

# Brockton Public Schools



## Huntington Alternative School *a DESE-approved Therapeutic Day School* Student/Parent Handbook 2020-2021



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





August 2020

Dear Parent/Guardian and Student:

Please read this document carefully, as it provides the rules and regulations for the **Huntington Therapeutic Day School**. These rules and regulations have been prepared by the administration and staff and approved by the Brockton School Committee.

Every organization must have a set of guiding principles by which to operate. The rules and regulations set forth in this Student/Parent Handbook have been formulated to ensure a safe and orderly atmosphere in which meaningful education can take place. These rules also outline the set of standards for individual behavior at the Huntington Therapeutic Day School.

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.

Meaningful education only occurs when there is a positive home-school partnership. It is our sincere hope that all parents will work with this school to prevent problems before they happen. We encourage parents to maintain contact with teachers, therapeutic support staff and administration on a regular basis in an effort to resolve minor issues before they become major problems. We stand ready to assist you.

Sincerely,

Michael P. Thomas  
Superintendent of Schools

**BROCKTON PUBLIC SCHOOLS**  
**BROCKTON, MASSACHUSETTS**

I have thoroughly read and understand the **Huntington Therapeutic Day School 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: \_\_\_\_\_







**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: \_\_\_\_\_

Huntington Alternative School

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.

- *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.
- *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.
- *Grades Six through Twelve:* Students in grades six through twelve will be given individual network access passwords and receive individual e-mail accounts. Students at these grade levels will have the opportunity to access the internet and conduct independent, self-directed research, both during classroom instruction and outside of classroom. This will be under the direct or indirect supervision of a teacher or staff member

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

### **Guidelines for Student Use**

Access to BPS’ computer network, including the Internet, is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Brockton Public Schools. A violation of the terms of this Responsible Use Policy may result in suspension or termination of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the Brockton Public Schools. Further action may include

criminal prosecution where applicable. The Brockton Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Brockton Public Schools computer network. **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.

## I. General Policies & Information

### **Huntington Mission Statement**

*The mission of the Huntington Therapeutic Day School is to provide a safe, nurturing environment designed to challenge and support all students while recognizing their individual needs. We strive to combine a district aligned curriculum with a highly structured behavior management program and therapeutic support services to meet the needs of our diverse learners. This nurturing environment is designed to encourage students to become life-long learners and productive citizens.*

### **Student Expectations**

The major tenets of the Huntington School include: Be Safe, Be Respectful and Be Responsible

#### BE SAFE

- Maintain personal space
- Resolve conflicts peacefully
- Verbalize when upset
- Walk

#### BE RESPECTFUL

- Use school-appropriate language and moderate voice volume
- Mind your own business
- Treat others as you want to be treated

#### BE RESPONSIBLE

- Follow directions
- Be prepared
- Stay in assigned area
- Be on time
- Own your behavior

**OUR SCHOOL IS SPECIAL, LET'S KEEP IT THAT WAY!**



# DISTRICT ACADEMIC CALENDAR

<b>TEACHERS REPORT</b>	Tuesday, September 1, 2020
<b>DISTRICT PROFESSIONAL DEVELOPMENT</b>	September 1-15, 2020
<b>LABOR DAY</b>	Monday, September 7, 2020
<b>FIRST DAY OF SCHOOL FOR STUDENTS</b>	Wednesday, September 16, 2020
<b>FIRST DAY OF PREK AND KINDERGARTEN</b>	Monday, September 21, 2020
<b>COLUMBUS DAY</b>	Monday, October 12, 2020
<b>ELECTION DAY</b>	Tuesday, November 3, 2020
<b>VETERANS' DAY</b>	Wednesday, November 11, 2020
<b>THANKSGIVING RECESS</b>	November 25-27, 2020
<b>CHRISTMAS RECESS</b>	December 24, 2020 – January 1, 2021
<b>MARTIN LUTHER KING, JR. DAY</b>	Monday, January 18, 2021
<b>WINTER RECESS</b>	February 15-19, 2021
<b>SCHOOLS CLOSED</b>	Monday, March 15, 2021
<b>SPRING RECESS</b>	April 19 - 23, 2021
<b>MEMORIAL DAY</b>	Monday, May 31, 2021
<b>BHS GRADUATION EXERCISES</b>	Saturday, June 5, 2021
<b>JUNETEENTH (OBSERVED)</b>	Friday, June 18, 2021
<b>LAST DAY OF SCHOOL*</b>	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](https://bpsma.org/schools/calendars) and clicking the RSS icon (example included on the left).





