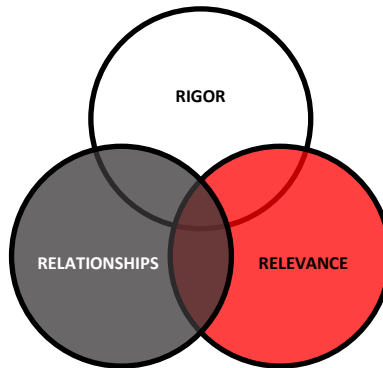
*The Brockton High School community teaches our students in a safe, supportive environment the knowledge, skills values, and behaviors necessary to become responsible and productive members of a diverse society.*

### Rigor

- Promotes the development and use of high quality research-based “best practices” for effective instruction
- Utilizes data and on-going evaluation and revision to develop curriculum, inform instructions practices, implement interventions and design professional development.
- Established high academic standards and measures their attainment using local, state, and national assessments

### Relationships

- Engages with family and community partners in the educational process
- Involves students and families in setting academic goals and celebrating accomplishments
- Enhances intellectual and emotional connections among adults and students
- Encourages and fosters positive and effective communication and working relationships with students, families and the community
- Provides a safe, respectful, responsive, and inclusive learning environment that promotes physical, emotional, social and mental wellness
- Encourages responsible and democratic leadership in community and society



### Relevance

- Creates a learning environment that models and reflects understanding and appreciation of diverse cultures
- Provides opportunities and resources to promote student success in a 21<sup>st</sup> century society
- Provides a myriad of enrichment programs and extra-curricular activities designed to develop students’ talents, creativity and self-esteem
- Enhances learning opportunities through interdisciplinary collaboration and technological opportunities
- Strives to meet the individual needs of our students by promoting greater personalization
- Monitors and ensures personal growth through assessment, decision-making and goal-setting
- 

## 21<sup>st</sup> Century Learning Expectations

Across all disciplines, our students will demonstrate:

### Academic Skills

- Literacy in reading, writing, speaking and reasoning
- Innovation, flexibility and adaptability in thinking patterns and work habits
- The ability to frame, analyze, and synthesize information in order to solve problems, answer questions and apply (knowledge) to new situations
- Creativity through self-expression

### Civic And Social Skills

- Appreciate, respect and understanding of similarities and differences among people
- Personal responsibility, character and ethical behavior
- Cooperation and collaboration to solve problems and accomplish goals

### Technological Skills

- Productive use and understanding of technology
- Use of technology to obtain, exchange, evaluate, and organize information
- Ability to select appropriate technology for a given task

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# Boxer PRIDE



<p><b>POSITIVE</b></p>	<ul style="list-style-type: none"> <li>• <i>Being Optimistic</i></li> <li>• <i>Turning Obstacles in opportunities</i></li> <li>• <i>Being Supportive of others</i></li> <li>• <i>Welcoming challenges</i></li> </ul>
<p><b>RESPECTFUL</b></p>	<ul style="list-style-type: none"> <li>• <i>Treating others how you would expect to be treated</i></li> <li>• <i>Being helpful</i></li> <li>• <i>Listening to others</i></li> <li>• <i>Recognizing and honoring diversity</i></li> <li>• <i>Accepting responsibility for your actions</i></li> </ul>
<p><b>INCLUSIVE</b></p>	<ul style="list-style-type: none"> <li>• <i>Allowing all voices to be heard</i></li> <li>• <i>Willing to work with anyone</i></li> <li>• <i>Making sure no one is left out</i></li> <li>• <i>Inviting others in</i></li> </ul>
<p><b>DETERMINED</b></p>	<ul style="list-style-type: none"> <li>• <i>Never giving up</i></li> <li>• <i>Working hard toward achieving your goals</i></li> <li>• <i>Staying focused</i></li> <li>• <i>Engaging in class and not opting out</i></li> </ul>
<p><b>ETHICAL</b></p>	<ul style="list-style-type: none"> <li>• <i>Making logical and moral decisions</i></li> <li>• <i>Being honest</i></li> <li>• <i>Showing integrity</i></li> <li>• <i>Making the right choice despite what others think</i></li> <li>• <i>Encouraging others to do the right thing</i></li> </ul>



# Brockton Public Schools

## 2019-2020 Academic Calendar

Teachers Report	Tuesday	September 3, 2019
First Day of School for Students	Wednesday	September 4, 2019
First Day of PreK & Kindergarten	Monday	September 16, 2019

**✂ Schools are closed on the following HOLIDAYS and VACATION PERIODS ✂**

LABOR DAY	Monday	September 2, 2019
COLUMBUS DAY	Monday	October 14, 2019
ELECTION DAY*	Tuesday	November 5, 2019
VETERANS' DAY	Monday	November 11, 2019
THANKSGIVING RECESS	Wednesday-Friday	November 27 - 29, 2019
CHRISTMAS RECESS	Monday-Wednesday	December 23, 2019 - January 1, 2020
MARTIN LUTHER KING JR. DAY	Monday	January 20, 2020
WINTER RECESS	Monday-Friday	February 17 - 21, 2020
SPRING RECESS	Monday-Friday	April 20-24, 2020
MEMORIAL DAY	Monday	May 25, 2020
BHS GRADUATION EXERCISES	Saturday	June 6, 2020
LAST DAY OF SCHOOL*	Wednesday	June 24, 2020

This calendar complies with student learning time regulations 603 CMR 27.00 by scheduling 185 school days for all students. If there are no school cancellations, the 185 scheduled days will be adjusted to 180 school days and the last day of school will be June 17, 2020.

*Approved by the Brockton School Committee on March 5, 2019*

## I. General Policies and Information

### Important Phone Numbers

#### School Department

Superintendent's Office	(508) 580-7511
Guidance Office	(508) 580-7521
Attendance Office	(508) 580-7518

#### Brockton High School

Administration	(508) 580-7633	Nurse's Office	(508) 580-7691
Guidance Office	(508) 580-7477	School Police	(508) 580-7611
Special Education	(508) 580-7623	Project GRADS	(508) 580-7493
Bilingual Education	(508) 580-7627		

#### Green Building

Dean	(508) 580-7411
Assistant Dean	(508) 580-7051
Guidance	(508) 580-7415
IRC	(508) 580-7451

#### Azure Building

Dean	(508) 580-7431
Assistant Dean	(508) 580-7056
Guidance	(508) 580-7435
IRC	(508) 580-7453

#### Red Building

Dean	(508) 580-7421
Assistant Dean	(508) 580-7054
Guidance	(508) 580-7425
IRC	(508) 580-7452

#### Yellow Building

Dean	(508) 894-4400
Assistant Dean	(508) 894-4403
Guidance	(508) 894-4405
IRC	(508) 580-7454

### Media Release Policy

From time to time Brockton High School receives requests from media outlets to interview, audio tape and videotape students as part of their reporting of programs and events at the school. Additionally, Brockton Public Schools has a web page, and occasionally digitized images of students are displayed, again, as part of the reporting of positive events at the high school.

**Should you as parent/guardian (or adult student) object to the inclusion of your son/daughter (or yourself as an adult student) in such media events, you should notify school administration of your wishes in writing, and they will be honored.**

Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials that may be deemed inappropriate while using the Brockton Public Schools Internet account, the user shall refrain from downloading this material, and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence. In addition, the Brockton Public Schools take no responsibility for any information or materials that are transferred through the Internet.

### Inclement Weather Procedures

**IMPORTANT INFORMATION FOR ALL STAFF MEMBERS, STUDENTS AND PARENTS/GUARDIANS REGARDING SCHOOL CANCELLATIONS, DELAYED OPENINGS, AND EARLY SCHOOL DISMISSAL UNDER ADVERSE WEATHER CONDITIONS:**

#### School Cancellations

In the event of inclement weather, local and Boston media makes announcements regarding school cancellations. The **NO SCHOOL** announcements for the Brockton Public Schools are made locally by radio station **WATD (95.9 FM)**, by Boston radio station **WBZ (1030 AM)** and by **Boston Television Channels 4, 5 and 7**. Cancellations are also posted on our website: **www.bpsma.org** and are reported to parents via phone notifications.

If the Brockton Public Schools are cancelled due to inclement weather, all school facilities will be closed on that day. All Community School, neighborhood school and adult evening classes will also be cancelled. There may be occasions when the Superintendent may decide to close pre-kindergarten only.

Depending upon the severity of the weather conditions and how they impact on the health and safety of students in the Brockton Public Schools, it may be necessary to delay the start of the school day or to dismiss students before their customary dismissal times. These options would be implemented only under certain conditions. As usual, parents should use their own judgment whether or not to send their children to school in severe weather.

## Delayed School Openings

The Brockton Public Schools reserves the right to delay the opening of school to deal with unusual conditions that may exist on a particular school morning. The district may opt to delay school by one hour, 90 minutes or 120 minutes. Delays would affect only the opening of school with dismissals taking place at regularly scheduled times. All Smart Start Extended Day morning programs will open at 8:00 AM instead of 7:00 AM. Afternoon sessions will be held as normally scheduled. When delays are announced, the opening of school will occur one hour, 90 minutes or 120 minutes later than normal according to the following schedule (dismissal time will not be affected):

	<b>1-hour delay start</b>	<b>90-Minute Delay Start</b>	<b>2-Hour Delay Start</b>
Brockton High School	8:20 AM	8:50 AM	9:20 AM
Huntington Therapeutic Day School	8:20 AM	8:50 AM	9:20 AM
Gilmore School	8:35 AM	9:05 AM	9:35 AM
Champion High School	9:00 AM	9:30 AM	10:00 AM
Frederick Douglass Academy	9:00 AM	9:30 AM	10:00 AM
Middle Schools	9:05 AM	9:35 AM	10:05 AM
Davis K-8 School	9:15 AM	9:45 AM	10:15 AM
Raymond School	9:15 AM	9:45 AM	10:15 AM
Barrett Russell ECC	9:10 AM	AM Session Cancelled	
Kindergarten & Elementary Schools	10:00 AM	10:30 AM	11:00 AM
Edison Academy	According to Principal		

School transportation pickups will occur one hour, 90 minutes or 120 minutes later than normal. School lunches will be served at their regular times.

The same media that make school cancellation announcements will announce the delay.

**Parents are not to send or drop off their children early on days when a delayed opening has been announced.**

## Early School Dismissals

In the event that severe weather conditions develop after the start of the school day, it may become necessary to release students before the scheduled dismissal time. The decision to release early will be made in the interest of the health and safety of the students and will be announced by the same media that make school cancellation announcements no later than 10:00 a.m.

Early dismissals will take place according **to the early dismissal schedule for in-service days** unless unusual conditions dictate otherwise. The customary schedule for in-service early dismissals is as follows:

Barrett Russell ECC	10:40 AM
Brockton High School	11:00 AM
Champion High School	11:00 AM
Frederick Douglass Academy	11:00 AM
Huntington Therapeutic Day School	11:00 AM
Davis K-8 School	11:30 AM
Raymond School	11:30 AM
Middle Schools	11:30 AM
Kindergarten & Elementary Schools	12:15 PM
Gilmore School	12:25 PM
No Pre-K Afternoon Session	

**WHEN SCHOOL IS CANCELLED, ALL IN SCHOOL AND OUTSIDE OF SCHOOL ACTIVITIES WILL BE CANCELLED.**

## The Responsibilities of Students

It will be the responsibility of the students to:

- Know and abide by the Student Handbook of Rights and Responsibilities.
- Inform staff of any violations of the Handbook in regard to weapons.

- Demonstrate sensitivity to and appreciation of cultural diversity.
- Inform staff of potentially disruptive and/or violent situations.
- Allow staff quick and easy access to conflict situations.
- Obey staff directions regarding their own movement during conflict situations.
- Treat peers and staff with respect
  - Avoid using racist, sexist or obscene language (both inside and outside the classroom).
  - Recognize the rights of others.
  - Seek help from staff or trained peers as a means of avoiding a conflict situation.
  - Avoid instigating conflict through language, gestures or the spreading of rumors both in school and out of school.

Parents of new students are responsible for the transfer of all records. If the grades are not provided, no credit will be given at BHS.

### **Brockton High School Mediation Program**

Brockton High School offers a Mediation Program. Mediation is a form of conflict resolution, which enables those who are in conflict to work out a resolution to their dispute with the help of trained mediators. The Mediation Program is offered in addition to the present code of conduct procedures. It will supplement, not replace, current policies.

Conflicts that occur over rumors, relationship issues and racial incidents are all common situations that if unresolved can lead to more serious problems. Mediation sessions usually result in agreements that effectively resolve disputes by addressing the underlying causes of conflict.

Cases can be referred to mediation by teachers, counselors, administrators, students and parents. When the referral source has a case that they feel is appropriate for mediation, they contact the Mediation Program Coordinator/Faculty Advisor with the names of the students involved and the nature of the case. The Coordinator/Advisor will contact and interview the students involved to get an understanding of the dispute. One will explain the mediation process and ask the parties if they are willing to mediate. If they agree to participate, the mediation is scheduled.

All efforts are made to mediate the dispute shortly after it occurs. The longer a dispute continues, the more likely it will escalate and include more parties. In cases where a suspension is necessary, mediations can take place before students return to school.

Mediation is voluntary and, in all non-life-threatening matters, confidential. Mediation sessions between two people usually last one class period while multiparty mediations require more time. Most result in agreements that are honored by all parties.

