

Brockton Public Schools



Frederick Douglass Academy
at The Keith Center
Student/Parent Handbook
2020-2021



www.bpsma.org



City of Brockton
BROCKTON PUBLIC SCHOOLS
Michael P. Thomas ♦ Superintendent of Schools



August 2020

Office of the Superintendent
Phone (508) 580-7511 Fax (508) 580-7513
MichaelPThomas@bpsma.org

Dear Parent/Guardian and Student:

Attached are the rules and regulations for the ***Frederick Douglass Academy***. These rules and regulations have been prepared by the administration and approved by the Brockton School Committee.

Students and parents should acquaint themselves with the contents of this booklet. Every organization 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.

Both students and parents should 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.

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. If you have any comments or questions, please feel free to contact the school.

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

Sincerely,

Michael P. Thomas
Superintendent of Schools

BROCKTON PUBLIC SCHOOLS
BROCKTON, MASSACHUSETTS

I have thoroughly read and understand the ***Frederick Douglass Academy Student/Parent Handbook***. I am aware of the rights and responsibilities outlined therein for both parents and students.

Parent/Guardian Signature

Student's Name (printed)

Date

Student's Signature



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 2020-2021 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 2020-2021 school year.

School Name: _____

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____



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 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: _____



City of Brockton

BROCKTON PUBLIC SCHOOLS

Michael P. Thomas ♦ Superintendent of Schools

Office of the Superintendent

Phone (508) 580-7511 Fax (508) 580-7513

MichaelPThomas@bpsma.org



Military 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: _____

Frederick Douglass Academy

Sincerely,

Signature

Date

Your Name: _____

Address: _____

City: _____ State: _____ Zip

Code: _____

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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 code of conduct 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. **This Policy and Guidelines apply to all District Remote Learning Platforms.**

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.

Who We Are and What We Do

The Frederick Douglass Academy has been designed to give an alternative educational opportunity to students whose behavior and actions within the mainstream of the school system have resulted in recommendations for a long term suspension or a permanent expulsion from the Brockton Public Schools. A wide variety of program and counseling options is provided to each student and to their family members while they attend the Frederick Douglass Academy.

Students placed in the Frederick Douglass Academy are assisted in learning new and more appropriate patterns of behavior through the classroom management model which has been adopted to provide behavior management and bring about appropriate behavior change.

Students assigned to the Frederick Douglass Academy program are encouraged to earn the right to return to his/her sending school with the ultimate goal improved academic and behavioral performance. Students who experience difficulty meeting the criteria for returning to his/her sending school may choose to remain at the Frederick Douglass Academy to earn a Brockton Public Schools diploma or participate in an alternative pathway that is individualized for the student.

We believe that all students profit from education. Whether the student is within a mainstream school setting or assigned to an alternative school program, students need the dedication and support services from the staff as well as outside agencies. With professional staff training and support from BAMSI and other agencies, we believe that all students, regardless of their behavioral history, can learn new and more appropriate patterns if they are directly instructed within the framework of the appropriate curriculum.

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 of one's race, color, national origin, religion, age, sex, gender identity, sexual orientation, disability, pregnancy or pregnancy related condition 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.

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.

Important Telephone Numbers

Principal of the Frederick Douglass	(508)	894-4377
Assistant Principal	(508)	580-7485
Adjustment Counselor	(508)	894-4260
Special Education Office	(508)	580-7573
Civil Rights Complaint Officer	(508)	894-4341
School Nurse	(508)	580-7209
BAMSI	(508)	580-7336
Guidance Office	(508)	580-7367

Description of The Frederick Douglass Academy

The Frederick Douglass Academy can be a temporary or long-term educational setting that incorporates a highly structured behavior management system with intensive academic and counseling support services. The administration and staff of the Frederick Douglass Academy are dedicated to working with students who are committed to refocusing on their education and being returned to the mainstream educational setting.

The Frederick Douglass Academy provides an educational opportunity for certain students in regular district schools who have continuously committed offenses in violation of the Code of Conduct in regular district schools, and serves as a point of entry for students who are exiting Department of Youth Services programs or for students moving into the school system from other systems' alternative regular educational placements.

While at the Frederick Douglass Academy, students will be offered the opportunity to learn appropriate behavioral responses, develop acceptable social skills, improve their academic abilities and be assisted in developing a renewed commitment to education.

Students who are successful within the Frederick Douglass Academy will be aided in identifying an appropriate diploma-awarding program, including the possibility of a petition to return to Brockton High School, or stay and earn a Brockton Public Schools diploma through the Frederick Douglass Academy.

The Principal of the Frederick Douglass Academy will reactivate the expulsion process for those students who fail to conform to the Code of Conduct mandated by the school district.

Description of the School Program Model

Standard academic curriculum featuring an individualized computer lab instruction focused on MCAS preparation.

1. Behavioral program utilizing a point system, small group and individual behavioral education.
2. BAMSI counseling available.
3. Opportunity to transfer back to the mainstream if eligible.
4. Students may elect to remain at the Frederick Douglass Academy and earn a Brockton Public Schools diploma.
5. Full guidance services provided.

Half Step Room

The in-house suspension area provides current classroom assignments to students who are unable to return to class.

Comprehensive Sexuality and Health Curriculum

This curriculum is abstinence-based and focuses on relationships, and the emotional and physical changes young people experience, decision-making skills, and the health risks involved with teen sexuality. The health curriculum is presented by a team of school health professionals. This team includes teachers, the school nurse and adjustment counselor.

Under Massachusetts's 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 alternative 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.

Diploma Program

This aspect of the Frederick Douglass Academy provides another graduation option to those students not transferring to Brockton High School. In order to receive a Brockton Public Schools diploma through the Frederick Douglass Academy, a student must earn 96 credits and meet state and federal graduation requirements. Further information may be found in the Curriculum Courses of Study Guide.

Progress Reports

Typically, a progress report will 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 made out by the teacher and mailed to parents through the Guidance Office. For specific information, parents should call the Guidance Office at (508) 580-7366 if a progress report is received.