## Important Phone Numbers & Contact Information

Special Education Department	(508) 580-7525	Fax	(508) 580-7213
Huntington Therapeutic Day School Office	(508) 580-7235	Fax	(508) 580-7081
Therapeutic Support Office	(508) 580-7585		
Huntington School Nurse	(508) 580-7583	Fax	(508) 580-7979

## 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.

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 he or she has been harassed or discriminated against because of his or her race, color, national origin, religion, age, gender, sexual orientation or disability should contact Ms. Wolder, whose office is located in the Crosby Administration Building at 43 Crescent Street, Brockton, Ma 02301-4376, (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.

## 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)**, by **Boston Television Channels 4, 5 and 7**, are posted on [www.bpsma.org](http://www.bpsma.org) and are reported to parents via phone notifications.

If the Brockton Public Schools are canceled 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, 90 minutes or 120 minutes later than normal according to the following schedule (dismissal time will not be affected):

	<b>1-hour delay start</b>	<b>90-Minute Delay Start</b>	<b>2-Hour Delay Start</b>
Brockton High School	8:20 AM	8:50 AM	9:20 AM
Huntington Alternative	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	AM Session Cancelled
Elementary Schools	10:00 AM	10:30 AM	11:00 AM
Edison Academy	According to Principal	According to Principal	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 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 schedule for in-service early dismissals is 11:00 a.m.

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.**

### **Minimum Promotion Requirements**

In order for a student to be promoted from one grade to the next, he/she must earn the following number of credits:

Grade 10	21 Credits
Grade 11	43 Credits
Grade 12	66 Credits

Students must also meet credit requirements for each content area class

#### Class of 2022

English	21 Credits	English	24 Credits
Mathematics	21 Credits	Mathematics	18 Credits
Science	12 Credits	Science	15 Credits
Social Science	15 Credits	Social Science	15 Credits
Wellness	6 Credits	Wellness	6 Credits
Elective	26 Credits	Electives	26 Credits
<b>Totals</b>	<b>101 Credits</b>	<b>Totals</b>	<b>104 Credits</b>

### Internet Acceptable Use Policy

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

The primary purpose of the Internet connection is educational. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

All data stored or transmitted on any district electronic device or transmitted from any device on the district network may be monitored, retrieved, downloaded, printed, and/or copied at any time and without notice, as staff and students have no right to privacy with regard to such data. This information may be disclosed to others, including law enforcement agencies.

Users **are not** permitted to:

- harass, insult, threaten, bully or attack others from home or school computers or electronic devices
- 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.

The Huntington School 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.**

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

The Brockton School Committee has designated Sharon R. Wolder, Chief Officer for Student Support Services, as the school system's equity officer, vested with the authority and responsibility of processing all complaints of harassment and discrimination. Students who feels that he or she has been harassed or discriminated against because of race, color, sex, gender identity, disability, religion, national origin, sexual orientation, 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, a complaint may be filed with any teacher or counselor, who will then bring the complaint to the attention of the Equity Officer.

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

## **Hazing**

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

Chapter 269 of the Massachusetts General Law 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 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.

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

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

- offensive sexual flirtations, unwelcome sexual advances or propositions
- continued verbal abuse or innuendo of a sexual nature
- uninvited physical contact such as touching, hugging, patting or pinching
- verbal comments of a sexual nature in front of people who find them offensive
- making obscene gestures or suggestive or insulting sounds
- the demand of sexual favors accompanied by an implied or overt threat concerning an individual's scholastic status or promise of preferential treatment
- leering or stalking
- indecent exposure
- assault or coerced sexual acts
- requests for sexual favors in exchange for actual or promised scholastic benefits.

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

### **Process**

1. Students who believe that they have been subjected to sexual harassment should report the incidents to any teacher, counselor or administrator as soon as possible. The student will be offered interim measures, as appropriate, to

support the student during the course of the investigation. The incidents will be investigated, and appropriate action will be taken.

2. If a student is not satisfied with the results of the investigation and the action taken, the student may file a formal complaint with the Office for Civil Rights of the Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109, (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. Ms. Wolder is vested with the authority and responsibility of processing all harassment complaints. Ms. Wolder's office is located in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4376, (508) 894-4341.

### **Bullying and Cyberbullying**

It is the policy of the School Committee to prohibit any and all forms of bullying in all schools in compliance with M.G.L. c.71, § 37O. The School Committee is committed to providing an educational environment which is free from bullying and cyberbullying. Bullying/cyber-bullying 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; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyberbullying."

### **Definition of Cyberbullying**

Cyberbullying is defined as "bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or 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. Huntington School students can text 274637, type in their school's keyword "Huntington" 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.

### **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.

### **EPA Warnings & Notification**

Brockton Public Schools Public Notice

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

**REFERENCE:** Asbestos Inspections and Management Plans Compliance with 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).

## **Concussion Policy**

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

The Principal or Athletic Director shall be the person responsible for the implementation of these policies and protocols at 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, <https://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.