### **Internet Acceptable Use Policy**

The purpose of these guidelines regarding network access, email and Internet usage is to make certain that all who use these resources, both students and faculty, do so in an appropriate manner. The use of the network is a privilege, not a right, which may be revoked at any time for abuse of this privilege. Violations of this policy may result in a loss of access as well as other disciplinary or legal action.

The primary purpose of the Internet connection is educational. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. All data stored or transmitted on any district electronic device or transmitted from any device on the district network may be monitored, retrieved, downloaded, printed, and/or copied at any time and without notice, as staff and students have no right to privacy with regard to such data. This information may be disclosed to others, including law enforcement agencies.

Users **are not** permitted to:

- harass, insult, threaten, bully or attach others from home or school computers or electronic devices
- send or display offensive materials
- use the network to perform any illegal or unethical act
- violate copyright laws or plagiarize
- use another's password or access another's folders, files, or documents

The Brockton Public Schools complies with FCC regulations as specified in the Children’s Internet Protection Act (CIPA-P.L. 106-554) by providing filtering on all computers that students use.

Brockton High School reserves the right to suspend computer use for any student.

### **Non-Discrimination Statement**

The Brockton Public School System does not discriminate on the basis of race, religion, color, national origin, age, sex, veteran's status, sexual orientation, gender identity or disability in admission to, access to, treatment in or employment in its programs and activities, in accordance with M.G.L. ch. 76, § 5.

### **Equity Officer**

The Brockton School Committee has designated Sharon R. Wolder, Chief Officer for Student Support Services, as the school system’s equity officer for students, vested with the authority and responsibility of processing all complaints of discrimination brought under the provisions of the statutes listed below. Ms. Wolder has also been designated as the district’s Section 504 Coordinator and the Sexual Harassment Officer. Any student who feels that one has been harassed or discriminated against because one’s race, color, national origin, religion, age, gender, gender identity, sexual orientation or disability should contact Ms. Wolder in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4376, (508) 894-4341. If the student prefers, one may file the complaint with any teacher or counselor, who will then bring the complaint to the attention of the Equity Officer.

### **Civil Rights and Harassment**

Under federal and state law, all students have the right to an education that is free from discrimination. All school programs and activities are open to students without regard to race, color, sex, religion, national origin, disability, gender identity, or sexual orientation. All school procedures and policies are applied in such a way that students are treated equally and fairly.

It is the policy of the Brockton Public Schools to promote and maintain an educational environment that is free from harassment. Harassment is against the law and will not be tolerated in the Brockton Public Schools. Harassment is defined as unwanted or unwelcome verbalisms or behaviors with overtones related to a person's race, color, sex, religion, national origin, disability, gender identity, or sexual orientation. Disciplinary measures in response to civil rights/harassment cases may include, but not be limited to office referral, parental conference/notification, notification of School Police, detention, suspension and/or exclusion, depending on the severity of the case. The Brockton Public Schools’ Civil Rights Discrimination Grievance Procedure can be accessed through our website at <https://www.bpsma.org/departments/student-support-services> , or by contacting your school office.

The Brockton School Committee has designated Sharon R. Wolder, Chief Officer for Student Support Services, as the school system's equity officer for students, vested with the authority and responsibility of processing all complaints of harassment and discrimination. Any student who feels that one has been harassed or discriminated against because of one’s race, color, sex, disability, gender identity, religion or national origin should contact Sharon R. Wolder, in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4376, (508) 894-4341.

If the student prefers, one may file the complaint with any teacher or counselor, who will then bring the complaint to the attention of the Equity Officer.

If parents are not satisfied with the results of the investigation and the action taken, a formal complaint may be filed with the U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109, (617) 289-0111.

### **Hazing**

***It is the policy of the Brockton Public Schools to promote and maintain an educational environment that is free from any form of hazing practices. Hazing is against the law and will not be tolerated by the Brockton Public Schools.***

Chapter 269 of the General Laws of Massachusetts includes the following three sections relative to the prohibition of hazing:

**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 not more than one year, or by 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 any such person or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**SECTION 18.** Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to oneself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**SECTION 19.** 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 board 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 code of conduct 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 higher education 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.

## **Sexual Harassment**

***It is the policy of the Brockton Public Schools to promote and maintain an educational environment, which is free from harassment, including sexual harassment. Sexual harassment, whether by another student or by staff, is against the law and will not be tolerated by the Brockton Public Schools.***

Sexual harassment is defined as repeated, unwanted, or unwelcome verbalisms or behaviors of a sexist nature related to a person's sex or sexual orientation. In addition, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's success as a student, (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances and including the severity of the conduct.

Examples of sexual harassment include, but are not limited to the following:

- Offensive sexual flirtations, unwelcome sexual advances or propositions
- Continued verbal abuse or innuendo of a sexual nature
- Uninvited physical contact such as touching, hugging, patting or pinching
- Verbal comments of a sexual nature in front of people who find them offensive
- Making obscene gestures or suggestive or insulting sounds
- The demand of sexual favors accompanied by an implied or overt threat concerning an individual's scholastic status or promise of preferential treatment
- Leering or stalking
- Indecent exposure
- Assault or coerced sexual acts
- Requests for sexual favors in exchange for actual or promised scholastic benefits

**Please note: Because sexual harassment is a violation of Massachusetts General Law, building principals have been instructed to refer certain cases to the School Police and to the District Attorney's office for possible prosecution.**

### **Process**

1. Students who believe that they have been subjected to sexual harassment should report the incidents to any teacher, counselor, or administrator as soon as possible. The student will be offered interim measures, as appropriate, to support the student during the course of the investigation. The incidents will be investigated, and appropriate action will be taken.
2. If a student is not satisfied with the results of the investigation and the action taken, the student may file a formal complaint with the Office for Civil Rights of the Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, (617)-289-0111.
3. The Brockton Public Schools announces that any retaliatory action of any kind taken by a student or an employee against any student as a result of that person's seeking redress under these procedures is prohibited and illegal, and shall be regarded as a separate and district grievable matter under this procedure.

### **Complaint Officer**

**Sharon R. Wolder, Chief Officer for Student Support Services**, is the designated complaint officer for students. She is vested with the authority and responsibility of processing all harassment complaints. Ms. Wolder's office is located in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4376, (508) 894-4341

## **Bullying and Cyberbullying**

It is the policy of the School Committee to prohibit any and all forms of bullying in all schools in compliance with M.G.L. ch. 71, § 370. The School Committee is committed to providing an educational environment which is free from bullying and cyberbullying. Bullying/cyberbullying is the unwelcome, written, electronic, verbal or physical act or gesture where a student feels intimidated, coerced, harassed, or threatened by a student or school staff member. Parents/ guardians who feel that their child is the victim of bullying/Cyberbullying, or the students themselves, may contact any member of the school staff who will immediately report the incident to the school leadership team. The designated member of the leadership team will conduct an investigation and will communicate with the parents/guardians of the victim(s) and perpetrator(s) throughout the process. At the conclusion of the investigation process at the school level, the investigation form will be sent to the school system's Equity Officer. The Chief Officer for Student Support Services is the designated Equity Officer for cases involving students.

### **Definition of Bullying**

Bullying is defined as "the repeated use by one or more of students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to oneself or of damage to one's property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyberbullying."

### **Definition of Cyberbullying**

Cyberbullying is defined as "bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying."

### **Bullying Shall Be Prohibited**

(i) on school grounds, property immediately adjacent to school grounds, at a school- sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased

or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. Students who wish to report bullying or other activities that concern them to school administrators and School Police may do so using TipSoft SMS, a text- and web-based anonymous tip line. Brockton High School students can text 274637, type in the school's keyword "Boxer" and type in their message. The system can also be accessed through the district website, at <https://www.bpsma.org/parents-community/bullying-information/tipsoft-sms> Making false allegations, providing discriminatory statements, and making defamatory statements is prohibited and engaging in such activity will be reported to the appropriate authorities.

The Brockton Public School District understands that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The Brockton Public Schools will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment or teasing.

## Threats

Making any threats verbally, written, through a third party, through any Social Media platform, text messages, or with gestures will result in a due process hearing with a possibility of long term suspension or other disciplinary consequences.

## EPA Warnings & Notification

Brockton Public Schools Public Notice

**ATTENTION:** Principals, Parents, Teachers, Students and Building Occupants

**REFERENCE:** Asbestos Inspections and Management Plans Compliance with The Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA)

### EPA Warnings & Notification AHERA 40 CFR 763.1 11

The Brockton School Department as a local education agency (LEA) has posted in the primary administrative and custodial offices and in the faculty common rooms of each School under its authority a completed copy of a Notice to School Employees which indicates that the school has been inspected and has friable asbestos containing material in it. This posted notice shall remain in place indefinitely in all schools that have friable asbestos containing material.

AHERA regulations, to wit, 40 CFR Part 763, "to protect users of school buildings from unwitting exposure to concentrations of airborne asbestos which occurs when friable asbestos containing materials are damaged or disturbed. Compliance with this rule will both ensure that these materials are identified and that the school users are notified of their presence so that they can prevent or reduce release of asbestos."

All Brockton Public Schools were inspected for friable and non-friable asbestos containing materials in late 1988, in response to the EPA Asbestos Hazard Emergency Response Act (40 CFR 763, AHERA, 1987). As a result of information obtained from the inspections of each school, a Management Plan was developed in February of 1989 to manage the asbestos in the schools in a manner that protects human health and the environment. This plan contains the locations, by room or building area of all friable and non-friable asbestos containing material, sample results and an estimate of the percent of asbestos content.

In each school a Management Plan is available for public inspection in the Principal's Office and at the Office of the Director of Facilities for the Brockton Public Schools. Copies of the Management Plan are available upon written request, with a nominal fee for costs of reproduction of the document(s).

## Student Information to Military Recruiters

Federal legislation requires, upon request by military recruiters, that each school district release to such recruiters the names, addresses and phone numbers of current students, **unless the student or parent has submitted a request indicating that**

**such information is not to be released.** If a student or that student's parent does not want such information to be released, one must complete a Military Recruiters Opt-Out form which can be found on **page 3** of this handbook. This signed form will prevent the military from obtaining a student's information from Brockton High School. Please note that military recruiters have several other avenues from which they may obtain information for recruiting purposes. **The form must be signed and delivered to the school principal no later than October 1.**

### **The Educational Rights of Children and Youth in Homeless Situations**

The Brockton Public School district complies with federal and state laws and regulations in the identification and education of children who are in homeless situations. The intent of this policy is to provide each child and youth equal access to the same free appropriate public education, including public preschool, as provided to other children and youth. In accordance with requirements of the McKinney-Vento Act, the Superintendent has designated Karen McCarthy as the Homeless Education Liaison.

## II. Academic Policies

### State-Mandated Assessment Requirement

As well as meeting all local graduation requirements, the Commonwealth of Massachusetts requires all students to pass the English/Language Arts, Math, and Science Technology and Engineering MCAS exams in order to receive a high school diploma. High School students take these exams for the first time at the end of the sophomore year. Students will have five opportunities during their high school years to pass the ELA and math MCAS and three in Science/Technology and Engineering. To assist students in preparing for these exams, Brockton High offers many MCAS preparation programs. Tutoring is available in our ACCESS Center (G128) during the day and after school. It is important to note that students who have not passed the MCAS may be rescheduled from Directed Academics or elective courses and assigned to MCAS classes. These classes during the day are mandatory; students will receive a grade and earn credit for these classes.

If a student does not receive a score of proficient or advanced on the MCAS exams in Math and English Language Arts (ELA), school districts are required to develop an Educational Proficiency Plan (EPP) to ensure a student's progress toward proficiency.

Students must:

- either meet or exceed a scaled score of 240 on both grade 10 MCAS English Language Arts and Mathematics tests
- **OR** meet or exceed a scaled score of 220 on both tests AND fulfill the requirements of an Educational Proficiency Plan (EPP)
- additionally, meet or exceed a scaled score of 220 on the Science and Technology/Engineering MCAS test

### Appeals

The Department of Elementary and Secondary Education has established an MCAS Performance Appeals Process for those students who have not passed the MCAS but have demonstrated in school that they possess the skills and knowledge measured on the MCAS. The state has established the following criteria for a student to be eligible for the appeals process.

The student must:

- Have taken the MCAS in the subject area of the appeal (English/Language Arts or Math) at least three times.
- Received a 216 or above on at least one attempt.
- Maintained at least 95% attendance during the year before and the year of the appeal.
- Satisfactorily participated in tutoring and other academic support services.

If those criteria are met, then the school can submit an application for appeal which must include the grades of the appellant student in the subject area of the appeal, a letter from a teacher attesting to the fact that the student appears to possess the required skills and knowledge, and the grades of other students who have taken the same sequence of courses. Then a statewide Performance Appeals Board reviews the application and makes a decision about granting the waiver.

### Homework Policy

#### Purposes of Homework

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum. Homework is a natural extension of the school day and an important part of a student's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Homework also reinforces the connection between home and school.

#### Kinds of Homework

Homework may be assigned as preparation for upcoming lessons or as an extension of class work.