Frederick Douglass Academy Code of Conduct

Standard of Behavior

To remain in the Frederick Douglass Academy, students must maintain a standard of acceptable behavior while under the school's supervision. Violations of this standard will be addressed through a variety of progressive interventions including (but not limited to), restorative justice meetings, counselor referrals, mediations, timeouts, In-School and Out-of-School Suspension. Repeated offenses will result in the expulsion process being reactivated for the student.

Classroom Behavior

Any actions which are disruptive to the educational climate of the classroom will be dealt with first by the classroom teacher utilizing the classroom management model. Should the disruptive behavior continue or escalate, the School Administration will intervene and impose the appropriate penalty as prescribed by the Frederick Douglass Academy Code of Conduct.

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, ROLLER BLADE SNEAKERS, COATS AND OUTER GARMENTS are not to be worn in the building at any time. They are to be placed in assigned lockers. Sweatshirts and shirts with hoods may be worn**

but students are not permitted to wear the hoods up or covering their heads or faces at school 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.
- Student in violation of the dress code may call a parent for appropriate clothing or sign out sweatpants and a T-shirt from the Principal's office.

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.
- Clothing, pins, insignias, colors, or emblems that identify them as a member of a gang

Exceptions to the dress code may be made by the FDA administration.

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.

Morning Check-In

Students must arrive at school by 8:00 a.m. All students entering the building will be searched with a hand-held metal detector. All bags will also be searched by school personnel.

Cell Phones are NOT allowed in school. Phones need to be checked in the morning and will remain locked in the main office until they are distributed at end of day. Violation of this policy may lead to confiscation of the phone/electronic device and/or disciplinary action. Large backpacks are not allowed in school and must be turned in to school administration at morning check-in. Students are allowed to carry small "string-type" backpacks.

All students will be searched for prohibited items upon entering the building. Students must give to staff any items which may cause a disturbance in the classroom. Students will receive these items back at the end of the school day with the exception of those items specifically described in this handbook. In those cases, the prohibited items will be returned only to parents/guardians. The staff reserves the right to thoroughly search students whom they feel may threaten the safety of the school or the community. The Administration reserves the right to refuse entry to any student who refuses to comply with morning check-in procedures. Discovery of illegal items or substances will be referred to the Brockton School police. Any amount of money over \$20 will be held by the Principal. A parent or guardian may be called.

Tardiness

Students who arrive after 8:15 a.m. will be considered tardy and will be assigned an afterschool detention. Students will be required to stay after school for the amount of time they were late after 8:15 am. Students who arrive after 9:00 a.m. must be accompanied by a parent/guardian. Students arriving after 9:00 a.m. without parent/guardian permission will be sent to the In-School Suspension room. The principal will require a meeting with a parent or guardian for excessive tardiness.

Half Step Classroom Program

The half step room provides a separate work environment for late students, suspended students, and students who commit more minor infractions of school rules.

The half step room is used for suspended students in a variety of ways. Students with IEPs who have exceeded ten days of suspension may be placed in the half step for any further suspensions – with specific individualized academic instructions. Any student suspended for non-violent offenses may spend all or part of the suspension time in the half step room.

Another use of the half step room is for short-term remediation of behavior. A good example is an elementary student who abuses the privilege of attending computer lab. This student would lose the next opportunity to go to the lab – spending that period in the half step room.

Language

Abusive, profane, or obscene language will not be tolerated. This includes abusive, profane, obscene or gang-related language found in letters or other written material and any graffiti that may be attributed to a specific student. Hand signals are also prohibited under this code.

Drug and Alcohol Policy

The School Drug/Alcohol 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. Students may be subject to discipline in accordance with Massachusetts law, District policy and the Code of Conduct as determined appropriate if found to be in under the influence or in possession of alcohol or a controlled substance on school property or at a school-sponsored event/school-related activity. Referral to law enforcement will also be made as determined appropriate.

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 Public Schools 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 - A member of the school administrative staff may search, in the presence of a witness upon reasonable suspicion to believe that a student is in possession of a controlled substance, and, if the circumstances permit, the individual pupil's person or any belongings which are on his/her person. This includes clothing, pockets, wallets, purses, etc. The police shall make such search only where there is proper legal justification.
3. Rights of Questioned Students - Parents will be notified in any 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 will maintain an informal record of the interview showing the time, place, persons, and summary of discussion and findings.

B. Confidentiality

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 his parents must be notified and consulted about further actions that are appropriate in the particular situation.

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 information that has been confided to them.

Massachusetts Regulations on Physical Restraint of Students

The Massachusetts Legislature has enacted regulations regarding the restraint of students (603 CMR 46.00 et seq.). A copy of the Frederick Douglass Academy procedure will be available at the 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 will 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 the use of Epi-pens.

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.

School Property

School property (desks, books, etc.) is not to be defaced or vandalized. This policy will be strictly enforced and restitution for damages will be required. Prosecution will be sought for incidents of vandalism involving a loss of more than two hundred and fifty dollars (\$250.00).

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 the Brockton Alternative School/Frederick Douglass Academy programs. There is to be no sharing of student 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.

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 homeroom **ONLY**. The principal/designee or other Brockton Public School administrators 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 the Frederick Douglass Academy drug-free, police dogs may be used to search for drugs, paraphernalia, and other contraband in lockers, parking lots, storage areas, and selected locations.**

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.

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.

Cell Phone/Electronic Device Searches

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.

Use of Surveillance Cameras

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. Viewing of any surveillance camera footage or recordings by anyone other than district staff is only allowed with the expressed consent of the Brockton Police Department.

Cameras, Tape Recorders, Radios, Headset Players, Lasers, Etc.

These items are not allowed to be used in school except with written permission of the classroom teacher or administrators, and then, only if in conjunction with a specific course assignment. These devices must be given to staff during morning check-in time. If this rule is not followed, the items may be confiscated and returned to the student at a later date.