### **Student Information to Military Recruiters**

Federal legislation requires, upon request by military recruiters, that each school district release to such recruiters the names, addresses and phone numbers of current students, unless the student or parent has submitted a request indicating that such information is not to be released. If a student or that student's parent does not want such information to be released, one must go to the school office and fill out a request form (*see page 4 in this handbook*) to opt out of military recruiting programs. **The form must be signed and delivered to the school administration no later than October 1.**

## **II. Academic Policies and Requirements**

### **State-Mandated Assessment Requirement**

As well as meeting all local graduation requirements, the Commonwealth of Massachusetts requires all students to pass the English/Language Arts, Mathematics and Science Technology and Engineering MCAS exams in order to receive a competency determination. High school students take these exams for the first time at the end of their sophomore year

Students will have at least five opportunities during their high school years to pass the ELA and Math MCAS and three in Science/Technology and Engineering. To assist students in preparing for these exams, the Huntington School offers specific classes designed to teach the appropriate content. These classes during the day are mandatory and students will receive a grade and earn credit for these classes.

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

#### **Students Graduating in 2021-2023 must:**

- either meet or exceed a scaled score of 472 on the grade 10 MCAS English Language Arts **OR** meet or exceed a scaled score of 455 **AND** fulfill the requirements of an Educational Proficiency Plan (EPP)
- either meet or exceed a scaled score of 486 in the grade 10 MCAS Math **OR** meet or exceed a scaled score of 469 **AND** fulfill the requirements of an Education Proficiency Plan (EPP)
- additionally, meet or exceed a scaled score of 220 of the Science and Technology/Engineering MCAS Test

**Please note that the above may be subject to change by the Massachusetts Department of Elementary and Secondary Education due to pandemic-related school closures during the 2020-2021 school year.**

### **Appeals**

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

#### **The student must:**

- Have taken the MCAS in the subject areas of English/Language Arts and Math at least three time (or completed the ELA and Math MCAS-Alt twice)s
- Have taken the MCAS Science and Technology/Engineering (STE) at least once at the high school level (or completed an STE MCAS-Alt once at the high school level) and be currently enrolled in a high school STE course or have completed grade 12. The appeal must be in the same STE discipline as the MCAS test taken by the student.
- Maintained at least 95% attendance during the year before and the year of the appeal.
- Satisfactorily participated in tutoring and other academic support services.

If those criteria are met, then the school can submit an application for appeal. There are four (4) separate types of appeal which may be filed: Cohort Appeal, Portfolio Appeal, Transcript Appeal, and Military Alternative Evidence. Each type of appeal has a unique evidence requirement.

Cohort, Transcript, and Military Alternative Evidence Appeals are reviewed by the MCAS Performance Appeals Board, a panel of educators who meet monthly during the school year to review the information submitted and make a recommendation to the Commissioner about the outcome of the appeal. Portfolio Appeals are reviewed by the Portfolio Appeals Review Panel made up of high school content experts in ELA, mathematics, and STE who evaluate the evidence submitted in the portfolios and make recommendations as to whether the portfolio has met all requirements to earn the CD.

Each appeal will result in one of the following findings:

- Granted — the student will earn a Competency Determination based on the appeal finding.
- Denied — the student will *not* earn a Competency Determination based on the appeal finding.
- No Determination — a finding could not be made based on the information submitted in the appeal, and therefore the student will *not* earn a Competency Determination.

## **Homework**

### **Purposes of Homework**

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

### **Kinds of Homework**

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

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

### **Parents'/Guardians' Responsibilities**

- Respond to the school's request for support of stated expectations for homework for a given year.
- Expect daily assignments and insist that students complete them regularly.
- Review progress on long-term assignments periodically.
- Provide a suitable study atmosphere that is quiet, well-lighted and supervised periodically.
- Maintain the home/school connection through calls and conference.
- Show interest in the homework being done and assist when needed.
- Ensure that the product is the student's own work.
- Take part in the student's learning by providing enriching experiences outside the school day.

Encourage pleasure reading above and beyond specific homework assignments.

### **Students' Responsibilities**

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

## **Academic Progress Reports**

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

### **III. Student Rights & Privileges**

#### **Student Rights**

All members of the school community have the right and responsibility to know the rules and regulations of the school. Emergencies and unforeseen circumstances may require the administration 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 the Huntington Therapeutic Day School, or create a hostile environment for other students or members of the school community.

- 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.
- 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 by the student government acting in concert with administration. These organizations shall have reasonable access to school facilities.
- 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 staff 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 Record Regulations**

##### **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). 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 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 the rights below belong only to their parents or guardians.