- Preparation homework- given to prepare a student for upcoming lessons.
- Practice homework- designed to reinforce lessons already taught in class.
- Extension/creative homework- intended to provide challenging learning opportunities for enrichment and extension of the lesson. These assignments reinforce the Massachusetts Curriculum Frameworks and promote inquiry, problem solving, discovery, analysis, and application of essential concepts

#### Parents'/Guardians' Responsibilities

- Respond to the school's request for support of stated expectations for homework for a given year.

- Expect daily assignments and insist that students complete them regularly.
- Review progress on long term assignments periodically.
- Provide a suitable study atmosphere that is quiet, well lighted, and supervised periodically.
- Maintain the home/school connection through calls and conferences.
- Show interest in the homework being done and assist when needed.
- Ensure that the product is the student’s own work.
- Take part in the student’s learning by providing enriching experiences outside the school day.
- Encourage pleasure reading above and beyond specific homework assignments.

### Student Responsibilities

- Develop the habit of recording directions for homework and asking questions for clarification.
- Complete homework assignments accurately, neatly, and on time.
- Complete assignments missed because of absence within a reasonable time, according to established policy in the Student/Parent Handbook.

### Progress Reports

A progress report must be sent to parents in the middle of each marking period for students whose achievement indicates possible failure or who are not working up to their level of ability. The report is to be made out by the teacher and will then be available on Infinite Campus on the Student Portal. In addition, all parents/guardians of a student on an Individualized Education Program (IEP) will receive a separate progress report documenting progress toward IEP goals. Students on an IEP will also receive progress reports at least as often as general education students are apprised of their progress.

### Make-Up Work

Once a student has been absent, it is one’s responsibility to make up the work. A student will be allowed one day for every one day of absence to make up work. Additional time may be granted by the school administration. The student is responsible for scheduling make-up sessions with the appropriate teachers following any absence from class.

Those students who are suspended will not be allowed in school during the Semester Final Exams or Year-End Final Exams. They will be allowed to take a make-up exam during a time specified by the teacher or department head involved.

### Academic Levels

Brockton High School sets high standards and expectations for **all** students at **all** levels. Every course is designed to provide students with the knowledge and high-level skills needed for post-secondary education, technical training and employment.

Course level placement for a student is determined on an individual basis by examining data including assessments, teacher recommendations, grades, and other relevant information. Students must work with their parents and guidance counselors to plan a course of study over four years which will help them reach their highest potential in achieving their goals after high school.

Successful completion of courses taken at the levels described below, in addition to meeting graduation requirements, will enable students to meet the recommended pre-requisites for admission to a college or university.

Levels	Descriptors: (Descriptor refers to the depth to which the content of the course is covered)
Honors	<b>Goal at this level:</b> Expert mastery of key concepts with intensive examination of course content
College Prep Advanced	<b>Goal at this level:</b> Advanced mastery of key concepts with extensive examination of course content
College Prep	<b>Goal at this level:</b> Proficient mastery of key concepts with comprehensive examination of course content

### Level Assignment Information

The criteria for placement in an academic level are based on test scores, standardized testing information, previous grades, and levels, and teachers’ recommendations.

If a student is considering moving to a higher academic level, one must understand the level of commitment required of a particular level. If a student wishes to make a move upward during the academic year, one must wait until after the first marking term. Decisions will be based on the criteria listed above and space availability.

Students requesting a drop-in level must exhibit serious gaps in their ability to perform successfully in any given subject. Level changes will be made only after careful consultation with the counselor, teacher and department head. Generally, students who demonstrate their best effort to try and resolve issues in a particular class, overcome these challenges. Some ways to demonstrate effort include: asking for extra help after class, good attendance and completion of class assignments and homework.

In semester courses, level changes should be completed by the end of the first term; in full-year courses, level changes should be completed by the end of the first semester. Lateral changes (i.e., student remains at the same level, but requests a teacher change) are rarely approved; these changes will be made only in extreme circumstances, and with the approval of the student's Dean.

**The school policy dictates that students will not be allowed to drop any classes once the school year begins. If extenuating circumstances exist, the student and parent should make an appointment with the department head.**

## **Honor Roll**

Brockton Public Schools computes three levels of Honor Roll based on student marks for each of the 4 terms. Any mark of "I" will exclude a student for all Honor Rolls. Any marks of "M", "N", "P", or "W" will not be considered in determining Honor Roll eligibility.

### **The three levels of Honor Roll**

- Highest Honor Roll: Requires all "A's"
- High Honor Roll: Requires "A's and/or B's" in all courses, and an "A" in citizenship
- Honor Roll: Requires "A's and/or B's" and not more than one "C" in all courses, as well as an "A" in citizenship

## **Early Graduation**

Brockton High School sophomores or juniors who meet the established criteria listed below may apply for Early Graduation from Brockton High School. This would allow for graduation either at the end of their junior year, or at the end of the first semester of their senior year.

### **Eligibility Criteria**

To apply for this Early Graduation, the student must:

- Have parent approval
- Have remained a 95% attendance record every year at BHS
- Have earned an A in citizenship every year at BHS
- Have passed the state required assessments
- Have earned a 3.0 GPA at the time of the application
- Be on track to have completed all credit requirements for graduation
- Provide evidence of extracurricular participation either in school or in the community
- Have attended Brockton High School for a minimum of two years

Exceptions to any of these criteria must be presented at the time of the application by the applicant with explanation and documentation and the principal will decide if any of these criteria will be waived.

### **Application Process**

Students who wish to graduate upon completion of their junior year must submit their application by March 1 of their sophomore year. Students who wish to graduate upon completion of the first semester of their senior year must submit their application by March 1 of their junior year. Applications may be submitted earlier; these are the final deadlines.

### **Application**

There are two parts to this application process – a written application and an interview.

#### **PART I: Written Application**

This application, which must be completed by the applicant, must include:

1. A current transcript verifying the academic requirement
2. Attendance and citizenship verification from the Dean
3. MCAS verification from the guidance counselor
4. A letter from the parent/guardian supporting the application
5. A written statement of approximately 500 words completed by the application that consists of three parts:
  - a. An explanation of why Early Graduation is being sought
  - b. A specific plan for meeting Brockton High requirements
  - c. A plan for post-graduation that includes goals for the future

## **PART II: The Interview**

After the written application has been submitted, a meeting will be convened to discuss the application. This interview group will include the applicant, parent/guardian, guidance counselor, dean, and principal. Following this meeting, a decision will be made by the principal.

### **Important Considerations for Participation**

As well as meeting the eligibility criteria, there are additional considerations that potential applicants **MUST** strongly consider prior to committing to participation in the Early Graduation process.

- The Early Graduation process is contingent upon availability of classes needed. We will make every effort to offer the courses, but there may be some semesters when a particular course may not be offered, or excessive class size may prevent the student from enrolling in a particular course.
- The student's progress toward meeting the Early Graduation goal will be monitored each grading term by the student's guidance counselor. Participation in the Early Graduation process is contingent upon the applicant's continuing to meet all of the requirement criteria.
- Students who have completed the Early Graduation process will receive their diploma early, but will be allowed to participate in the Brockton High School graduation ceremony. However, participation in other senior activities, including for example, the prom, concerts, the musical, senior breakfast, and theme week, will not be permitted.
- A student applied and was approved for early Graduation may opt to withdraw from the Early Graduation process and remain at BHS by submitting a letter with parent approval by the end of the application year. **Once the student's program has been designed and a semester of courses has been completed, students will not be allowed to opt out.**

## **Athletic and Extra-Curricular Activities**

Participation in clubs and activities at Brockton High School and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and good grades and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Brockton High School is limited to students who are currently enrolled in and attending Brockton High School in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his designee.

### **Academic Requirements**

- Show progress towards earning a minimum of 9 credits the previous term.
- To satisfy this requirement, a student must pass at least 1 major subject course each term.
- To be eligible for the fall marking period, students are required to earn a total of eighteen credits for the previous school year.
- If a student is eligible to attend summer school, courses failed can be retaken and, if passed, used toward fall academic requirements.
- Students participating on athletic teams are also subject to all of the rules and regulations set forth in the Massachusetts Interscholastic Athletic Association's (MIAA) Handbook.
- Incomplete grades may not be counted toward eligibility.
- Academic eligibility for all students shall be considered official when official grades are posted for the previous term
- Students must be present in school for the entire school day in order to participate in any athletic or extracurricular activities on that day. (The House Administration may make exception to this rule for compelling reasons.)



- Participation during vacations/weekends is required for any student participating on athletic teams or involved in extra- curricular activities. A student’s coach/advisor will provide them with a calendar in advance of scheduled rehearsals, events, practices and games during vacations/weekends.

## **Concussion Policy**

The Brockton Public Schools is committed to ensuring the health and safety of all students. The following concussion policy is in compliance with MIAA policy and with the Commonwealth of M.G.L. ch. 111, § 222 pertaining to Head Injuries and Concussion in Extracurricular Athletic Activities.

The Principal or Athletic Director shall be the person responsible for the implementation of these policies and protocols at one’s each school.

As specified in the law, the Brockton Public Schools shall require annual training in the prevention and recognition of sports-related head injuries, including second impact syndrome, and keep documentation of said training on file for the following persons:

- Coaches
- Volunteers
- School nurses
- Anyone leading an on-field activity (i.e. directors of band, cheerleading, JROTC, dancers, majorettes, color guard, etc.)
- Students who participate in an extracurricular activity
- Certified athletic trainers
- School physicians
- Athletic directors
- Parents of a student who participates in an extracurricular activity

Parents and students will be required to sign a form certifying that they have read the concussion fact sheet in order to participate in extracurricular activities.

Coaches, trainers and volunteers will use techniques and skills that minimize sports-related head injuries and share that information with student athletes.

Documentation of an annual physical examination of students participating in extracurricular athletic activities consistent with 105 CMR 200.000 is kept in the student’s health record, which will be kept on file in the school nurse’s office.

The pre-participation information required by the Department of Public Health concerning head injuries and concussions is included in the Brockton Public Schools parent consent form required of each athlete and kept on file with the trainer and the coach.

The Brockton Public Schools Concussion Policy shall be published in all Student-Parent Handbooks and on the district website, [www.bpsma.org](http://www.bpsma.org).

### **Evaluation Guidelines**

- Any time a concussion is suspected to have occurred on school grounds or in the course of school-sponsored activity, the student will be removed from participation and will not be allowed to return the same day.
- Parents will be notified so the parent may take the student to a medical provider for appropriate medical evaluation and treatment. All head injuries and suspected concussions will be reported to the school nurse, and for high school athletes, to the certified athletic trainer on staff.
- Any time a head injury is suspected to have occurred, the coach, trainer or program director will notify the school nurse.
- The school nurse will notify the academic teachers of the affected student and provide a form with guidelines for concussion accommodation plans.
- Evaluation and clearance by a medical provider will be required.
- Student-athletes will not return to play without the note from the medical provider and only after completion of the Return to Play Protocol followed by the athletic trainer.
- The Return to Play Protocol is a stepwise progression consistent with guidelines published by the Centers for Disease Control and Prevention (see <https://www.cdc.gov/headsup/index.html> ).

All staff, coaches, volunteers, trainers, etc. who are involved with Brockton Public Schools students are responsible for following the procedures and protocols associated with this policy.

## Wellness Education Waivers

While it is in the best interest of all students to participate in physical education and fitness instruction, there may be instances when a student wishes to receive a waiver from Wellness classes. Students may receive a waiver based on the following criteria.

- The Swimming Waiver test is a water safety test offered one day per week for the first month of each semester. This test is open to all students. Upon successful completion of requirements, the Wellness Department Head will provide the names of qualified students to the Guidance Department Head who will forward the information to the appropriate counselor for documentation.
- For students enrolled in the JROTC Program, one semester of the wellness requirement may be waived, but no credits in wellness would be granted. At the end of each semester, the head of the JROTC Program will provide the names of qualified students to the Guidance Department head who will forward the information to the appropriate counselor for documentation.
- One wellness education requirement per school year may be waived (but no credit given) for any student who successfully completes a Varsity or Junior Varsity season on a Brockton High School athletic team after their freshman year and before the spring season of their senior year. A waiver will only be issued during the school year in which the student participated on a team. At the end of each athletic season, the athletic director will submit a list of qualified students to the Guidance Department head who will forward the information to the appropriate counselor for documentation.
- Additional waivers may be granted at the discretion of the department head for programs such as Water Safety Instruction certification or other programs that meet the National Association for Sport and Physical Education criteria. Upon completion of requirements, the Wellness Department Head will provide the names of qualified students to the Guidance Department head who will forward the information to the appropriate counselor for documentation.

Note: Students are encouraged to take Wellness courses even if they qualify for a waiver. Freshmen are excluded from the waiver as we require all freshmen to take Introduction to Wellness Education.

## Wellness Department Comprehensive Sexuality and Health Curriculum

This curriculum is abstinence based and focuses on relationships; emotional and physical changes young people experience, decision-making skills and the health risks involved with teen sexuality. The program will be presented by the health teacher with added support from the school nurse and classroom teacher. Under Massachusetts law and the School Committee policy, you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. **To apply for an exemption, you must send the Principal a letter requesting an exemption for your child.** No student who is exempted from this portion of the curriculum will be penalized. We will provide an alternate assignment to students who are exempted. If you would like to review these materials at the school, you are welcome to do so. Please call the Principal to arrange a convenient time. Parents/guardians who have questions related to the wellness curriculum are encouraged to contact the wellness department head for more information.