- The student may also be subject to a suspension.

Cellular Telephones

Students must hand these items to staff during morning check-in. If this rule is not followed, these items may be confiscated and returned only to the parent/guardian.

- The student may also be subject to a suspension.

Absence/Dismissal

- Any planned absence or dismissal, known in advance, should be reported, in writing, before it occurs.
- When a student returns to school after any absence, in compliance with State Law, the student must bring, on the day of return, a note written in ink and signed by the parent or guardian stating the reasons and dates for the absence(s). A student or parent must ask the principal to authorize an excused absence based on a parental note. One (1) Parent note is allowed per term unless otherwise approved by the Administration. Automatic excused absences are only generated by doctor or court notes. Excused absences will be given for specified illnesses or any other reason deemed acceptable by the administration, and need to be processed by the school within one week. Dismissals must also be signed by parent or guardian and must include a phone number for confirmation. Repeated dismissals may cause a student to fail the last period class and may prevent transfer back to a mainstream school.
- If the absence is of five (5) 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 recommendations as to whether a student will remain in school or not. Final approval will be the decision of the School Administration. In the event of a pandemic, such as the H1N1 influenza, other credible evidence may, at the discretion of the building administrator or his/her designee, be accepted in lieu of a doctor's note in support of a waiver of unexcused absence from school.
- 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.

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 on hazing:

SECTION 17: Whoever is a principle 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.

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

SECTION 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as 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 and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the 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 disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of 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.

Bullying & 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 § 37O. 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 students or a member of a school staff, 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; 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 and (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. Frederick Douglass Academy students can text 274637, type in the school's keyword "Keith" 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.

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. This is considered sexual abuse and is a criminal act which must, by law, be investigated by the Brockton School Police and reported to the District Attorney's Office and the Department of Social Services.
- 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: Sexual harassment a violation of Massachusetts General Law, building principals have been instructed to refer cases to the School Police and to the District Attorney's Office for further investigation and possible prosecution.

Process

1. Students who believe that they have been subjected to sexual harassment should report the incident(s) to any teacher, counselor or administrator or to the Chief Officer of Student Support Services, 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 distinct 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.

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, gender identity, disability, sexual orientation, pregnancy or pregnancy related condition. 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, gender identity, disability, sexual orientation, pregnancy or pregnancy related condition.

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 <https://www.bpsma.org/departments/student-support-services> , or by contacting your school office.

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 distinct grievable matter under this procedure.

The Brockton School Committee has designated Sharon R. Wolder, Chief Officer of Student Support Services, as the school system's Equity Officer, vested with the authority and responsibility of processing all complaints of harassment and discrimination. Any student who feels that he or she has been harassed or discriminated against because of his or her race, color, sex, religion, national origin, sexual orientation, pregnancy or pregnancy related condition should contact Ms. Wolder. Her office is located in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4376, telephone number (508) 894-4341. If the student prefers, he or she may file the complaint with any teacher or counselor, who will then bring the complaint to the attention of the Equity Officer.

If parents/students 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.

Due Process Procedure

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, § 37H¾ (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 & 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 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 offense
- (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, § 37H¾

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, § 37H¾

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 (removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently) 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 & 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 SUPERINTENDENT OR HIS/HER DESIGNEE, TO ASSIGN STUDENTS TO AN ALTERNATIVE SCHOOL SETTING.

Code of Conduct Provisions 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 may be considered a "change of placement". A change of placement invokes certain procedural protections under federal special education law and Section 504.
- Federal law defines a "change of placement" as:
 - Removal for more than 10 consecutive school days; OR
 - A series of removals that constitute a pattern 1) because the series of removals total more than 10 cumulative days in a school year; 2) because the student's behavior is substantially similar to that in previous incidents that resulted in the series of removals; and 3) because of such additional factors as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another. Please note that determination of whether a pattern of removals is a "change of placement" is made by the District.
- Prior to any removal that constitutes a change in placement, the school must convene a meeting to determine whether or not the behavior that forms the basis of the disciplinary action is manifestation of your child's disability. Parents have a

right to participate in this meeting. At the meeting, 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 two questions:
 - 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/Section 504 Plan?
- If the manifestation determination decision is that the conduct in question was caused by or had a direct and substantial relationship to your child's disability OR a direct result of the district's failure to implement the IEP/Section 504 Plan, 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 conduct in question was NOT caused by or had a direct and substantial relationship to your child's disability OR was NOT the direct result of the district's failure to implement the IEP/Section 504 Plan, 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 plan 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: 1) possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; 2) carries a weapon to school or a school-sponsored event; or, 3) 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 constituting a change in placement. 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.

Penalties for Violations of The Frederick Douglass Academy Code of Conduct

The Brockton Public Schools adheres to the regulations regarding student code of conduct 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.

The Frederick Douglass Academy strives to provide a safe learning environment for all students within all programs. It is necessary that all students cooperate with staff to ensure this safe environment. Therefore, any student whose conduct interferes with classroom learning or school safety will be subject to the Frederick Douglass Academy Code of Conduct.

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. Students are also subject to the Code of Conduct during Remote Learning times.

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.

Group A

The offenses listed above, and other offenses of a similar magnitude are subject to a minimum penalty of verbal reprimand, point loss, demerits, a drop-in level and a maximum penalty of three (3) day in-school or out-of-school suspension, based upon the evidence presented and the severity of the offense. An accumulation of point losses by a student will result in a verbal warning.

Chronic unexcused tardiness to school

Students who arrive to school after 8:20 a.m. will be considered tardy and may be referred to the half-step program.

Loitering

Students found loitering in the hall will receive loss of points.

Late to Class

Students arriving late to class without a pass will receive loss of points.

Inappropriate hallway behavior

Students behaving inappropriately in the hallway will receive loss of points for each offense. This includes such behavior as horseplay, running, etc., as determined by the principal or designee.