- a. Seeing a student's records - Parents/guardians have the right to see and have copies made of all materials in the record within ten days of the request. The school may not charge more than the cost of the copies. As required by G.L. ch. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the law and Department of Education Regulations. The school district will follow the law and the attachments recommended by the Massachusetts Department of Education to standardize the process by which public schools provide student

records to parents who do not have physical custody of their children ("non-custodial parents"). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties.

- 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 which 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, 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 admission or intends to transfer. (603 CMR 23.00)

### **Athletics, Extra-Curricular Activities**

With permission, students are allowed to participate in Brockton High School sports and extra-curricular activities providing they have met specific requirements. Students should show respect and abide by school rules, as set forth in this manual, at all times.

### **Special Education Student Records Policy**

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

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

The administration and teachers expect that students will conduct themselves in accordance with school policy. The privilege to attend social events, extracurricular activities, and or field trips may be revoked as a result of disciplinary action. The administration must approve of all guests if a student requests that one attend the prom with a guest who is either not a student at Huntington School/Brockton High School, or is not in the class sponsoring the prom. Huntington School/Brockton High School students who are not members of the class sponsoring the activity must have an "A" in deportment in order to attend the prom. Junior Prom guests who do not attend Huntington School/Brockton High School must be currently enrolled in a high school and be in good academic and behavior standing at their high school. Any person older than 20 years of age or any person who is in junior high, middle school, or elementary school will not be allowed to attend any Brockton High School prom.

**(NOTE - ATTENDANCE AT THESE FUNCTIONS IS A PRIVILEGE, NOT A RIGHT)**

### **Student Government**

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

### **Transportation**

The school day begins when students leave their homes and ends when they return. Students are under the jurisdiction of the school administration during this entire period. Remember: It is a privilege to ride a school bus. If a student is not well-

behaved and courteous, or if a student endangers the health and safety of other pupils, school disciplinary action will take place.

Violation of any item listed below may result in the suspension from school by administration. Since riding the school bus is a privilege, the following is expected:

1. The students shall remain back from the roadway and behave in an orderly manner while waiting for the bus.
2. Upon entering the bus, students must go directly to a seat and remain seated until told to leave. They shall obey the directions of the bus driver at all times. Disorderly conduct, shouting or throwing things on the bus will not be tolerated.
3. The students shall keep arms, heads, hands, and legs inside the bus. They shall not throw anything out of the window. They shall not litter or deface the bus. They must keep aisles clear. If seat belts are available, they must be worn.
4. The emergency door is to be used for emergencies only.
5. The students shall not ride any buses other than the one to which they have been assigned.
6. Upon drop off, students must enter his/her residence.
7. Students must furnish a note, signed by the parent/guardian, providing permission for the student to be dropped off without parent attendance.

Continued violations or misuse of transportation will result in disciplinary action.

### **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, ch. 90, 16A and 310 CMR, 7:11, the Commonwealth’s idling reduction law, which seeks to reduce the health and environmental effects of vehicle exhaust and decrease our use of fuel by reducing unnecessary idling.

### **IV. Attendance Policies**

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

#### **The Absence Policy**

1. Students who have a total of three (3) unexcused absences in one term will be contacted. Continuous outreach to the family of the student will occur through letters and telephone calls. During this time all necessary supports to encourage student attendance will be explored, developed, and implemented.
2. Students will be allowed five (5) unexcused absences in a class during a term. On the 6th class absence, the student will receive automatic failure for that term. It is important to note that if a “no credit” is received during the first term of a semester, it is still possible to pass the course as long as the second term work demonstrates strong understanding of the identified standards and competencies. Additionally, students will still be able to include quality work in their portfolios which they complete during a quarter in which they receive “no credit.”

A student may apply directly to the Principal or his/her designee for a waiver for one or more of one’s absences.

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

- Death in family
- Religious holidays
- Authorized school sponsored activities and related activities
- 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 main office within five days after the student returns to school.

- In the event of a pandemic, such as COVID-19, 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.
- Court appearances
- Military obligations
- Other reasons as deemed appropriate by administration

Attendance at School Functions – Students who are absent from school during the day are not eligible to attend school functions in the afternoon or evening.

**Examples of UNEXCUSED ABSENCES (not a complete list):**

- Truancy
- Tardy to school/class (20 minutes late)
- Class cutting
- Illness absence without documentation as indicated above
- Family vacations, trips, obligations, etc.
- Unnecessary absences from class as determined by an administrator.
- Any form of “Skip Day” (see below)

**College Visits**

**Juniors and seniors will be allowed six (6) school days over the two-year period for visiting colleges.** A verbal or written request from the parent must be approved by the Principal **BEFORE** visiting the institution of higher learning. Proper documentation (signed form or letter from the admissions office on school letterhead) must be submitted to the Principal upon return to school. **For seniors, college visits after May 1 require special approval from the Principal.** Underclassmen who wish to visit colleges must make special arrangements with the appropriate Principal to begin the documentation process.