### III. Student Rights & Privileges

#### Student Rights

All members of the school community have the right and responsibility to know the rules and regulations of the school. Emergencies and unforeseen circumstances may require the principal to revoke student privileges. All students and staff are guaranteed the right of due process, and the student accused of a violation will be notified of the violation and be afforded the opportunity to present one's version of the alleged violation.

All students have a right to an education and to the equality of educational opportunity.

Freedom of Speech is guaranteed to all citizens, and students are allowed to exercise their constitutionally protected rights of free speech, petition, and assembly as long as they do not substantially disrupt the educational process at Brockton High School, or create a hostile environment for other students or members of the school community.

- a. Students have a right to wear political buttons, armbands and other badges of symbolic expression, provided the material is not obscene, libelous, espousing prejudicial views or creating a hostile environment for other students or members of the school community.
- b. Students may form political and social organizations. These organizations, however, must be open to all students and must abide by Board of Education policies as developed in guidelines established by the student government acting in concert with the principal. These organizations shall have reasonable access to school facilities.
- c. School newspapers, yearbooks, literary magazines and other publications are guaranteed the right of freedom of the press, subject to the existing laws of libel and obscenity. The staffs will have qualified advisers and seek the highest publication standards. Other non-school sponsored student publications should be subjected to locally determined procedures for distribution on school premises.

#### Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that provides two basic rights to parents with regard to student records.

1. The right to inspect and review their child's education records
2. The right to prevent unauthorized persons from seeing the same records

The Commonwealth's student record regulations are designed to ensure parents and students the right to confidentiality, inspection, amendment and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law. To request records, please send a written request to your child's school and/or to the Student Support Services department.

A student's record is any information that is kept about the student in school (examples: grades, test scores, attendance). It is made up of the "transcript" (name, address, courses taken, credits, and grades) and the "temporary record" (progress reports, test scores, class rank, extracurricular activities and any other relevant education information). M.G.L. ch. 71, § 34H specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school principal.

For students in the ninth grade or higher or 14 years old or older, the rights below belong to the students and their parents or guardian. For students 18 years old or older, the rights below belong to the students alone if they request in writing that only they, and not their parents or guardians, should have these rights.

For students under 14 or not yet in the ninth grade, the rights below belong only to their parents or guardians:

- a. Seeing a student's records - Parents or guardians have the right to see and have copies made of all materials in the record within ten days of the request. The school may not charge more than the cost of the copies.
- b. Privacy of a student's records – Authorized school personnel who work directly with a student have access to a student's records when it is necessary to perform their duties. With very few exceptions, no one else may see these records without the written permission of a student/parent or guardian.
- c. Destroying a student's records - The school system must keep a student's transcript for at least 60 years after the student leaves the school system. Temporary records must be destroyed within seven years after the student leaves the system. Before any records are destroyed, the student/parent or guardian must be given notice and an opportunity to get a copy.
- d. Amending a Student's Record and appealing it - A student/parent or guardian may add any relevant written material to the student's record. If there is information in the record that the student/parent or guardian feels is inaccurate,

misleading, or irrelevant and the student wants it removed, the student may ask the Principal to remove it. If the request is denied, or if the student has any other objections to the school records policy, there is an appeals process. Information about the appeals process will be supplied by the guidance office.

- e. Notice is given that, under Massachusetts law, Brockton schools will allow access to student records to authorized school personnel of the school to which a student seeks to transfer (603 CMR 23.00)
- f. National Student Clearinghouse Data – Brockton High School provides information to the National Student Clearinghouse for the purposes of tracking college enrollment verification. The information provided is in compliance with FERPA laws. However, parents/students may opt-out of providing information to this organization. Opt-out requests must be submitted to the student’s Dean in writing.

## Age of Majority

The student, upon reaching the age of majority and in the absence of any court actions to the contrary, may choose to make his/her own decisions. Such a choice is made in the presence of at least one representative of the school and one other witness, and is documented in written form and maintained in the student record.

If the parent has sought and received guardianship from a court of competent jurisdiction, then the parent retains full decision-making authority. The parent does not have authority to override any decision made by the student who has reached the age of majority unless the parent has sought and received guardianship or other legal authority from a court of competent jurisdiction.

Students with IEP’s, upon reaching the age of majority and in the absence of any court actions to the contrary, may choose to share decision making with his or her parent (or other willing adult), including allowing the parent to co-sign the IEP. Such a choice is made in the presence of the Special Education team and is documented in written form. The student's choice prevails at any time that a disagreement occurs between the adult student and the parent or other adult with whom the student has shared decision-making.

## Special Education Student Records Policy

State regulations have been adopted regarding the retention and destruction of student records, including special education records. It is the policy of the Brockton Public Schools to comply with all state and federal statutes and regulations regarding student records. Special education records are considered by state regulation to be part of a student’s temporary record. The temporary record contains the majority of the information maintained by the school about the student. The information may include such things as standardized test results, class rank, Individualized Educational Programs (IEP’s), student progress reports, assessment/evaluation reports, extracurricular activities, and comments by teachers, counselors and other school staff. By state regulation, the temporary record must be kept by the school district for a period not exceeding seven (7) years after the student graduates, transfers or withdraws from the district. Before the records are destroyed, the parent and student will be notified and have an opportunity to receive a copy of any information before its destruction.

## Student Privileges

### Cafeterias

Eating is permitted in the students’ designated cafeteria only. Trays and utensils are not to be removed from the cafeterias. All food and/or drink must be consumed in the cafeteria. Food and/or drinks are not allowed in classrooms unless authorized by the administration. **Students are not allowed to bring cakes or balloons to school unless authorized by the administration. Students are not allowed to have outside food brought in, i.e. McDonald’s, pizza, subs., etc.**

### Flexible Campus Program

The flexible campus program is designed to allow students to go outside during their designated single lunch period. If students are assigned to directed academics during period five, they must report to that location. The success of the flexible campus program depends entirely on the cooperation of the students.

1. Designated Flexible Campus Areas
  - a. The area between the Azure and Green buildings.
  - b. The area between the Red and Yellow Gym buildings, south of the Gym sidewalk, between the wooden horses set up to prohibit cars from driving through. The area beneath the lobby connected to the Gym is OFF LIMITS.
  - c. No walking outside from the Green to Red buildings
  - d. All students must use the Flexible Campus area adjacent to their assigned buildings. All other areas are restricted.
  - e. Food and/or beverages are not allowed outside the cafeteria.
  - f. The area around the flagpole is OFF LIMITS.

## 2. Doors to Be Used

- a. Only those doors that lead directly to the designated areas may be used. Students may leave the cafeteria during their lunch period, but may not reenter the building until the end of the period. There is to be no loitering in the corridors.

### **IRC Schedule/Library Passes**

- Students must have an official IRC pass signed in ink from a teacher to enter the IRC's.
- Only subject matter teachers may issue library passes.
- Only one student's name shall appear on the pass.
- Passes shall be written for no more than one period.
- Passes will be returned daily to the directed academics teachers. If the passes are not returned, the student did not go to the IRC and is to be reported as cutting directed academics.
- Passes for the IRC's during lunch are to be written for one lunch period only and students may only enter the IRC at the beginning of each lunch period. If a student needs more time to complete work, the librarian will write a pass for the student.
- Student passes during lunch periods and Period 6 shall be restricted to "own house" only. If a student has need for another library, then the librarian will write a pass for the student.

### **Leaving School/Dismissal**

To leave school during the day, a student must check out by a legal parent/guardian or authorized person designated on the student's emergency form through the Assistant Dean's Office. Students with age of majority status must obtain approval from an administrator prior to checking out. If a student returns on the same day, one must also check back through the Assistant Dean's Office. Any student who leaves school without properly signing out at the Assistant Dean's Office may face disciplinary action. Once a student arrives on school grounds, they may not leave without being dismissed by a parent or emergency form designee. Failure to abide by this proviso may result in disciplinary action.

Students are required to leave school grounds immediately at the close of school unless they are meeting with a teacher, club, program, team, or are using an IRC. Students with late bus passes must report directly to the appropriate late-bus cafeteria when their activities are complete. Students found unsupervised in the school or on school grounds after dismissal may face disciplinary actions for being found in restricted areas.

No student dismissals will be permitted after 10:30 am on early release days or after 1:30 pm on full/normal school days.

### **School Events/Extracurricular Activities/School Sponsored Field Trips, Proms, PAC/PTA Sponsored Events**

The administration and teachers expect that students will conduct themselves in accordance with school policy. The privilege to attend, social events, extracurricular activities, and or field trips may be revoked as a result of disciplinary action. The administration must approve of all guests if a student requests that one attend the prom with a guest who is either not a student at Brockton High School, or is not in the class sponsoring the prom. Brockton High School students who are not members of the class sponsoring the activity must have an "A" in citizenship in order to attend the prom with one exception: for those Brockton High School students who may have a "C" in citizenship for reasons other than acts of violence, bullying, incidents of disrespectful behavior to fellow students and staff and/or attempts or acts of destruction to property; subject to final review and approval by each student's respective House Dean. Junior Prom guests who do not attend Brockton High School must be currently enrolled in a high school and be in good academic and behavior standing at their high school. Any person older than 20 years of age or any person who is in junior high, middle school, or elementary school will not be allowed to attend any Brockton High School prom.

NOTE – ATTENDANCE AT THESE FUNCTIONS IS A PRIVILEGE NOT A RIGHT. THE ADMINISTRATION RESERVES THE RIGHT TO DENY ANY STUDENT AND/OR GUEST ATTENDANCE TO ANY FUNCTION.

### **Senior Privileges**

The Senior Good Citizenship ID sticker can only be purchased after the following conditions have been met. The senior must get an application form from the Dean's office, fill it out, have one's parent(s) signed approval, and then get the signature of the Assistant Dean confirming that one has an "A" in-citizenship. The cost of the card will be \$5.00. (Lost ID's will cost an additional \$5.00) Seniors with the card must maintain an "A" in citizenship each term or the card may be revoked. Seniors need to keep their original school issued ID in case their Good Citizenship stickers is lost or revoked. The following privileges will be afforded to the seniors with the Good Citizenship stickers:

- Seniors with the card may leave early if they have a period six Directed Academic PR a class with a teacher absent without a substitute (they must sign out at the Assistant Dean’s office).
- Seniors with the card may check in at 8:15 am if they have a Directed Academic period one OR know that they have a class in which the teacher is absent without a substitute (they must sign in the Assistant Dean’s office).
- Seniors with the card will receive free admission to every athletic competition (except for those tournament games run by the MIAA), and special activities (concerts, plays, etc.).
- Seniors with the card will receive a 25% discount in DECA.
- Seniors with the card may eat in other house cafeterias according to the following schedule: Green Seniors-Mondays, Red Seniors-Tuesdays, Azure Seniors-Wednesday, Yellow Seniors-Thursdays. This privilege may be revoked at any time by the principal/designee in the interest of safety and security.

### **Student Government**

Students must be free to establish and should be encouraged to participate in student governments that provide students, through a representative system, a voice in school affairs. The students shall have the right to establish eligibility requirements through their constitutional processes subject to the approval of the school administration.

### **Transportation**

Remember: It is a privilege to ride a school bus. The school day begins when students leave their homes and ends when they return. Students are under the jurisdiction of the school administration during this entire period. If a student is not well behaved and courteous, or if a student endangers the health and safety of other pupils, this privilege shall be taken away from the student on a temporary or permanent basis. Violation of any item listed below may result in the **immediate suspension** of the bus privilege and/or suspension from school by the principal.

Since riding the school bus is a **privilege** and not a **right** the following is expected:

1. The students shall remain back from the roadway and behave in an orderly manner while waiting for the bus.
2. Upon entering the bus, students must go directly to a seat and remain seated until told to leave. They shall obey the directions of the bus driver at all times. Disorderly conduct, shouting or throwing things on the bus will not be tolerated.
3. The students shall keep their arms, heads, hands, and legs inside the bus. They shall not throw anything out of the window. They shall not litter or deface the bus. They must keep aisles clear. If seat belts are available, they must be worn.
4. The emergency door is to be used for emergencies only.
5. The students shall not ride any buses other than the one to which they have been assigned.
6. After a series of warnings, the student can be permanently suspended from bus privileges.

### **Late Bus Information**

Students will only be allowed onto the late buses with a “Late Bus Pass.” Students must receive late bus passes from the teacher for whom they are staying after school, weather for extra help, detention, or a club or intermural activity. Students may not get these in advance; they can only pick them up from the teacher after they have completed their after- school obligation. It is the responsibility of the student to get the pass from the teacher. Students must fill the pass out in front of the teacher, the teacher will then sign the pass and the then the bus driver will collect the pass from the students as they board the bus.

STUDENTS WILL NOT BE ADMITTED TO THE LATE BUS WITHOUT PASSES. Bus students must have their Late Bus Pass with them and wait in the assigned cafeteria for the late buses. Students are not allowed to leave school grounds and come back to get on a late bus. Any students without the Late Bus Pass may be sent home.

### **No Idling Policy**

Brockton School Committee Policy EAAF prohibits drivers from idling their vehicle for more than 5 minutes outside a school or school supported event. The “No Idling” policy is in accordance with MGL, Chapter 90, 16A and 310 CMR, 7:11, the Commonwealth’s idling reduction law, which seeks to reduce the health and environmental effects of vehicle exhaust and decrease our use of fuel by reducing unnecessary idling.