Failure to comply with dress code

When in the opinion of the principal/designee of the program, a student's clothing can be predicted to cause disruption or distraction to the educational climate of the school, a telephone call will be made to the parent/guardian and the student will be requested to change into less disruptive clothing. Students unable to return home will be assigned to the half step room for the remainder of the day.

Possessing any electronic device after morning check-in

Electronic devices, including e-cigarettes or JUULs, CDs, toiletry items, hats, inappropriate jewelry, etc. in all areas of the school building are not allowed. When discovered, such items may be confiscated, and the parents may be notified and required to pick up the confiscated item. Loss of points and possible suspension may result.

Cheating on tests, assignments and homework, including plagiarism

Point penalties will be assessed according to the standards of the classroom management model. This behavior will also result in grade loss.

Group B

The offenses listed below, and other offenses of a similar magnitude, are subject to a minimum penalty of a warning and a maximum penalty of short-term or long-term suspension, based upon the evidence presented and the severity of the offense.

Failure to check-in during AM homeroom

Point penalties will be assessed, and any instance will result in the possibility of suspension as determined appropriate.

Being in an unauthorized area any time before, during and/or after school hours

Point penalties will be assessed according to the standards of the classroom management model. Failure to comply with this requirement may result in suspension from school or referral through school police for possible legal action, depending upon the nature of the offense.

Use of tobacco and/or e-cigarettes in the school building, on school property, or during a school event is prohibited

Point penalties will be assessed according to the standards of the classroom management model and repeated instances will result in the possibility of suspension as determined appropriate.

Failure to report to class

Point penalties will be assessed according to the standards of the classroom management model and any instance may result in suspension.

Disrupting the climate of the school or classroom by throwing objects inside or outside of the building with malicious intent

Point penalties will be assessed according to the standards of the classroom management model.

Making unnecessary noise or causing a disturbance in classroom, corridors, cafeteria, or auditorium

Point penalties will be assessed according to the standards of the classroom management model.

Failure to demonstrate respect for fellow students and staff

Point penalties will be assessed according to the standards of the classroom management model.

Using any locker other than the one assigned to you by the staff

Point penalties will be assessed according to the standards of the classroom management model and repeated instances will result in the possibility of suspension as determined appropriate.

Group C

The offenses listed below, and other offenses of a similar magnitude, are subject to a minimum penalty of a warning up to a maximum penalty long-term suspension up to 90 school days under M.G.L. Ch. 71, sec. 37H¾. Should any of the below offenses, or other offenses of similar magnitude, meet the criteria for disciplinary action under M.G.L. Ch. 71, §§ 37H or 37H½. student may be subject to suspension exceeding 90 school days/expulsion.

The use of foul or abusive language as verbal assault on students is also an unacceptable act

Point penalties will be assessed according to the standards of the classroom management model.

Leaving school property during the school day without express permission from the Director is an extremely serious offense

Point penalties will be assessed according to the standards of the classroom management model and each instance will result in an in-house suspension or out-of-school suspension as determined appropriate.

Inappropriate computer disks, CD's and other such materials

Point penalties will be assessed according to the standards of the classroom management model.

Insubordination: Blatant disregard for reasonable requests or directions

Also, behavior judged by an administrator as deliberately threatening to the safety and well-being of any individual within the school, as well as any other behavior judged by the administration as being unacceptable or inappropriate to an individual and/or school community.

Point penalties or suspension will be determined by the principal based upon the evidence presented and the severity of the offense.

Fighting on school grounds

Point penalties or suspension will be determined by the principal based upon the evidence presented and the severity of the offense.

Vandalism**Defacing, spitting on, destroying, marring or causing damage to school or personal property.**

Point penalties or suspension will be determined by the principal based upon the evidence presented and the severity of the offense. Restitution will be required. Cases of vandalism involving more than \$250.00 in damages are felonies and may be subject to M.G.L. ch. 71, § 37H½.

Committing acts of sexual harassment

Point penalties or suspension will be determined by the principal based upon the evidence presented and the severity of the offense.

Failure to report to the office, detention, or other assigned area

Point penalties will be assessed according to the standards of the classroom management model and any instance may result in suspension.

Lewd Behavior**Exposing self, sexual gestures, or other inappropriate behaviors**

Point penalties, suspension, or notification of School Police will be determined by the principal based upon the evidence presented and the severity of the offense.

Obstruction of Teacher Duties: Creating an unsafe environment

Point penalties or suspension will be determined by the principal based upon the evidence presented and the severity of the offense.

Defiance and inappropriate behavior during any school emergency; such as, evacuation of the buildings, or security checks

Point penalties or suspension will be determined by the principal based upon the evidence presented and the severity of the offense.

Opening exterior doors to allow students or outsiders into the building

Point penalties or suspension will be determined by the principal based upon the evidence presented and the severity of the offense.

Committing any acts of theft

Point penalties will be assessed according to the standards of the classroom management model.

Gambling

Point penalties will be assessed according to the standards of the classroom management model **and the possibility of suspension as determined appropriate.**

Forgery

Point penalties will be assessed according to the standards of the classroom management model.

Trespassing

Point penalties will be assessed according to the standards of the classroom management model.

Failure to comply with the classroom management model**Defacing point chart, refusing to carry a point chart, or changing point chart in any way without permission**

Point penalties or suspension will be determined by the principal based upon the evidence presented and the severity of the offense.

Threats to staff and students

Point penalties, suspension and/or referral through School Police for possible legal action, depending upon the nature of the offense.

Gang graffiti**Graffiti colors, dress, comments, or other such offenses**

Point penalties, suspension and/or referral through School Police for possible legal action, depending upon the nature of the offense.

Excessive roughness in and out of the classroom

Point penalties, suspension and/or referral through School Police for possible legal action, depending upon the nature of the offense.

Inappropriate computer disks, CD's, accessing inappropriate websites, and other materials (including violations of the Internet Acceptable Use Policy and/or Responsible Use Policy and Guidelines)

Point penalties, suspension and/or referral through School Police for possible legal action, depending upon the nature of the offense.