**Skip Days**

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

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

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.

**Daily Attendance Requirements**

Students are expected to attend school every day. In addition, students are expected to attend every class during the school day. Failure to attend class will result in a “drop.” If a student receives a “drop,” their level status will decrease on the school-wide level system. In addition, students are expected to report to the Planning Center. Cuts will be counted toward individual classroom attendance. Since students attending the Huntington Therapeutic Day School at times are dealing with social/emotional issues, in specific cases students are able to complete assigned work in a room separate from the classroom. If class work is completed and returned to the assigning teacher at the end of class, credit for classroom attendance will be issued and all assignments will be graded.



When needed, students have the opportunity to meet with therapeutic support staff during the school day for social/emotional issues. It is the classroom teacher's responsibility to determine the level of need for therapeutic support. Students may not use this time to avoid class time. Students missing class time and assignments will be required to obtain and make up the assignment in a period of time determined by the classroom teacher. Students must have a pass from their teacher to meet with therapeutic support staff.

### **Attendance Buy-Back Policy**

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

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

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

Please note that any absence that a student "buys back" will be converted to a waived absence for the purpose of automatic class failure but will still be documented as an absence on the student's attendance record.

### **Waivers**

Waivers will be given for vacations only once during a student's four years at the Huntington School and such waiver shall not exceed five school days. A note must be given to administration at least one month in advance. **No vacation waivers will be issued during the MCAS testing period to any student involved in the MCAS program.** No waivers will be given during final exam week for seniors or underclassman. No credit shall be given unless all work is completed satisfactorily by any student accepting a waiver.

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

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

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

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

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

### **Due Process**

#### **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, § 37H<sup>3</sup>/<sub>4</sub> (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, 37H<sup>1</sup>/<sub>2</sub> and 37H<sup>3</sup>/<sub>4</sub> 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 consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

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

### **Notice of In-School Suspension**

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

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

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

### **Parent Meeting**

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

### **No Right to Appeal**

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

## **Out-of-School Suspension Procedures Under M.G.L. ch. 71, § 37H<sup>3</sup>/<sub>4</sub>**

### **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, § 37H<sup>3</sup>/<sub>4</sub>. 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:

1. the disciplinary offense;
2. the basis for the charge;
3. the potential consequences, including the potential length of the student's suspension;
4. 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;
5. the date, time, and location of the hearing;
6. the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
7. if the student may be placed on long-term suspension following the hearing with the principal:
  - a. the rights set forth in 603 CMR 53.08(3)(b); and
  - b. 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:

- 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);
- Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);
- 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;
- 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, § 37H<sup>3</sup>/<sub>4</sub>**

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, § 37H<sup>3/4</sup>**

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, § 37 H, or in M.G.L. ch. 71, § 37H<sup>1/2</sup>, 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, § 37H<sup>3/4</sup> 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:
      - a. 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.
  - e. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

#### **Superintendent's Appeal Hearing under M.G.L. ch. 71, § 37H<sup>3/4</sup>**

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.
- g. 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.

- h. 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

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

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

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- b. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel.

The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

- c. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
- d. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.
- e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- f. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

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

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

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

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

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

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

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

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

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

- If your child is suspended for more than 10 school days in a school year, this removal 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
  - c. 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.

### **Physical Restraint of Students**

The Massachusetts Legislature has enacted regulations regarding the use of physical restraint on public school students. The regulations are found at 603 CMR 46.00 et seq. The Huntington School complies with state regulations relative to the use of physical restraint. A copy of the District's policy and procedures can be obtained at the main office.

### **Smoking**

M.G.L. ch. 71, § 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 or JUULs of any kind) 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.

### **Substance Abuse Policy**

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

The Brockton School Committee policy is to uphold and enforce the laws of the Commonwealth of Massachusetts relating to the unlawful possession and/or unlawful distribution of controlled substances and alcoholic beverages.

For violation of the Substance Abuse policy, the following penalties will apply:

- Students may be subject to discipline, up to and including long-term suspension and/or expulsion as determined appropriate and in accordance with M.G.L. c. 71, §§ 37H, 37H1/2, 37H3/4 and 603 CMR 53.00 et seq
- If the number of suspension days constitutes a change of placement, the TEAM will reconvene to discuss an interim alternative education setting in which the student will be assigned to successfully serve their suspension and be afforded the opportunity to progress toward Individualized Educational Program goals and objectives. This setting may include a more restrictive day school setting.
- Students 17 years of age and older who are found with packaged narcotics will be referred to law enforcement for selling/distributing drugs within a school zone
- Students may be required to have a drug screen and a follow-up analysis indicating decreased drug usage, paid for at their parents' expense, before being permitted to return to their respective schools
- Students may be required to participate in a mandatory rehabilitation program at their parents' expense
- Students may be subject to expulsion for violating the Substance Abuse policy as appropriate and consistent with M.G.L. Ch. 71, § 37H.