## IV. Attendance Policy

The requirements for the receipt of a Brockton High School diploma include an acceptable level of attendance in a Brockton Public School secondary level educational program. Exceptions to attendance criteria can be made only by the Principal and/or designee pursuant to a transcript review. This attendance policy is in conjunction with a student successfully passing all necessary academic subjects and achieving the minimum credits needed for a diploma.

A student must be in attendance for at least 95 percent of class sessions; this means that a student is allowed THREE (3) days absent per term or one will fail the course without a waiver. A student may apply directly to the Dean for a waiver for one or more of one's absences.

### Absences

#### Excused Absence Days

May Be for Any of the Following Reasons

- Death in the family.
- Religious holidays.
- Authorized school sponsored activities and related activities.
- Illness - A doctor's note must verify that the doctor saw the student in the office on the day(s) absent from school or specify the dates the student needed to remain at home for a medical issue. All documentation for waivers, including doctor's notes, must be on file in the Dean's Office within five days after the student returns to school.
- In the event of a pandemic, such as the H1N1 influenza, other credible evidence may, at the discretion of the building administrator or one's designee, be accepted in lieu of a doctor's note in support of a waiver of unexcused absence from school.
- Court appearances.
- Military obligations.
- For Grade 12 and 11 students ONLY: College interview/visit documented on college letterhead.
- Other reasons as deemed appropriate by the Dean.

#### Attendance at School Functions

Students who are absent from school during the day are not eligible to attend school functions in the afternoon or evening. Any planned absence or dismissal, known in advance, and prior to its occurrence should be reported in writing to the Assistant Dean. All dismissals should be made before 1:30 pm. Excused absences will be given for specified illnesses or any other reason deemed acceptable by the administration. Dismissals must also be signed by parent or guardian and submitted to the Assistant Dean's office before school (7:30 am).

If the absence is of five or more consecutive days for medical reasons, the student must report to the nurse, on the day of return, with a doctor's certificate in addition to the parent's or guardian's note. In the unlikely event of no doctor's note, the school nurse will make the appropriate medical recommendation as to whether a student will remain in school or not. Final approval will be the decision of the School Administration.

Students returning to school after having a communicable disease may not be readmitted unless they have a Board of Health Permit obtained from City Hall or a certificate from a physician.

#### Unexcused Absence Days

May Be for any of the Following Reasons (not a complete list)

- Truancy
- Tardy to school (20 minutes late)
- Class cutting
- Illness absence without documentation from physician's office
- Family vacations, trips, obligations, etc.
- Unnecessary absences from class as determined by administrator
- Any form of "skip day" (see below)

## College Visits

### **Juniors and Seniors will be allowed six (6) school days over the two-year period for visiting colleges**

A verbal or written request from the parent must be approved by the Dean **BEFORE** visiting the institution of higher learning. Proper documentation (signed form or letter from the admissions office on school letterhead) must be submitted to the Dean upon return to school. **For seniors, college visits after May 1 require special approval from the Dean.** Underclassmen who wish to visit colleges must make special arrangements with the appropriate Dean to begin the documentation process.

## Skip Days

Skip Days" are different than undocumented absences in that skip days are generally not isolated to an individual student, but instead involve a group of students. The administration reviews attendance on a daily basis and reserves the right to determine if a skip day has occurred. Reasons the administration may determine a skip day occurred include, but are not limited to: unusually high absenteeism or tardiness within a specific group of students or information provided to the school that a group of students has abused the attendance policy.

"Skip days" are not a tolerated practice at Brockton High School. Students are expected to be in school on all school days except for medical, bereavement, court, or other unusual approved reasons. Parents are asked to be particularly vigilant regarding school attendance if suspicion of a "skip day" arises. The school reserves the right to review all excuses and documentation on "skip days." **The Principal and her designee(s) reserve the right to administer academic, social, and disciplinary penalties after the case has been reviewed.**

## Attendance Buy-Back Policy

The "Buy-Back" policy allows a student the opportunity to "buy-back" **THREE** of those absence days each term according to a set of guidelines that are available in the Dean's office.

Any student who has been absent will have the opportunity to buy back (i.e., waive) up to two days of those absences each term, according to the following guidelines:

- Inform your Assistant Dean of your intention to buy back a day and obtain the appropriate form.
- Show that form to each of your teachers for initialing on the first day.
- Attend school for five consecutive days without incurring any tardiness, demerits, and/or behavioral referrals.
- On the fifth day, have each teacher re-sign the form, verifying your attendance and classwork.
- Return the form at the end of the fifth day to the Assistant Dean's office.
- If the student successfully fulfills the above guidelines a one-day waiver will be granted.

## Waivers

Waivers will be given for vacations only once during a student's four years at Brockton High School and such waiver shall not exceed five school days. A note must be given to the House Administration at least one month in advance. **No vacation waivers will be issued during the MCAS testing period to any student involved in the MCAS program.** No waivers will be given during final exam week for seniors or underclassman. No credit shall be given unless all work is completed satisfactorily by any student accepting a waiver. **In addition, and due to a shortened Semester II for seniors, no waivers for vacation will be allowed during the second semester.**

A student will not be considered for a waiver unless notes for indicated absences deemed excusable by the administration are on file in the Assistant Dean's Office. All documentation for waivers, including doctor's notes, must be on file in the Dean's Office within five school days after the student returns to school. All requests for waivers at the end of the term must be received by the Dean no later than the last day before the end of the marking term.

Waivers will not be given for class absences due to unexcused tardiness.

## Truancy

Truancy occurs when a student has unexplained or unauthorized absences from school. At Brockton High School when a student is truant, one may receive an "F" in citizenship and no credit for classes missed. In addition, a conference with the parents, student and Assistant Dean is required. The student will also be referred to one's guidance counselor. In cases where the student is under sixteen, a referral will be made to the School Department Attendance Officer. Subsequent offenses may result in suspension.



If a student has at least five (5) days in which he/she has missed two (2) or more periods unexcused in a school year, or if a student has missed five (5) or more school days unexcused in a school year, the school principal or his/her designee shall make reasonable effort to meet with the parent or guardian of the student to develop action steps for the student's attendance. These action steps shall be developed jointly and agreed upon by the school principal or his/her designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

## V. Code of Conduct & Penalties for the Violation of School Rules

### Brockton High School Student Discipline

The Brockton Public Schools adheres to the regulations regarding student discipline and access to education that are embodied in Chapter 222 of the Acts of 2012, and made effective July 1, 2014.

#### BPS Policies and Procedures Regarding Student Discipline

- Require the use of discretion and professional judgment;
- Respect the rights of students and families to due process, including the right to notice, opportunity to be heard before consequences are imposed, and fairness, including consideration of the unique circumstances presented;
- Consider the use of alternatives to suspension;
- Allow students the opportunity to make academic progress during time of suspension;

*Overall, BPS practice regarding student discipline seeks to provide a supportive school environment in which students have opportunities to mature and develop into responsible citizens, while respecting the need to maintain a safe and orderly school community.*

### Due Process Procedure for Student Discipline

#### Eligibility to Participate in School Activities and Events

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive, and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Brockton Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Brockton Public Schools is limited to students who are currently enrolled in and attending Brockton Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of M.G.L. ch. 71, § 37H½ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

#### Suspensions

The Brockton Public Schools adheres to the Student Discipline Laws and Regulations as set forth in M.G.L. ch. 71, §§37H, 37H½ and 37H¾ and 603 CMR 53.00 *et seq.*

#### In-School Suspension Procedures

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or his/her designee.

#### Notice of In-School Suspension

The principal or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or his/her designee determines that the student committed the disciplinary offense, the principal or his/her designee shall inform the student of the length of the student's in-school suspension. If the in-school suspension exceeds ten (10) days, cumulatively or consecutively, in a school year, the student shall have the right to appeal the suspension to the Superintendent or Superintendent's designee.

On the same day as the in-school suspension decision, the principal or his/her designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or his/her designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

### **Parent Meeting**

The principal or his designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or his/her designee is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

### **No Right to Appeal**

The decision of the Principal or his/her designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year

## **Out-Of-School Suspension Procedures Under M.G.L. ch. 71, § 37H¾**

### **Due Process Procedures for Out-Of-School Suspensions**

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions under M.G.L. ch. 71, § 37H¾. The principal or his/her designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or his/her designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

### **Notice for Any Out-Of-School Suspension**

Prior to suspending a student, the Principal or his/her designee will provide the student and the parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the Parent(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate.

The notice will set forth in plain language:

- a) The disciplinary offence
- b) The basis for the charge
- c) The potential consequences, including the potential length of the student's suspension
- d) The opportunity for the student to have a hearing with the principal or his designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing
- e) The date, time, and location of the hearing
- f) The right of the student and the student's parent to interpreter services at the hearing if needed to participate
- g) If the student may be placed on long-term suspension following the hearing with the principal
  1. The rights set forth in 603 CMR 53.08(3)(b); and
  2. The right to appeal the principal's decision to the superintendent.

The principal or his/her designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or his/her designee will document reasonable efforts to include the parent. The principal or his/her designee is presumed to have made reasonable efforts if the principal or his/her designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent

## **Emergency Removal of Student**

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or his/her designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b)
- b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2)
- c) Provide the student an opportunity for a hearing with the principal or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
- d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

## **Short-Term Suspension Procedures Under M.G.L. ch. 71, § 37H½**

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal, or his/her designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the Principal or his/her designee with the following process:

### **Principal Hearing - Short-Term Suspension**

- a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- b) Based on the available information, including mitigating circumstances, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- c) The principal or his/her designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.
- d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

## **No Right to Appeal**

The decision of the Principal or his/her designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

## **Long-Term Suspension Procedures Under M.G.L. ch. 71, § 37H¾**

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or his/her designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in M.G.L. ch. 71, § 37H, or in M.G.L. ch. 71, § 37H½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension under M.G.L. ch. 71, § 37H¾ shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her designee with the following process

### **Principal Hearing - Long-Term Suspension**

- a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights
  1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
  2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
  3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
  4. the right to cross-examine witnesses presented by the school district;
  5. The right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made, and a copy will be provided to the student and parent upon request.
- c) The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- d) Based on the evidence, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or his/her designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal or his/her designee decides to suspend the student, the written determination shall:
  1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
  2. Set out the key facts and conclusions reached by the principal
  3. Identify the length and effective date of the suspension, as well as a date of return to school;
  4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
  5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the

primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:

- i. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
- ii. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

### **Superintendent's Appeal Hearing Under M.G.L. ch. 71, § 37H<sup>¾</sup>**

1. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
2. The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
3. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
4. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.
5. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
6. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.
7. The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
8. The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

**A parent conference (re-entry meeting) with the Principal or his/her designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.**

### **Exclusion/Expulsion Under M.G.L. ch. 71, § 37H**

In accordance with M.G.L. ch. 71, § 37H, a student may be excluded or expelled from school under the following circumstances:

- 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, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present

evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section
- e) If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
- f) Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- g) Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

### **Felony Complaint or Conviction under M.G.L. ch. 71, § 37H½**

Pursuant to M.G.L. ch. 71, § 37H½, the following procedures shall be implemented for students charged with or convicted of a felony

- a) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- b) The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.
- c) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
- d) The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion

- e) Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- f) Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

### **Education Services and Academic Progress Under M.G.L. ch. 71, § 37H, 37H½ and 37H¾**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

**PLEASE NOTE: IN SOME CASES, THE PRINCIPAL HAS THE PREROGATIVE, WITH THE APPROVAL OF THE DEPUTY SUPERINTENDENT, TO ASSIGN STUDENTS TO AN ALTERNATIVE SCHOOL SETTING**

### **Code of Procedures Provisions for Students with Disabilities**

#### **Procedures for Suspension(s) Not Exceeding 10 School Days**

- Any student with a disability may be suspended for up to ten (10) school days during a school year. Disciplinary decisions are the same as for students without disabilities and in accordance with the due process procedures in this handbook.
- The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year

#### **Procedures for Suspension(s) Exceeding 10 School Days**

- If your child is suspended for more than 10 school days in a school year, this removal is considered a “change of placement”. A change of placement invokes certain procedural protections under federal special education law and Section 504
- Prior to any removal that constitutes a change of placement, the school may convene a team meeting to develop a plan for conducting a functional behavioral assessment (FBA) that will be used as the basis for developing specific strategies to address your child’s problematic behavior.
- Prior to any removal that constitutes a change in placement, the school must inform you that the law requires the school district consider whether or not the behavior that forms the basis of the disciplinary action is related to your child’s disability. This consideration is called a “manifestation determination”. Parents have a right to participate in this process. All relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.
- At a manifestation determination meeting, the team will consider:
  - Did the student’s disability cause or have a *direct and substantial relationship* to the conduct in question?
  - Was the conduct a *direct result* of the district’s failure to implement the IEP?
- If the manifestation determination decision is that the disciplinary action was related to the disability, then your child may not be removed from the current educational placement (unless under the special circumstances or parents agree). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans and may amend those plans as appropriate. The Team will complete a functional behavior assessment and behavior intervention plan if it has not already done so.



- If the manifestation determination decision is that the disciplinary action was not related to the disability, then the school may suspend or otherwise discipline your child according to the school's code of conduct. The Team may, as appropriate, complete a functional behavioral assessment and behavioral intervention services and modification, to address the behavior so that it does not recur. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.