Group D

The offenses grouped into this category are considered very serious offenses and are subject to a maximum penalty of long-term suspension up to 90 school days under M.G.L. ch. 71, sec. 37H¾. Additionally, these offenses may also require notification of school police with the possibility of legal action. These offenses include sexual assault and those offenses involving drugs, weapons and educational staff assaults and are listed in M.G.L. ch. 71, § 37H & § 37H½, and may result in expulsion. These statutes permit the expulsion of students found guilty of possession or distribution of controlled substances, possession of a weapon, real or simulated, such as a firearm, ammunition, knife, explosive or any object of potential use as a weapon, severe assaults on educational staff and issuance of a felony criminal complaint or conviction of a felony.

Additional Criminal Acts:

1. Assault on staff.
2. 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.
3. Possession of, distribution of or drink 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 will be suspended. Arrest will be made in cases where the law has been violated and as determined appropriate by law enforcement (Please be aware that in a ongoing effort to keep Frederick Douglass Academy drug-free, police dogs may be used to search for drugs, paraphernalia, weapons, and other contraband in lockers, parking lots, storage areas, and selected locations.)
4. Making a bomb threat or serious physical threat to the safety of the Frederick Douglass Academy community. (Requirement of outside counseling and anger management.)
5. False fire alarm.
6. Violating the civil rights of others by making racial, religious slurs by verbal remarks or wearing of pins, clothing, or displaying of symbols commonly associated as racial or religious slurs. This includes inappropriate markings on books, clothing or exposed skin.
7. Acts of arson.
8. Extortion.
9. Fighting causing injury.
10. Hazing.
11. Committing acts of assault including sexual assault.
12. Committing acts of sexual harassment.

Community Partners

We enforce the fundamental principle that all students deserve a safe and non-distracting school environment within which to learn and that all teachers deserve a safe environment free from disruption within which to teach. We believe that many students require assistance from agencies other than the school to overcome the barriers that stand between them and **academic success**. Our Community Partners program provides the foundation and “wrap-around” links to the family and community that our students need if they are to find success through the Frederick Douglass Academy.

As community partners, members of the Brockton School Police Force, Juvenile Probation Officers from the Brockton Juvenile Court and outreach and tracking workers from the Department of Youth Services supported through the Plymouth County District Attorney’s office have been provided with office space within the school. These important members of the Frederick Douglass Academy team are able to spend the greater part of their time within the school informally relating to students. This interaction is an important factor in providing a safe school environment and the purposeful learning atmosphere that exists within the school. Through on-site meetings with their clients, these community partners assist the staff of the Frederick Douglass Academy in providing a safe framework within which students can be taught new behavioral skills.

BAMSI

Brockton Area Multi-Services, Inc. is a private non-profit agency serving Southeastern Massachusetts. The school-based counselor working on site within the Frederick Douglass Academy has been trained to provide a wide variety of supportive services for students and their families.

The services, both prevention and treatment oriented, include: psychological testing, counseling, anger management training, occupational therapy, expressive therapies, professional and staff development, speech therapy, crises management, skill streaming, and alternative to violence training.

BAMSI is also able to offer a full range of programs for identified at-risk youth and their families through the wide variety of programs their agency provides, and through coordination with other human service agencies within the city.

Exit Procedures from The Alternative Programs

When, in the opinion of the Principal of the Frederick Douglass Academy, a student exhibits the academic and behavioral readiness to transfer to a mainstream program, the following steps will be taken.

1. A team, consisting of the Superintendent or his/her designee, the Principals of Brockton High School and the Frederick Douglass Academy, the Department Head, Counselor, and staff mentor advocate will meet with each student wishing to be considered for transfer at the end of each semester. Students will be evaluated in the following areas:
 - a) Behavior – office referrals or suspensions. Students should not be misusing passes to the nurse or guidance.
 - b) Attendance – no more than three unexcused absences or five unexcused tardies.
 - c) Academic growth – the student should be earning grades appropriate to his/her ability. The number of full-year courses the student would be transferring into will be taken into account.
2. All of the student's records, including documentation of behavioral change and academic competencies, results of standardized testing and reports of community-based learning activities, will be taken into consideration. The approval to enroll in a non-Brockton School Department program should be obtained, in writing, before the team is convened. The team may request additional assessments; such as, an updated psychological assessment. In this case, a decision on the recommendation will not be reached until all assessments are completed.
3. The team will prepare a recommendation for exiting the program for the central office team (Superintendent of Schools, Chief Officer of Student Support Services, and a principal from the appropriate level), who will approve or disapprove the recommendation and determine placement within the Brockton Public Schools.
4. Following the identification of a new school/program for the student, it will be the responsibility of the school adjustment counselor to facilitate the transfer.

Class Attendance-Student Grade

The Frederick Douglass Academy is based on the same marking terms and semester system as Brockton High School. There is a certain level of behavior and attendance required to succeed here. A student is allowed eight (8) unexcused days of absence due to illness, suspensions, etc. After three (3) unexcused absences, the student will lose one-half grade for each additional day of school missed. Students must make-up all work that has been missed. On the eighth (8th) day of absence, a student will automatically fail. Exception can only be made by the Principal of the Frederick Douglass Academy. An incomplete will be given to any student has been placed outside of the school temporarily, or who has entered the school late in a term. The students must return school work in order to receive a grade.

Excused absence days may be for any of the following reasons:

- Death in a family.
- Religious holidays.
- Illness – Parents must call the school on the day of the absence and provide a note upon the student's return. If the student saw a doctor, a doctor's note must be provided. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified. All documentation for waivers, including doctor's notes, must be on file in the Principal's Office within five days after the student returns to school.
- Court appearances.
- Unavoidable accidents.
- Other reasons as deemed appropriate by the Principal/designee.

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.

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, 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 attack others from home or school computers
- send or display offensive or false materials, messages or pictures
- use obscene language
- 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
- employ the network for commercial purposes
- damage computers, computer systems or computer networks

Please note that this is not an exhaustive list.