## **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 – School administrative staff members who have reasonable suspicion to believe that a student is in possession of contraband materials may search that student's individual person or any belongings on his/her person in the presence of a witness. The administrator may search 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 interview/interrogation situation by a police officer which carries an implication of possible allegation of guilt of the furnishing of information leading to an indictment. The designated official of the school may maintain an informal record of the interview showing the time, place, persons, and summary of discussions and findings.

### **B. Confidentiality**

1. It should be recognized that Massachusetts laws do not accord any privilege to confidential communications made between pupils and members of the faculty or the school administration. All school personnel (other than medical doctors conducting psychotherapy) can be subpoenaed into court and required to reveal the information which has been confided to them.
2. 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.
3. 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 action that is appropriate in the particular situation.

## **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.

## **VI. Huntington Therapeutic Day School Rules and Regulations**

### **The Responsibilities of Students**

It will be the responsibility of students to:

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

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

## **Behavior**

### **Classroom Behavior**

The subject teacher and/or the School Administration will deal with any actions that are disruptive to or interfere with the learning process. Student behaviors are charted on a school-wide behavior support plan called a level system. Displaying appropriate or inappropriate behaviors will improve or decrease the level of each individual student. The higher the student is on the level system, the more privileges will be afforded to the student, including the Friday afternoon “reward time.”

### **Language**

Abusive, profane, or obscene language will not be tolerated in our learning environment. Students using abusive, profane or obscene language will be placed on a language contract (see Appendix B) or subject to other disciplinary action. Violation of a language contract will result in a one-hour detention with the classroom teacher or Administration. Students will not be able to move up on the level system with outstanding detention hours. Teachers will set up a time for detention which is convenient to the parent/guardian and the school. Refusal to attend detention may result in suspension of one or more days.

### **Cheating**

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

### **Citizenship Grades**

Citizenship grades are earned based on average level system status, office referrals and the number of suspension days accumulated.

**In addition to level system status, including office referrals, the following is a description of how suspensions will affect a student’s department grade each term.**

<b>Suspensions</b>		<b>Grade</b>
No suspensions		A
One suspension	(Group A or B)	B
Two suspensions	(Group A or B)	C
Three or more suspensions	(Group A or B)	D/F
	Any Group C or D suspension	F

### **Assigned Rooms**

Due to the specific needs of the program, supervision of all students is a priority. It is the student's responsibility to be in the assigned supervised area at all times. Students are not to be out of an assigned room without a proper written authorization pass. Failure to do so will result in disciplinary action.

### **Restricted Areas**

Unless permission is granted, students are not to be in an area of the building designated for another grade or program level. Exceptions include the therapeutic support office, nurse’s office, library and Principal’s office. Admittance to these areas will only be allowed with a pass.

### **Semester II Seniors**

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

## **Attendance**

### **Truancy**

Truancy occurs when a student has unexplained or unauthorized absences from school. At the Huntington School when a student is truant, he or she will receive an "F" in Citizenship and no credit will be awarded for classes missed. In addition, a conference with the parents, student and administration is required. In cases where the student is under sixteen, a referral will be made to the School Department Attendance Officer. Subsequent offenses may result in suspension.

## **Absence/Dismissal**

Any planned absence or dismissal, known in advance, and prior to its occurrence must be reported in writing to the office.

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). Excused absences will be given for specified illnesses or any other reason deemed acceptable by the administration. Absence notes are to be given to office. Dismissals must also be signed by parent or guardian and submitted to the office before school (7:20 a.m.).

If an absence is for five or more consecutive days, the student must report to the nurse on the day of return with a doctor's certificate in addition to the parent's or guardian's note. In the unlikely event of no doctor's note, the school nurse will make the appropriate medical recommendation as to whether a student will remain in school. Final approval will be the decision of School Administration.

In the event of a pandemic such as the H1N1 influenza, other credible evidence may, at the discretion of the building administrator and/or his/her designee, be accepted in lieu of a doctor's note to support a waiver of unexcused absences 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.

At times of need, school staff and parents may agree that a student is in need of a therapeutic dismissal. Students will not be penalized for therapeutic dismissals. Assignments must be made up upon return.

## **Tardiness for School**

Since academics begin at 7:20 a.m., excessive unexcused tardiness will result in a failure from the first period class. Any student arriving to school after 8:30 a.m. may not be allowed to enter school without a parent or guardian. The principal will require a meeting with a parent or guardian for excessive tardiness.