### **Special Circumstances for Exclusion**

Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.

School personnel will provide Parent's Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension exceeding 10 school days in one school year. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent, guardian and/or student may petition Bureau of Special Education Appeals for a hearing or the Office for Civil Rights (Section 504).

### **Procedural Requirements Applied to Students Not Yet Determined to Be Eligible for Special Education or a 504 Plan**

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
  - a. The parent had expressed concern in writing; or
  - b. The parent had requested an evaluation; or specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility
3. If the student is found eligible for an IEP or 504 Plan, then one receives all procedural protections subsequent to the finding of eligibility

### **Assigned Rooms**

It is the student's responsibility to be in the assigned supervised area on time during directed academic periods. Students are expected, therefore, to be in the directed academic room or IRC area unless they have made arrangements to go to another supervised area in the school. Students are not to be out of an assigned room without a proper written authorization pass

### **Bullying/Cyberbullying**

All forms of bullying and cyberbullying by Brockton High School students or school staff members are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline. This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct creates a hostile environment or materially and substantially disrupts the education process or orderly operation of the school. Any student who retaliates against another student reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action as noted in Group D.

## **Cell Phones and Electronic Devices**

Cell phones and electronic devices may be used inside the building in the designated areas prior to 7:10 a.m. and after 1:59 p.m. Between 7:10 a.m. and 1:59 p.m. Cell phones may only be used for educational purposes and only when approved by a supervising teacher. A student who fails to follow this policy may be subject to disciplinary action as noted in Group A. Brockton High School is not responsible for lost or stolen cell phones or any other type of electronic device. Students who carry these items do so at their own risk. The sale or purchase of cell phones and electronic devices is strictly prohibited at Brockton High School or during any of the school day, including travel to and from school.

Cellphones, electronic tablets, laptops and other electronic devices may only be used according to the following stipulations, otherwise, they must be turned off and out of view.

**Before school (7:10 a.m.),** students may use electronic devices outside the building and in the cafeterias. **During the school day,** students may use electronic devices as described below:

- During class time for teacher-approved educational activities, and only with the teacher's permission and supervision.
- During Directed Academics for educational purposes, and only with the teacher's permission and supervision.
- In the IRCs for educational purposes, and only with the teacher's permission and supervision.
- In spaces dedicated to students of teachers absent without a substitute for educational purposes, and only with the teacher's permission and supervision.
- During lunch in the cafeteria and during outside lunch privileges only. All devices must be put away and out of site BEFORE exiting the cafeteria. Violations of this policy may lead to referrals to the Assistant Dean.

**After school (1:59 p.m.)** students may use electronic devices, with the exception of the IRCs and teachers' offices. During this time, devices must be silent and not causing a disruption. Headphones are not allowed to be worn in the halls at any point at Brockton High School no matter the time of day.

**HEADPHONES ARE PROHIBITED FROM BEING WORN OR DISPLAYED ANYWHERE IN THE SCHOOL AT ANY POINT DURING THE SCHOOL DAY (7:10-1:59) EXCEPT FOR SPECIFIC EDUCATIONAL CLASSROOM ACTIVITIES APPROVED AND SUPERVISED BY THE CLASSROOM TEACHER. Headphones may be worn during lunch in the cafeteria ONLY unless their use creates a communication problem, upon which time headphone privileges may be suspended or revoked. Headphones may not be worn while communicating with any staff member, including teachers, administrators, and cafeteria workers.**

Using any electronic device to photograph or record others is prohibited unless all proper permissions have been provided in writing in advance of the recording. Violation of this policy may result in disciplinary action.

Violation of the BHS Electronic Device Policy may result in the item being confiscated and returned to the parent. In addition, the student may be subject to disciplinary action as noted in Group A.

Any student who finds a lost device while in school, at a school-related event, or while on a school bus must immediately turn over the found device to their respective Dean/Assistant Dean. Failure to immediately return found items may be considered theft and be dealt with as noted in Group D of the handbook.

**CELL PHONE/ELECTRONIC DEVICE USE IS NEVER ALLOWED IN ANY MCAS TESTING ENVIRONMENT. VIOLATORS FOUND USING CELL PHONES OR ELECTRONIC DEVICES IN MCAS OR TESTING ENVIRONMENTS MAY HAVE THEIR TESTS SCORES VOIDED AND BE SUBJECT TO DISCIPLINARY ACTION AS NOTED IN GROUP C.**

Laser pointers, e-cigarettes or JUULs, are prohibited from school property at all times.

## **Cell Phone and Electronic Devices Search**

The search of cell phones or electronic devices for pictures, text messages, video, audio, uploaded and downloaded online materials, pertinent to a specific investigation regarding a violation of Brockton Public Schools policy or procedure is permissible if the search is reasonable in its inception and justified in its scope. Acceptable searches may include, but are not limited to:

- Video and pictures of assaults and fighting
- Evidence of harassment/intimidation/bullying
- Graffiti/destruction of property
- Possession, use, or distribution of controlled substances, illegal drugs, or alcohol
- Identification of ownership of stolen or lost devices

If a search of an electronic device is found to contain evidence pertinent to an investigation, the school administration has the sole discretion to hold on to the device, contact the police, or give the device to law enforcement officials.

### **Filming/Videotaping/Photography**

Using any device to record or photograph any student or staff member while on school grounds is prohibited without the permission of the supervising teacher and the expressed consent of any person involved. This policy includes recording in school cafeterias and hallways. Recording fights, assaults, or any other inappropriate behavior is prohibited. Violations of this policy may result in disciplinary action as noted in Group C.

### **Classroom Behavior**

The subject teacher and/or the School Administration will deal with any actions that are disruptive to or interfere with the learning situation

### **Cheating**

Cheating on tests, assignments, and homework or engaging in plagiarism is a serious violation and may result in zero credit for the assignment, parental contact, and an F in citizenship and disciplinary action for a Group C offense.

### **Dress Code**

Students should be dressed so that it does not interfere with their health, safety and welfare or is not distracting to the educational process:

- **HATS, BANDANAS, WAVE CAPS, and ROLLER BLADE SNEAKERS, are not to be worn in the building at any time. They are to be placed in assigned lockers or one's bag. Coats and knit hats only may be worn outside during lunch periods if the student wants to go outside as part of flexible campus. (Exceptions to the hat/head gear policy may be made by the administration.) Students may wear hooded sweatshirts or shirts but may not wear the hoods up or covering their heads or faces in the building or on school property.**
- Cutoffs, halter-tops, tube tops, muscle shirts, pajamas, spandex clothing or any garment that reveals the midriff are not allowed. Tank top straps must be 2 inches wide.
- Skirts and shorts must measure to at least mid-thigh length. Nothing shorter is allowed. Shorts that are cut off should be reasonably hemmed. (Physical Education teachers and coaches will advise students on the proper dress for their activities.)
- Pants must be worn at or above the waist and undergarments must not be showing.
- Leggings must have appropriate coverage with a shirt or sweatshirt.
- Jeans or any other pants with rips cannot expose skin above the knee. Rips above the knee need to have fabric underneath.
- Transparent and/or low-cut blouses and shirts are not permitted.
- Flip flops are not permitted

Any student in violation of the dress code may call a parent for appropriate clothing or sign out sweatpants and a T-shirt from the Assistant Dean's office. The sweatpants and T-shirt must be returned to the Dean's office at the end of the day

### **In keeping with the preceding expectations, students are prohibited from wearing or displaying the following**

- Clothing which has language or designs which are explicitly violent, obscene, sexually suggestive or offensive to individuals or groups or that advertise alcohol or illegal materials.
- Memorial t-shirts are not permitted.
- Clothing, pins, insignias, colors, or emblems that identify them as a member of a gang

### **Financial Obligations**

All students have the responsibility to meet their obligations (e.g., financial, equipment, uniforms, books, etc.). Failure to do so may necessitate administrative action.

### **Fragrance Sensitivity Awareness**

Perfume, cologne, and scented body sprays and lotion are common irritants that can adversely affect the health of certain individuals. Exposure to fragrance can trigger asthma, migraine headaches, and other severe health ailments in people who are sensitive to chemicals. BPS is committed to the health and safety of all students and staff. Minimizing the use of

fragrances within our schools is a crucial step in creating and maintaining a healthy environment for everyone. Therefore, we kindly ask that you refrain from wearing strong smelling fragrances at school.

### **Identification**

Every student enrolled in Brockton High School will be issued an identification card for security reasons and for the safety of the student body. **Students must wear photo ID's at all times while inside the building; this includes before and after school. ID's must be worn on a lanyard around the neck and they must be clearly visible above the waist. The school will provide a lanyard. Subsequent lanyards will be the responsibility of the student (Lost ID's will cost the student \$2.00 for replacement.)** Metal chains are not allowed and will be confiscated. This identification card is to be worn on the person at all times and may be requested before admittance to any function or activity sponsored by the school. The ID card will be requested for use in the IRC and other school-related activities as required. These cards are for the protection of the students and periodic appointments to replace them will be made available. This card is the property of Brockton High School. Students are not allowed to deface or alter their ID in any way. If at any time a student withdraws from school, the identification card must be turned in to the Registrar.

### **Language**

Abusive, profane, or obscene language may not be tolerated.

### **Massachusetts Regulations on Restraining Students**

The Massachusetts Legislature has enacted regulations regarding the restraint of students (603 CMR 46.00 et seq.). A copy of the Brockton Public School's procedure will be available at the Brockton High School main office.

### **Medications**

In every case where a student is required to take medication in school, a parent or guardian shall refer to and follow the regulations regarding the taking of medication in school. In this way students will have no justification for having medication of any kind on their person. Any medication found on a student's person may constitute a violation of the school policies and regulations, with the exceptions of the following prescription medications upon prior approval of the school nurse and with the appropriate physician's orders.

- Students with asthma or other respiratory diseases may possess and self-administer prescription inhalers under the rules for Student Self-Administration of Medication.
- Students with cystic fibrosis may possess and self-administer prescription enzyme supplements under the rules for Student Self-Administration of Medication.
- Students with diabetes may possess and self-administer glucose monitoring tests and an insulin delivery system under the rules for Student Self-Administration of Medication.

The school district will, through the district nurse leader, register with the Department of Public Health and train designated personnel in the use of Epi-pens.

### **Restricted Areas**

The Fine Arts and Gym areas are restricted areas unless a student has scheduled classes, appointments, or permission to be in those areas. Prior to 7:20 a.m., locker areas are restricted. Locker areas are also restricted periods 1, 2, 3, 4 and 6 unless the student has a pass from a teacher or the office. Students must stay in their assigned building unless their schedule require otherwise. No students are allowed outside the buildings except during their flexible campus time or with administrative approval. All students must eat in their respective cafeterias. Privileges may be extended to seniors with Good Citizenship ID's at the discretion of the Principal or the Deans. Temporary ID's are not valid for this privilege.

### **Sale of Items**

Selling of any items in school is prohibited without prior approval of administration.

### **School Lockers**

Metal lockers are provided for students to keep their personal belongings such as books and clothing. The lockers are the property of the City of Brockton and are on loan to each student while attending Brockton High School. **There is to be no sharing of student lockers, under any circumstances. Combination locks are used on all lockers.** The student assigned to the locker should know the combination. Students should not give their locker combination to anyone. Combinations are changed every year. Padlocks are also available to every entering student for use throughout one's high school career. Students are urged to be very careful with their personal property in the building and to leave this property only in their lockers. The school

cannot be responsible for lost articles. Students are discouraged from bringing valuable property to school. It is strongly urged that students not bring large amounts of cash to school. Students may go to their lockers before period 1 and immediately before and after their lunch period. Locker use during any other time of day requires an authorized pass. The principal and/or their designee shall have the right and duty to inspect student lockers and the contents therein. Students need to know that lockers are school property and that there should be no expectation of privacy in regard to them. **Please be aware that in an ongoing effort to keep Brockton High School drug-free, police dogs may be used to search for drugs, paraphernalia, and other contraband in lockers, parking lots, storage areas, and selected locations.**

### **School Property**

School property (desks, books, etc.) is not to be defaced. Any and all surfaces within the school's domain are not to be defaced. This policy will be strictly enforced and restitution for damages may be required along with disciplinary action.

### **Search of Persons/Property**

To safeguard the property and lives of our students, staff and administration, to help prevent the possession, sale and use of illegal drugs on the school premises, and to support the school's prohibition of possessing weapons on the school premises, the Brockton Public Schools reserves the right to search the person and/or property of students and visitors. Therefore, any person entering the premises of our school will be deemed to have conceded to a reasonable search of their person and effects therefore, school administrators and officials may conduct reasonable searches on the school property of lockers, desks, vehicles and personal belongings such as purses, book bags, wallets and satchels with or without probable cause.

### **Semester II Seniors**

Seniors who have been suspended during Semester II may be placed on school probation and, at the discretion of the Principal, may lose their privilege of participating in formal graduation exercises, senior prom, and/or other senior class activities.

### **Sexting**

Sexting: the possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or otherwise may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies. Violations of this policy may result in disciplinary action as noted in Group D.

### **Sexual Behavior**

Engaging in lewd conduct and/or sexual activity on school grounds, on the school bus or while participating in school-sponsored activities is strictly prohibited. Violations of this policy may result in disciplinary action as noted in Group D and the notification of law enforcement agencies, as appropriate.