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 Public Schools reserves the right to suspend computer use for any student. Violations may also result in other disciplinary or legal action as appropriate.

This Acceptable Use Policy applies to all Remote Learning Platforms.

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 his/her 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 Frederick Douglass Academy, 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

Student Record

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. Please be advised that the temporary student record shall be reviewed by the principal or designee at the end of each academic school year, at which time misleading, outdated, or irrelevant information contained therein shall be destroyed. Parents and/or eligible students who wish to obtain a copy of their temporary student record

prior to such destruction shall make sure request to the school principal in writing prior to the end of the academic school year at issue. Note: this policy applies to student records generated during remote learning.

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 (10) 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 may 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 – Frederick Douglass Academy 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 principal in writing.

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 (IEPs), 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.

Athletics, 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 in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his designee.

Academic Requirements

- A student must earn a total of nine credits during the last marking period preceding the contest. Second term marks determine third term eligibility
- To satisfy this requirement, a student must pass one Carnegie Unit 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 the report cards for that ranking period have been issued to the entire student body.

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

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.

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).

School Automobile Use

The Brockton School Committee, with the following regulations, authorizes the use of motor vehicles by students for transportation to and from high school. The regulations are:

1. There are designated parking areas
2. Once parked, students may not reenter their cars, without permission, until dismissed.
3. The speed limit on school grounds is 15 miles per hour.
4. The direction of police officers and school police must be obeyed.

Noncompliance with these regulations may result in the denial of permission to drive on the school campus.

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.

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 a.m. instead of 7:00 a.m. Afternoon sessions will be held as normally scheduled. When delays are announced, the opening of school will occur one hour or 90 minutes later than normal according to the following schedule (dismissal time will not be affected):

	1-hour delay start	90-Minute Delay Start	2-Hour Delay Start
Brockton High School	8:20 AM	8:50 AM	9:20 AM
Huntington Therapeutic Day School	8:10 AM	8:40 AM	9:10 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 one-hour, 90-minute or 120-minute delays.

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
Huntington Therapeutic Day School	11:00 AM
Brockton High School	11:00 AM
Champion High School	11:00 AM
Frederick Douglass Academy	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.

DISTRICT ACADEMIC CALENDAR

TEACHERS REPORT	Tuesday, September 1, 2020
DISTRICT PROFESSIONAL DEVELOPMENT	September 1-15, 2020
LABOR DAY	Monday, September 7, 2020
FIRST DAY OF SCHOOL FOR STUDENTS	Wednesday, September 16, 2020
FIRST DAY OF PREK AND KINDERGARTEN	Monday, September 21, 2020
COLUMBUS DAY	Monday, October 12, 2020
ELECTION DAY	Tuesday, November 3, 2020
VETERANS' DAY	Wednesday, November 11, 2020
THANKSGIVING RECESS	November 25-27, 2020
CHRISTMAS RECESS	December 24, 2020 – January 1, 2021
MARTIN LUTHER KING, JR. DAY	Monday, January 18, 2021
WINTER RECESS	February 15-19, 2021
SCHOOLS CLOSED	Monday, March 15, 2021
SPRING RECESS	April 19 - 23, 2021
MEMORIAL DAY	Monday, May 31, 2021
BHS GRADUATION EXERCISES	Saturday, June 5, 2021
JUNETEENTH (OBSERVED)	Friday, June 18, 2021
LAST DAY OF SCHOOL*	Thursday, June 24, 2021

**This calendar complies with student learning time regulations by scheduling 175 school days for all students. If there are no school cancellations, the 175 scheduled days will be adjusted to 170 school days and the last day of school will be June 16, 2021.*

Revised and Approved by the Brockton School Committee on August 11, 2020.



SUBSCRIBE TO BPS EVENTS

Add BPS events to your calendar by visiting bpsma.org/schools/calendars and clicking the RSS icon (example included on the left).

COVID-19 PANDEMIC

The District will follow state and federal guidelines to address COVID-19 related school issues. Due to the unpredictable nature of the pandemic, the guidelines may change during the school year. The District will provide timely information to parents/students/guardians about any needed changes to District programs and services.

Remote Learning Time and Use of Remote Learning Platforms

As a result of the COVID-19 pandemic, during the 2020-2021 school year the District may be required to provide some or all educational programming via remote learning and various remote learning platforms, e.g. Teams and Schoology.

The Code of Conduct and District Policies, including but not limited to those that govern student discipline, bullying, harassment, and discrimination, are applicable during remote learning times and when using remote learning platforms.

Parents and students are prohibited from recording and/or disseminating remote learning lessons or instruction. Violations of the no-recording policy may result in school-based discipline or referral, in appropriate cases, to law enforcement.

Safety Requirements and Educational Program Continuum

As a result of the on-going COVID-19 pandemic, on June 25, 2020, the Massachusetts Department of Elementary and Secondary Education (“DESE”) issued “Initial Fall School Reopening Guidance” (the “Guidance”). In accordance with this guidance, the following safety requirements and educational programming models will be in place for the 2020-2021 academic school year as required by the Commonwealth. The District reserves the right to amend these requirements and the manner in which educational services are provided to its students as determined appropriate and as ordered/advised by the various agencies of the federal and state governments.

Educational Program Continuum

Per the Guidance, educational services will be provided in one of the three (3) below described models depending upon the needs of the student and/or health and safety requirements.

Model 1 – In-Person Learning

It is the District’s goal to provide in-person learning to as many students as possible without compromising safety. In this model, all students return to school settings that are appropriately modified to accommodate the health and safety requirements outlined above. Examples of modifications could include altered classroom configurations, setting up additional learning spaces, and schedule changes.

Model 2 – Hybrid Learning

In the event that the District is unable to bring all students back to school under the health and safety requirements despite best efforts, or in case of COVID-19 related circumstances, a hybrid learning model will be implemented. In this model, students will alternate between in-person and remote learning. For instance, students could switch between in-person and remote learning.