## **Tardiness for Classes**

Students tardy for class must have a pass to enter class with date and time. Failure to do so will result in a drop on the daily level sheet.

## **Personal Items**

Upon entering the Huntington Therapeutic Day School each morning, students are expected to hand over any personal items that are deemed disruptive to a staff member and have bags and coats checked.

## **Cell Phones**

There is no need for cell phone use in the Huntington Therapeutic Day School building. Although bringing electronic devices into the building is discouraged, cell phones, pagers, or cameras shall be given to staff at the beginning of the school day and will be returned at the end of the school day. Any of these items found on a student during the school day may be confiscated and returned to a parent and the student will drop to Unrated. The Huntington School is not responsible for lost, stolen or damaged phones.

## **Electronic Devices**

Pagers, CD players, headphones, MP3 players, I Pods, tape recorders, radios, cameras and similar devices may not be used in the school building unless on level. These devices must be turned in and will be given back at the end of the day. If this policy is not followed, the item may be confiscated and returned to the parent or after parental contact has been made. In addition, the student will be subject to disciplinary action. **Laser pointers, e-cigarettes or JUULS are not allowed at any time.** The Huntington School is not responsible for any lost or stolen cell phones or any type of electronic devices. Any item deemed illegal or a disruption to the learning process may be confiscated and will be returned to the parent or guardian. Use of electronic devices for video, pictures or internet access is strictly prohibited and will result in confiscation.

## **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.

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

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

### **Classroom Behavior**

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

### **Cheating**

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

### **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.

### **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.

**Exceptions to the dress code may be made by the Huntington 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.

### **Medical Requirements**

#### **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:

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

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

Please refer to the Health Services section of the Brockton Public Schools website for more information. You may also call the school nurse directly at 508-580-7583.

#### **Physical Examinations**

Massachusetts state regulations for Day School programs require each student to have a copy of a yearly physical examination (done within the last 12 months) on file at the school. Please send updated physical examination forms to the Huntington School nurse.

## Academic Obligations

### Make-Up Work

If a student has been absent, it is his/her responsibility to obtain and make up the work. A student will be allowed one day for every one day of excused absence to make up work. Additional time may be granted by the school administration. The student is responsible for scheduling make-up sessions with the appropriate teachers following any absence from class, including time spent in the Planning Center. Those students who are suspended will not be allowed in school during the Semester Final Exams or Year-End Final Exams. They will be allowed to take a make-up exam during a time specified by the Principal or teacher involved.

### Hospitalization

If a student is hospitalized, a plan for make-up work will be determined by the teacher, therapeutic support staff and administration.

### Leaving School/Dismissal

To leave school during the day, a student, with written parental permission, must check out through the Office. If a student returns on the same day, he/she must also check back through the Office. Any student who leaves school without properly signing out at the Office will face disciplinary action. A student who leaves school without permission (LWP) will drop to Unrated status.

## Financial Obligations and School Property

School property (desks, books, walls, etc.) is not to be defaced. This policy will be strictly enforced and restitution for damages will be required. All students have the responsibility to meet their obligations (e.g., financial, equipment, uniforms, books, etc.). Failure to do so will necessitate administrative action.

## School Lockers

Unlocked 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 Huntington Alternative Day School. **There is to be no sharing of student lockers, under any circumstances.** 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 first period and before the end of the school day. Locker use during any other time of day requires an authorized pass. The principal and/or his designee shall have the right and duty to inspect student lockers and the contents therein. Students need to know that lockers are school property and that there should be no expectation of privacy in regard to them.

**(Please be aware that in an ongoing effort to keep Brockton 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.)**

## Cafeterias

Eating is permitted in the students' designated cafeteria only. Food, trays and utensils are not to be removed from the cafeterias. Unless permission has been granted, all food and/or drink must be consumed in the cafeteria.

**The following are infractions of school rules. Students found to have committed rule infractions may be subject to disciplinary action in accordance with the due process procedures described in this handbook.** The Code of Conduct is based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases of second and third offenses.

In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to:

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

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

**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.**

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

### **Lunch Detention**

Student may be assigned lunch detention for excessive tardiness to school, or for not completing expectations in Directed Academics. Students may bring their own lunch or will be provided a standard school lunch.

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

### **Saturday Work Intervention**

At the discretion of Administration, a student may be given the opportunity to participate in a intervention program on designated Saturdays from 9:00 a.m. to 12:00 noon. The intervention program is in lieu of a suspension. Parents will be notified, and students would be required to arrange their own transportation. If Saturday Work Intervention is cancelled for any reason, Administration may reassign the intervention day(s). Failure to report to Saturday Work Intervention on the assigned day may result in suspension.