### **Smoking**

"The Education Reform Act of 1993, Section 49, Subsection 37H expressly prohibits the use of any tobacco products within school buildings, school facilities, school grounds, school buses by any individual, including school personnel." This includes any form of "Vaping" and/or the use of e-cigarettes or JUULs, which are strictly prohibited. Possession of tobacco products (cigarettes, cigars, chewing tobacco, snuff or any other form of tobacco), tobacco related paraphernalia (cigarette lighters, pipes, papers and cigarette holders), or vaping products (vapor liquid or vaporizers, e-cigarettes of any kind or JUULs) on school property will result in the confiscation of the tobacco related item by the Administration or Faculty and these items will not be returned.

### **Standard of Behavior**

Students must maintain a standard of acceptable behavior in accordance with the Student/Parent Handbook while under the school's supervision. (Examples: athletic events, field trips, band concerts, plays, etc.)

### **Substance Abuse Policy**

The School's Substance Abuse Policy established for Brockton is based upon the concept that the role of the school is basically educational and rehabilitative; consequently, the major concerns of the school with regard to drug and alcohol use and abuse are the welfare of the individual student and the general welfare of the school population. However, in order to safeguard the individual and general welfare and safety, the school must at times initiate medical, psychological, social and legal safeguards in the case of drug and alcohol abuse. The Brockton School Committee policy is to uphold and enforce the laws of

the Commonwealth of Massachusetts relating to the unlawful possession and/or unlawful distribution of controlled substances and alcoholic beverages.

For violation of the Substance Abuse policy, (3), the following penalties may apply:

- All students may be assigned a suspension of up to 10 days
- All students may be required to successfully serve their suspension at the Counseling and Intervention Center (CIC) at the Keith School before being readmitted to their respective schools; failure to complete the alternative placement intervention at the CIC may result in permanent assignment to that school or expulsion
- All students found to be in violation of the BHS Substance Abuse Policy may lose privileges of extra-curricular activities, including but not limited to sports team participation, prom attendance, and graduation ceremonies.
- All students may be subject to expulsion for violating the Substance Abuse policy.

### **Surveillance Cameras (Use of)**

The Brockton Public Schools is committed to providing a safe and secure learning environment. The district uses surveillance cameras when necessary in school buildings, buses, and/or on school grounds. The purpose of the surveillance cameras within the school district is to promote discipline, health, welfare and safety of staff and students, as well as that of the general public. Surveillance cameras are only utilized in public areas where there is no reasonable expectation of privacy. Students observed by video surveillance in acts which break school district policy, procedures, or code of conduct guidelines will be subject to the consequences or sanctions imposed for violating those policies, procedures or code of conduct guidelines, which may include criminal charges. Surveillance cameras are monitored by district staff and local law enforcement.

### **Screening Brief Intervention and Referral to Treatment (SBIRT)**

Brockton Public Schools will participate in SBIRT, which is a public health approach to delivering early intervention to anyone who uses alcohol and/or drugs in unhealthy ways. Because school nurses and counselors are uniquely positioned to discuss substance use among young people, it is recommended that schools allow for opportunities for appropriately trained staff to reinforce prevention, screen for substance use, provide counseling and make referrals as necessary to all adolescents, including students in upper elementary and middle school grades. Adolescent Screening, Brief Intervention, and Referral to Treatment (SBIRT) focuses on prevention, early detection, risk assessment, brief counseling and referral intervention that can be utilized in the school setting. School nurses will use a validated screening tool to detect risk for substance use-related problems and to address them at an early stage in adolescents. If a student's parent/guardian does not want their child to be screened, the parent/guardian should contact the school in writing by October 1 of the academic year to opt-out of the screening.

### **Guidelines Related to Legal Aspects of Drug Use and Abuse**

#### **A. Search for Contraband Materials**

1. Search of Lockers - According to an opinion by the Attorney General, under the circumstances of a clear and present danger to individual and general well-being and/or to the maintenance of discipline and order in the school, the principal and designee shall have the right and duty to inspect students' lockers and the contents therein without prior judicial authorization or police participation. Courts have generally held that the school principal has a reasonable right of inspection of school property and premises including student lockers and desks. **(Please be aware that in an ongoing effort to keep Brockton High School drug-free, police dogs may be used to search for drugs, paraphernalia, and other contraband in lockers, parking lots, storage areas, and selected locations.)**
2. Search of Students – School administrative staff members who have reasonable suspicion to believe that a student is in possession of contraband materials may search that student's individual person or in the presence of a witness. The administrator may search clothing, pockets, wallets, purses, etc. The police shall make such search only where this is proper legal justification.
3. Rights of Questioned Students – Parents will be notified in any interview/interrogation situation by a police officer which carries an implication of possible allegation of guilt or the furnishing of information leading to an indictment. The designated official of the school may maintain an informal record of the interview showing the time, place, persons, and summary of discussion and findings.

#### **B. Confidentiality**

It should be recognized that the Massachusetts laws do not accord any privilege to the confidential communications that are made between pupils and members of the faculty or the school administration. All school personnel (other than medical doctors conducting psychotherapy) can be subpoenaed into court and required to reveal the information which has been confided to them.

Teachers must make it clear to pupils who confide in them information about their personal drug or alcohol problems that it is the duty of the teacher to report this information to the school principal or designee, but only in order to further the goal of promoting the pupils' personal welfare and the security of the school.

In all instances where the principal or designee has received information of drug/alcohol involvement on the part of pupils, steps should be taken to advise the pupil that one's parents must be notified and consulted about further actions that are appropriate in the particular situation.

### **Tardiness for Classes**

If a student is continually tardy to classes or other assigned areas, the offenses may be reported along with appropriate documentation to the Assistant Dean. Any student arriving to class without an approved pass after half the period (28 minutes) may be sent to the Assistant Dean's office and one may be marked absent for that class.

### **Tardiness for School**

Students arriving late to school may receive 3 demerits. Any student arriving to school after 8:00 a.m. has missed more than half of the period, and therefore may not be allowed to enter their first period class, resulting in an unexcused absence for the class. Students must be seated in their assigned seats when the late bell rings. Based upon the frequency, chronic tardiness to school may result in further consequences, including after school detention, Saturday Work Intervention, In-School Suspension and/or Out of School Suspension. Students arriving to school after 8:30 a.m. must be accompanied by a parent or guardian. The principal will require a meeting with a parent or guardian for excessive tardiness.

### **Violent Behavior**

The safety and security of Brockton High School students and staff is the administration's first priority, and violent behavior will not be tolerated. Students who are suspended for 10-days for violating school rules and the rights of others may be requested to serve their suspension in the Counseling and Intervention Center at the Keith School, where the student will have the opportunity to make academic progress.

## **Penalties for Violation of School Rules**

**The Brockton Public Schools adheres to the regulations regarding student discipline and access to education that are embodied in Chapter 222 of the Acts of 2012, and made effective July 1, 2014.**

### **BPS policies and procedures regarding student discipline:**

- Require the use of discretion and professional judgment;
- Respect the rights of students and families to due process, including the right to notice, opportunity to be heard before consequences are imposed, and fairness, including consideration of the unique circumstances presented;
- Consider the use of alternatives to suspension;
- Allow students the opportunity to make academic progress during time of suspension;

**Overall, BPS practice regarding student discipline seeks to provide a supportive school environment in which students have opportunities to mature and develop into responsible citizens, while respecting the need to maintain a safe and orderly school community.**

Brockton High School is a community of more than four thousand people. Despite the large number of people interacting each day, the school has earned a reputation for excellence in academic and discipline matters. The positive climate is primarily the result of a responsible student body and an interested staff.

There are times, however, when student conduct interferes with the school's academic and discipline standards. When student behavior is unacceptable, a discipline code is enforced. If a student is suspended, one may not attend school or any school related activity during the term of the suspension. In addition, students with unacceptable records may be placed on an **"Improvement Plan and Disciplinary Contract"**.

Privileges and/or participation in extra-curricular activities may be restricted or denied to students who violate school rules. These include but are not limited to: attendance at the semi-formal, proms, senior breakfast, and participation in the graduation ceremony.

**Students are subject to the Code of Conduct in school, on school property, on the way to or from school, on field trips, at athletic contests, at PAC/PTA and school-sponsored events, and on school-provided transportation.**

**Demerits**

As part of the disciplinary tools utilized by school administration, the school may assign demerits for the violation of school rules. When a student accumulates twenty (20) demerits, one may be issued an intervention or suspension.

**Demerit Buy-Back Policy**

The “Buy-Back” policy allows a student the opportunity to “Buy-Back” Demerits that may have accrued for behavioral infractions. The demerit buy-back program is a way for students to be rewarded for positive behavior by having demerits removed from their behavioral record, allowing students to avoid accumulations of demerits and interventions/suspensions in the process. Any student who has demerits will have the opportunity to buy back (i.e., waive) demerits they have accrued before an Accumulation of Demerits, (20) demerits, according to the following guidelines:

- Inform your Assistant Dean of your intention to buy back a day and obtain the appropriate form.
- Show that form to each of your teachers for initialing on the first day.
- Attend school for five consecutive days without incurring any tardiness, demerits and/or behavioral referrals.
- On the fifth day, have each teacher re-sign the form, verifying your attendance and class work
- Return the form at the end of the fifth day to the Assistant Dean's office.
- If the student successfully fulfills the above guidelines, a maximum of 7 demerits will be removed from the student’s behavior record.

**Citizenship Grades**

The following is a description of how suspensions and interventions will affect a student’s citizenship grade each term.

Suspension/Intervention	Grade
No Suspensions / Interventions	A
No Suspension/ One Intervention	B
Two Suspensions / Interventions	C
Three or More Suspensions / Interventions	F
Any Group C or D Suspension / Intervention	F

**The following are infractions of school rules.**

Students found to have committed rule infractions may be subject to disciplinary action in accordance with the due process procedures described in this handbook. The Code of Conduct is based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases of second and third offenses. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to:

- 1) previous disciplinary record,
- 2) severity of disruption to the educational process,
- 3) degree of danger to self and/or others,
- 4) the degree to which the student is willing to change his/her inappropriate behavior

The Code of Conduct has been divided into four Groups. Each Group contains a range of consequences for the infractions as follows but are not limited as such. The Principal may increase the consequences assigned by the Dean or Assistant Dean.



## **Brockton High School Behavior Expectations**

In the classroom, teachers will clarify the expectations for a student's success in that particular class, but all classes at Brockton High expect mutual respect and participation in the class. If a student does not meet the expectations of the classroom they can expect the teacher to respond by clarifying expectations, redirecting students toward expectations and tasks, and trying to re-engage students. If the student continues to have difficulty they can expect teachers to respond with a variety of interventions such as, seat changes, brief private conversations, afterschool detentions, phone calls home, or parent-teacher meetings. As a trained professional, it is for the teacher to determine the best approach to re-engage the students in the classroom. If the teacher's interventions still don't result in a re-engaged student, the student may be asked to leave the classroom and referred to the Assistant Dean's office.

Upon being asked to leave, students should quickly gather materials and report to the Assistant Dean's office. The student should sign-in to the office so that their arrival is recorded, and will be given the opportunity to write down their perspective of the events that led to their being asked to leave the classroom. The Assistant Dean or floor teacher will then intervene to bring about a resolution to the situation. Each situation is unique and therefore a variety of interventions are possible. See the Level descriptions below for further explanation.

One common way that behavior is tracked is through the use of the demerit accountability system. Demerits are a way to keep track of repetitive behaviors across or within classrooms. In general, a student earns demerits for being late to class, or being unable to remain in class. Teachers do not assign demerits, and they are only assigned through the Assistant Dean's office. A few demerits do not result in any further consequences, and a student's demerit total is reset each term. It is the accumulation of demerits (Multiple Events) which can lead to restrictive interventions. Before the student reaches an accumulation of demerits (Multiple Events) they are encouraged to complete a Demerit Buy-Back to redeem their behavior infractions.