Model 3 – Remote Learning

In the event that individual students cannot return to in-person learning, or in the event of future classroom or school closures impacting all students, remote learning will be implemented. As stated throughout the Handbook, the Code of Conduct and District Bullying and Harassment/Discrimination policies apply to students during remote learning times and when using remote learning platforms.

Plan for Special Populations

Additional plan(s) will be developed as appropriate for the provision services and accommodations to special student populations, including students with disabilities and English learners.

For students with disabilities who receive services and/or accommodations pursuant to an IEP or Section 504 Plan, please note that in the event of a school closure or provision of a hybrid learning model as described above, these exceptional circumstances may affect how a particular service is provided and FAPE may look different than it did during in-person learning. Federal disability law allows for flexibility in determining how to meet the individual needs of students with disabilities. In these instances, the District will work to provide specialized instructional opportunities and related services through remote learning or a hybrid model of remote and in-person learning to the extent feasible while maintaining the safety of both students and staff and complying with applicable federal, state and local government directives.

Safety Requirements for In-Person and Hybrid Learning Models

Masks/face coverings

- All students are required to wear an approved mask/face covering that covers their nose and mouth.
- Masks/face coverings must be provided by the student/family; however, students will also be provided 3 cloth masks and extra disposable face masks will be made available by the school for students who need them.
- Adults, including educators and staff, are required to wear masks/face coverings.
- Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.
- Mask breaks will occur throughout the day in a manner that complies with health and safety standards and will include a designated outdoor area as well as indoor breaks.
- Masks/face coverings are required to be worn by everyone on the bus during school bus transportation.

Mask Requirements

In accordance with guidelines from the DESE, all students and all staff members are required to wear a mask/face covering that covers their nose and mouth always except during designated "mask breaks".

- Mask safety will be announced and modeled daily.
- Concerns regarding mask use will be addressed with supportive reminders and education on the safety provided by administrators, teachers, and counselors.
- Ongoing concerns regarding mask use will be addressed with students and families. It is important for students and families to understand that, for the safety of all, and in accordance with DESE guidelines, that masks are not optional and must be worn as directed.
- Medical exemptions must be provided for those for whom it is not possible to wear a mask due to medical or disability related needs. Parents/guardians seeking an exemption must submit a note from their child's physician to the main office of their child's school on or before the first day of school.
- Face shields will be offered to those who have an exemption that prohibits them from wearing a mask.
- Remote learning may be required of any student who is able to wear a mask, but willfully chooses not to wear a mask while in school as required.

Physical Distancing/Student Groupings

- The District will aim to maintain a physical distance of six feet between individuals
- When a physical distance of six feet cannot be maintained, the District will aim to maintain a minimum distance of three feet between individuals.
- Classrooms will be configured in a manner that provides for the above-referenced physical distance between individuals.
- Movement through the building will be structured and limited to ensure social distancing guidelines are maintained.
- Additional safety precautions will be taken by the school nurses and/or any staff supporting students with disabilities in close proximity, when distance is not possible.

Hand Hygiene:

- Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before and after eating, before putting on and taking off masks, and before dismissal.
- When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.
- If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content can be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry.
- Hand sanitizer dispensers will be installed in each of our classrooms and common areas.

Classroom Supplies Provided by BPS

The following personal protective equipment (PPE) and necessary classroom supplies will be available to staff and students:

- As stated above, 3 cloth masks will be provided to each student, which should be washed and dried regularly.
- Disposable paper masks will be available in every building as a backup in the event that a student or staff member forgets or misplaces their cloth mask on a given day.
- Sanitizing wipes
- Hand sanitizer dispensers will be installed in each of our classrooms and common areas.
- Individual student supplies, which must remain in school

Classroom Structure

- Students in grades PreK through 5 will remain together in their classrooms for most of the day. Specialists, including art and music, will travel to the individual classrooms to limit the amount of hallway traffic.
- Students in grades 6 through 8 will be kept in smaller cohorts to the extent that scheduling allows.
- Students in Brockton High School will remain in their buildings to the extent that scheduling allows.
- Teachers will assign seats in each of their classes. Students will be required to comply with their seat assignment daily.
- Lockers will be unavailable to students. The district will revisit the use of lockers throughout the year and adjust accordingly.

Screening Daily for COVID-19 Symptoms

Students should remain home if they or anyone with whom they reside exhibits one or more of the following symptoms:

- A fever of 100.4° F or above
- Cough
- Chills or shaking
- Difficulty breathing or shortness of breath
- Sore throat
- Muscle or body aches
- Sudden loss of sense of smell or taste
- Nausea, vomiting or diarrhea
- Nasal congestion or runny nose (not due to other known causes, such as allergies)
- Headaches when in combination with other above-listed symptoms
- Fatigue when in combination with other above-listed symptoms

Students exhibiting any of these symptoms must test negative for COVID-19 prior to returning to school. During this time, students will participate in remote learning

Transportation, Arrivals and Dismissals

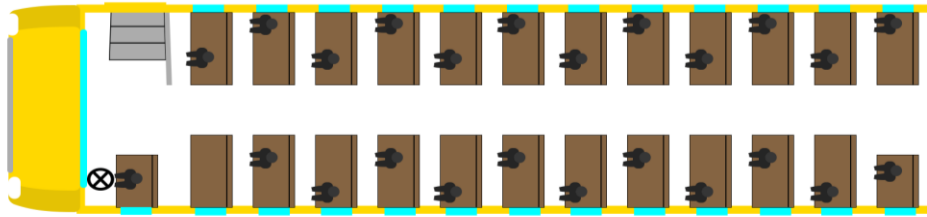


IMAGE: The district will allow an average of 23 students on each school bus and seated as shown.