### **LEVEL 1: Teacher – Suggested Classroom Interventions**

#### **Teacher:**

- Positive and specific feedback
- Increase teacher proximity
- Change seats
- Behavior Reflection Activity
- Re-teaching and rehearsal of skill or procedure
- Verbal Reminders and redirection
- Student/Teacher conference
- Contact home
- Positive directives that state expectations
- Teacher Detention
- Progress sheets on behavior
- Create a classroom check-in plan

### **LEVEL 2: Office/Administration – Behavior Referrals for Office Consequences/Intervention**

#### **Teacher:**

- All Level 1 Interventions
- Referral to Assistant Dean's Office
- Student/Teacher conference
- Collect progress monitoring data about the behavior and interventions attempted
- Peer Mediation

#### **Administration:**

- Reflection Activity
- Parent Meetings
- Demerit Buy-Back
- Homework Class
- Check-In Guidance Counselor, Adjustment Counselor, Floor Teacher, Assistant Dean
- Referral to Adjustment Counselor groups (anger management, academic motivation, etc.)
- Referral to Mentoring
- Loss of Privileges
- Lunch Detention
- Saturday Work
- Peer Mediation
- Demerits
- Handbook Class
- In-School Suspension

### **LEVEL 3: Suspensions – Short-Term Suspensions**

#### **Administration:**

- Reflection Activity
- Referral to Mentoring
- Referral and coordination with community based supports
- Individualized case management for students with 504 plans or IEPs
- Check-In Guidance Counselor, Adjustment Counselor, Floor Teacher, Assistant Dean
- Referral to Adjustment Counselor groups (anger management, academic motivation, etc.)
- Develop Functional Behavioral Assessment and Behavior Intervention Plan
- In-School Suspension
- Student Support Team
- Family/Guardian/Student/ Support Team conference
- Short-Term Suspension
- Improvement Plan/Behavior Contract

### **LEVEL 4: Suspensions – Long-Term Suspensions and/or Alternative School Placement**

#### **Administration:**

- All Level 3 Consequences/Interventions
- Long-Term (More than 10 days cumulatively or consecutively) Suspension
- Alternative School Placement

## **Intervention/Consequence Progression**

\*\*Consequences assigned after considering all mitigating circumstances

\*\*All consequences and progressions at discretion of BHS Administration

### **Multiple Events (2-3 Events from Groups A, B, and C)**

1. Homework Class
2. Saturday Work (Refer for Parent Meeting)
3. In-School Suspension (Parent invite for meeting)
4. In-School Suspension (Parent invite for meeting)
5. Refer to Assistant Dean for Short- Term Suspension

### **Additional Interventions/ Consequences**

- Student Support Team
- Guidance/Adjustment Referral
- Offer Demerit/Event Buy Back when applicable
- Peer Mediation
- Lunch Detention
- Loss of Good Citizen Senior Privileges
- Loss of outside privileges
- Loss of athletics
- Loss of clubs/after-school extracurricular activities

### Group A Violations

Violations	Level 1 (Classroom)	Level 2 (Office Referral)	Level 3 (Short-Term Suspension)	Level 4 (Long-Term Suspension)	School Police Notification
Acting defiantly to a reasonable request made by a staff member.	X	X			
Being in a restricted area any time before, during and/or after school hours.	X	X			
Cut Handbook/Homework Class/Lunch Detention/Saturday Work	X	X	X		
Distributing non-school literature during school hours either in class or in the halls between classes. This material may be passed out in a place and at a time designated by the Principal indicating the time and place of distribution. Prior to distribution, a copy thereof must be furnished to the Principal indicating the time and place of distribution.	X	X			
Dress Code Violation	X	X			
Electronic Device/Cell Phone Policy Violation	X	X	X	X	X
Failing to have ID displayed	X	X			
Failing to report to a teacher after school	X	X			
Fastening of decorations, posters, or announcements to any part of the school building except by permission of the Principal.		X			
Loitering in the corridors before, during or after school.	X	X			
Temporary ID		X			
Unexcused tardiness to school and class	X	X			

### Group B Violations

Violations	Level 1 (Classroom)	Level 2 (Office Referral)	Level 3 (Short-Term Suspension)	Level 4 (Long-Term Suspension)	School Police Notification
Abusing the privilege of driving or parking on school property.		X	X		X
Being out of an assigned room without a pass signed by the teacher in charge of the room.	X	X			
Cutting Class (Cut Period 5 or Cut Period 6)	X	X	X		
Cutting Lunch Detention, Handbook Class, or Homework Class		X	X		
Failing to demonstrate respect for fellow students and staff.	X	X	X		
Failure to register for school.		X	X		
Leaving school property during the school day without express permission from the House Administration.		X	X		
Making unnecessary noise or causing a disturbance in classrooms, corridors, cafeterias, or common areas.	X	X	X		
Possession or use of electronic cigarette or JUULs.		X	X		
Possession or use of lighters/incendiary devices.		X	X		
Possession or use of stink bombs.		X	X		
Smoking cigarettes in school building or on school property during school hours.		X	X		
Throwing anything (foreign objects, etc.) anywhere in or outside of the building.	X	X			
Using any locker other than the one assigned by the House Office.		X			

## Group C Violations

Violations	Level 1 (Classroom)	Level 2 (Office Referral)	Level 3 (Short-Term Suspension)	Level 4 (Long-Term Suspension)	School Police Notification
Abusing the privilege of riding the school bus.		X			
Buy, selling, trading, or bartering of any item (including, but not limited to: phones, iPods, MP3 players, computers, tablets, and sneakers) while in school or on the way to or from school.		X	X		
Cheating on tests, assignments and homework, including plagiarism (and may receive zero credit for the assignment, quiz, or test)	X	X			
Defacing, destroying, marring, or causing damage to school or personal property: This includes failing to exercise reasonable care of books by "stuffing" or otherwise mistreating them. This rule will be strictly enforced, and restitution will be required. Malicious damage will be reported to School Police.	X	X	X	X	X
Defiance and inappropriate behavior during any school emergency, such as evacuation of the buildings, security checks or disruption of school.		X	X	X	X
Forgery.		X	X		
Gambling or card playing.		X	X		
Opening exterior doors to allow students or outsiders into the building.		X	X		
Trespassing.	X	X	X		
<p><b>Unacceptable Behavior:</b> The Administration of this high school will consider any overt, aggressive act, physically or verbally directed at an individual or group, as an unacceptable act. The following are examples of unacceptable behavior:</p> <ul style="list-style-type: none"> <li>a) Behavior judged by an administrator as deliberately threatening to the safety and well-being of any individual within the school.</li> <li>b) Blatant disregard for reasonable request or directives</li> <li>c) Disruptive acts within the school or on school grounds</li> <li>d) Failure to attend in-school suspension</li> <li>e) Failure to identify oneself to any member of the high school staff</li> <li>f) Failure to report to the office as directed</li> <li>g) Filing a false report</li> <li>h) Foul or abusive language</li> <li>i) Insubordination</li> <li>j) Wearing another student's ID or an altered ID</li> <li>k) Any other behavior which is judged by the administration as being unacceptable or inappropriate to individuals and/or the school community.</li> </ul>		X	X	X	

## Group D Violations

Violations	Level 1 (Classroom)	Level 2 (Office Referral)	Level 3 (Short-Term Suspension)	Level 4 (Long-Term Suspension)	School Police Notification
Acts of arson.			X	X	X
Any behavior, clothing, pins, insignias, colors, or emblems related to gang activity.			X	X	X
Assault on staff.			X	X	X
Committing acts of bullying/cyberbullying.			X	X	X
Committing acts of harassment or sexual harassment.			X	X	X
Committing any acts of theft.			X	X	X
Extortion.			X	X	X
False fire alarm.			X	X	X
Fighting causing injury.			X	X	X
Fighting in or on school grounds.			X	X	
Chronic School Offender: Defined as having 100 or greater behavior events or received three or more out of school suspensions in the current school year.			X	X	
Hazing.			X	X	X
Making a bomb threat or serious physical threat to the safety of the Brockton High School community (Requirement of outside counseling and anger management).			X	X	X
Possessing or distributing of any weapon, real or simulated, such as a firearm, ammunition, knife, explosive, or any object of potential use as a weapon.			X	X	X
Possession of, distribution of, or drinking alcoholic beverages on school property, and/or possession of, distribution of, or taking drugs on school property by anyone at any time is strictly forbidden. Any student who is under the influence of, partaking of, or purchasing alcoholic beverages or drugs, or possessing drug paraphernalia during school hours, on school grounds or at school-sponsored events may be suspended. Arrest may be made in cases where the law has been violated. (Please be aware that in an ongoing effort to keep Brockton High School drug-free, police dogs may be used to search for drugs, paraphernalia, and other contraband in lockers, parking lots, storage areas, and selected locations).			X	X	X
Sexting.			X	X	X
Sexual behavior.			X	X	X
Violating the civil rights of others by making racial, religious, or sexual slurs. This includes verbal remarks or wearing of pins, clothing, or displaying of symbols commonly associated as racial, religious, or sexual slurs. This includes inappropriate markings on books, clothing or exposed skin.			X	X	X

## **Interventions, Detentions, Suspensions, and Expulsion Descriptions**

### **Lunch Detention**

Student may be assigned lunch detention for excessive tardiness to school. Students may bring their own lunch or students with a lunch ticket must notify the Assistant Dean's office at the time the detention is issued if they wish to order a school lunch.

Lunch detention may be located in a classroom designated by the Dean or Assistant Dean. If a student is absent on a day when one is assigned lunch detention, the detention must be made-up the day the student returns to school. If school is cancelled for any reason, the Assistant Dean may reassign the lunch detention.

### **Handbook Course Intervention**

A student may be assigned the Handbook Course Intervention (HCI) for a Group A or Group B consequence. The HCI will be one – hour after school. Student assigned to the HCI may have to participate in class discussions pertaining to the rules and regulations in the Handbook and complete reading and writing assignments. If a student is absent the day of the HCI, they may be reassigned by the Assistant Dean. Unexcused absences from the HCI may result in a suspension or Saturday Work Intervention. If school is cancelled for any reason, the Assistant Dean may reassign the HCI.

### **Boxer Homework Class Intervention**

Students will be notified in writing twenty-four hours prior to serving the after-school Boxer Homework Class. If a student has been assigned a BHWC and fails to report, one is no longer eligible for BHWC and may be given an equivalent suspension. If a student is absent on a day when one is assigned BHWC, it must be made-up the day the student returns to school. All students must wear ID's to BHWC. If school is cancelled for any reason, the Assistant Dean may reassign the BHWC. Teachers may not send discipline behavior referrals for students who fail to report to BHWC as a consequence of not completing one's homework.

### **Boxer Saturday Work Intervention**

At the discretion of the House Administration, a student may be given the opportunity to participate in a community service program on designated Saturdays from 8:00 a.m. to 12:00 noon. This intervention program is in lieu of a suspension. Parents will be notified, and students would be required to arrange their own transportation. If Saturday Work Intervention is cancelled for any reason, the Assistant Dean may reassign the intervention day(s). Failure to report to Saturday Work Intervention on the assigned day may result in suspension.

### **In-School Suspension**

In-school intervention is an alternative to out-of-school suspension for violations of the school's conduct code. In-school suspension requires a student to continue work on academic assignments in a supervised classroom. A student may receive academic credit if the work is completed to the satisfaction of the teacher. In school suspension days are waived.

A student assigned to in-school suspension may not attend nor participate in any school sponsored function from the time the in- school suspension is assigned until the morning following the completion of the in-school suspension. Parents will be notified when a student has been assigned an in-school suspension. In-school suspension hours begin at 7:29 a.m. If a student is absent on the day of an assigned ISI it must be made up on the day the student returns to school. If school is cancelled for any reason, the Assistant Dean may reassign the suspension day.

### **Out-Of-School Suspension**

Students serving out-of- school suspensions are not permitted on school grounds for any reason. A student assigned an out-of- school suspension may not attend or participate in any school sponsored events from the time the out-of-school suspension is assigned until the morning following the completion of the suspension. Students who are suspended for 10- days for violating school rules and the rights of others may be requested to serve their suspension in the Counseling and Intervention Center at the Keith School, where the student will have the opportunity to make educational progress. A parent or guardian must accompany the student on the return day. Out-of- school suspension days are waived. If school is cancelled for any reason, the Assistant Dean may reassign the suspension day(s).

## **Expulsions**

In accordance with M.G.L. ch. 71, § 37H, students may be expelled from school under the following circumstances:

- 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 (real or simulated) including, but not limited to, a gun or a knife or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the principal.
- B. Any student who assaults a principal, assistant principal, teacher, paraprofessional or other educational staff on school premises at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- C. Any student who is charged with a violation of either paragraph (A) or (B) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in their discretion, decide to suspend rather than expel and/or refer to an alternate school placement a student who has been determined by the principal to have violated either paragraph (A) or (B).
- D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten calendar days from the date of the expulsion in which to notify the Superintendent of one's 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.
- E. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

**PLEASE NOTE: IN SOME CASES THE PRINCIPAL HAS THE PREROGATIVE, WITH THE APPROVAL OF THE DEPUTY SUPERINTENDENT, TO ASSIGN STUDENTS TO AN ALTERNATIVE SCHOOL SETTING.**

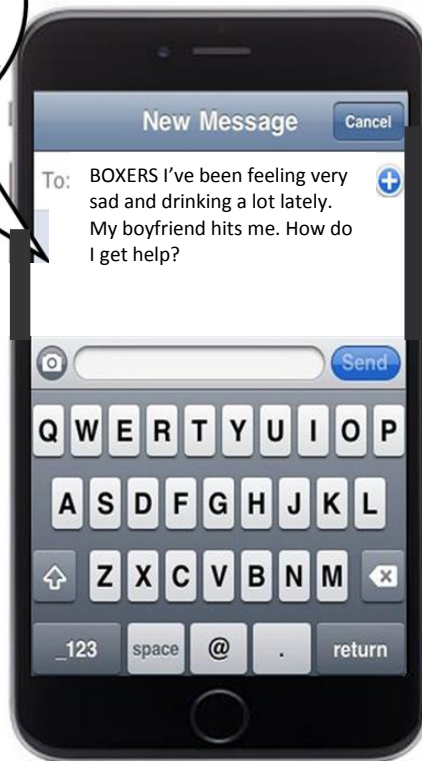
# SAY THE WORD

*Anonymously*

## BHS Text-for-Help

*Keeping our school & students safe and healthy*

Text **274637**  
Type **"BOXERS"** at the  
top of your text and  
then type your  
message



Seek assistance for yourself or a friend via text about bullying, depression, drug use, violence or any issue that is harming you or someone you love.

Your text is **100% anonymous**

**Text "BOXERS" + your message to 274637**