Bus/Transportation Safety

In accordance with the Fall Reopening Transportation Guidance put forth by DESE on July 22, 2020, the Brockton Public Schools will use the following procedures for all bus and van transportation:

- All students, regardless of age or grade, are required to wear a mask on the bus, which must be put on prior to boarding.
- Three feet of space between students will be maintained at all times.
- One student will be allowed in each seat and two students in the same row following distancing guidelines (see image above). However, students living in the same household will be allowed to sit together.
- The District will assign seating on every bus and van, placing the students picked up at the first site toward the back of the bus and loading forward.
- All windows will need to remain open for the entirety of the drive unless prohibited by weather.
- Upon arrival to school, students at the front of the bus will exit first.
- Also, in accordance with DESE guidance, all high-touch surfaces will be cleaned and disinfected thoroughly in between morning and afternoon bus/van runs.

No one will be allowed to board the bus without a mask.

Entering the School

Daily drop off at school will be done on a rolling basis so that the District is able to control the number of students approaching the school at one time. Every student must be wearing a mask when exiting the vehicle.

Parents/guardians who drive their children to school will be asked to closely follow staff directions upon arrival. Each parent/guardian will be asked to pull up to a designated location to allow their child(ren) to safely exit the vehicle. A staff member will signal for the student(s) to exit the vehicle when it is safe for them to do so. All parents/guardians must remain in the vehicle during pick-up/drop-off. Exceptions will be made only for parents/guardians who need to assist their child physically with exiting the vehicle.

Walkers are also required to wear a mask as soon as they reach school grounds. It is strongly recommended that walkers wear their masks while walking to school as well if they are doing so with other students who do not live in the same household.

Exiting the School

Classrooms will be dismissed one-by-one to limit the number of students outside and in the hallways at one time. Parents/guardians and students must immediately leave school grounds upon dismissal. Parents/guardians who are picking up walkers must wear a mask when on school grounds and remain a minimum of six feet apart from all other parties. All students must wear their masks until they enter their parent/guardian's vehicle or until they exit school grounds.

Parents/guardians driving to pick up their child(ren) must remain in their vehicle and pull up to the designated pickup location. Additional logistical details, including drop-off and pick-up locations, will be communicated directly to parents by the school principal.

Meetings/Visitors

To support the health and safety of our staff and students, no outside guests will be allowed into our school buildings until further notice. Parents who need to dismiss their child(ren) will be allowed to do so at the security window at each of our schools.

Attendance

Daily attendance will be taken regardless of the model of instruction as follows:

In-Person

Students attending school in-person will follow the traditional attendance procedures as outlined in the applicable BPS handbook.

Hybrid

Students are required to attend school in-person on the days assigned. On the remote days, attendance will be taken through the login to the remote learning platform, at the beginning of each class and through completed daily assignments, and by attendance at virtual classes and/or meetings. Appeals of assigned in-person and remote days must be made in writing directly to the building principal.

Remote

Attendance for the remote instruction will be taken daily as student are required to login to the remote learning platform and attend all scheduled classes, including video conferencing. Also, attendance will be taken at the beginning of each class and will be monitored through completion of assignments and participation in lessons.

Students who are unable to attend school due to illness or quarantine will be counted absent unless they are actively accessing the remote learning platform and participate in remote instruction as set forth above.

Camera Use

Students will be asked to turn their cameras on briefly while teachers take attendance at the beginning of the school day and at the beginning of each class period or content time. Students will not be mandated to keep their cameras on once attendance is taken.

DATE: _____ GRADE: _____ HOMEROOM: _____

STUDENT NAME: _____ BIRTH DATE: _____

LAST FIRST MIDDLE MONTH/DAY/YEAR

ADDRESS: _____ HOME PHONE: _____

EMAIL ADDRESS: _____ CELL PHONE: _____

Emergencies such as a sudden illness or accident often occur at school. In the event of an emergency, your child will be transported to the nearest local hospital.

Please complete the following information:

Parent 1 /Guardian 1 Name _____ Address / Apartment Number /Zip Code ☐ check if same as above _____ Relation to student _____

Parent 2 /Guardian 2 Name _____ Address / Apartment Number /Zip Code ☐ check if same as above _____ Relation to student _____

Child lives with Both ☐ Parent 1 ☐ Parent 2 ☐ Guardian ☐

Parent 1/Guardian's Place of Employment: _____ Occupation: _____

Work Address: _____ Work Phone: _____

Parent 2/Guardian's Place of Employment: _____ Occupation: _____

Work Address: _____ Work Phone: _____

Please arrange for **two other** responsible adults to care for your child if you cannot be reached.

Name: _____ Address: _____
Phone: _____ Relation to student: _____

Name: _____ Address: _____
Phone: _____ Relation to student: _____

Please indicate if there are any family restrictions (e.g., current restraining order)

Please indicate if your child wears the following: Hearing aid(s) ☐ Glasses ☐ Dentures or partial plates ☐

List any **medications**, or **chronic health conditions** such as eye or ear problems, heart disease, diabetes, asthma, allergies*, seizure disorder, etc. Explanation: _____

***Indicate all allergies** (be specific): _____

Physician's Name: _____ Address: _____ Phone: _____

Dentist's Name: _____ Address: _____ Phone: _____

Health Insurance: _____ Policy Number: _____ Group: _____

Date of last physical exam: _____ Date of last dental visit: _____

I give permission for the School Nurse to share medical information with the appropriate school personnel and to contact my child's physician as necessary.

Signature of Parent/Guardian: _____ Date: _____

List other children living in the home.

Name	Date of Birth	Name of School

If you have no health insurance, the Commonwealth of Massachusetts has a health insurance plan that will provide uninsured children with affordable health care (restrictions may apply). If you are interested in more information about this program, please contact the School Nurse.

The school nurse has doctors standing orders from our school physician to administer Tylenol for pain, fever, EpiPen for unknown anaphylaxis, Benadryl by mouth for itching, Hydrocortisone cream for inflammatory rashes, Antibiotic ointment for minor abrasions, and Albuterol nebulization for known asthmatics. I give permission to the school nurse to administer the medications listed above as ordered by the school physician.

Signature of Parent/Guardian: _____ Date: _____