### **In-School Suspension**

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

A student assigned to in-school suspension may not attend nor participate in any school sponsored function from the time the in-school suspension is assigned until the morning following the completion of the in-school suspension. Parents will be notified when a student has been assigned to an in-school suspension. In-school suspension hours begin at 7:15 a.m. If a student is absent on the day of an assigned ISS it must be made up on the day the student returns to school. If school is cancelled for any reason, Administration may reassign the suspension day.

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

Students serving out of school suspensions are not allowed on the grounds for any reason. A student assigned an out of school suspension may not attend or participate in any school sponsored events from the time the out of school suspension is assigned until the morning following the completion of the suspension. School work may be requested through the guidance office to be completed while the student is out of school. A parent or guardian is invited and encouraged to attend a reentry meeting on the return day. If school is cancelled for any reason, Administration may reassign the suspension day(s).

## **Group A**

### **Disciplinary Action**

The offenses listed below are subject to a minimum penalty of a verbal reprimand, detention, level drop, or up to a maximum penalty of a three-day suspension based upon both the evidence presented and the severity of the offenses.

1. Acting defiantly to a reasonable request made by a staff member, including leaving a classroom as requested
2. Being in an unsupervised and/or restricted area any time before, during and/or after school hours
3. Chronic unexcused tardiness to class
4. No student will be allowed in school after 8:30 AM without a parent/guardian or doctor or court note.
5. Distributing non-school literature during school hours either in class or in the halls between classes. This material may be passed out in a place and at a time designated by administration indicating the time and place of distribution. Prior to distribution, a copy thereof must be furnished to administration indicating the time and place of distribution.
6. Entering a classroom late without a pass signed by the teacher, office staff personnel, or an administrator.
7. Failure to comply with dress code rules, page 39 (Example: Wearing of outside garments, hats, and hoods of any type.)
8. Violation of cell phone/electronic devices policy.



## **Group B**

### **Disciplinary Action**

The offenses listed below are subject to a minimum penalty of a verbal reprimand, detention, level drop, or up to a maximum penalty of a five-day suspension based upon both the evidence presented and the severity of the offenses.

1. Being out of an assigned room or in an unauthorized section of the building without a pass signed by the teacher in charge of the room.
2. Cutting class is a serious violation of school security procedures. Any student who cuts a class will be disciplined and will also receive a zero for each class cut. Extreme unexcused tardiness to class (more than ½ the period) will be treated as a class cut. Depending on the circumstance, two cuts in one day triggers a discipline dismissal.
3. Failing to demonstrate respect for fellow students and staff
4. Failure to register for school
5. Leaving school property during the school day without express permission from the Administration
6. Making unnecessary noise or causing a disturbance in classrooms, corridors, or cafeteria
7. Smoking in school building or on school property, including e-cigarettes or JUULs
8. Throwing anything (foreign objects, etc.) anywhere in the building or outside of the building.

## **Group C**

### **Disciplinary Action**

The offenses listed below are subject to a minimum penalty of a verbal reprimand, level drop or one-day suspension to a maximum penalty of a long-term suspension under M.G.L. ch. 71, § 37H ¾ or exclusion/expulsion in accordance with M.G.L. ch. 71, § 37H and 37H½ if applicable.

1. Abusing the privilege of riding the school bus
2. Cheating on tests, assignments and homework, including plagiarism (Zero credit for the assignment, quiz, or test)
3. Defacing, destroying, marring, or causing damage to school or personal property: This includes failing to exercise reasonable care of books by "stuffing" or otherwise mistreating them. This rule will be strictly enforced, and restitution will be required. Malicious damage will be reported to School Police.
4. Defiance and inappropriate behavior during any school emergency, such as evacuation of the buildings, security checks or disruption of school.
5. Forgery
6. Gambling or card playing
7. Opening exterior doors to allow students or outsiders into the building
8. Trespassing
9. Unacceptable Behavior: The Administration will consider any overt, aggressive act, physically or verbally directed at a teacher or administrator as an unacceptable act. The following are examples of unacceptable behavior:
  - a) Behavior judged by an administrator as deliberately threatening to the safety and wellbeing of any individual within the school.
  - b) Blatant disregard for reasonable request or directives
  - c) Disruptive acts within the school or on school grounds
  - d) Failure to attend in-school suspension
  - e) Failure to report to the office as directed
  - f) Filing a false report
  - g) Foul or abusive language
  - h) Insubordination
  - i) Failure to follow before school bag and person checks
  - j) Any other behavior that administrators deem as inappropriate or disruptive to other individuals or the school community.
10. Unauthorized Filming/Videotaping/Photography
11. Violation of the Internet Acceptable Use Policy and/or Responsible Use Policy and Guidelines

## **Group D**

### **Disciplinary Action**

The offenses listed below are subject to a minimum penalty of a one-day suspension to a maximum penalty of long-term suspension under M.G.L. ch. 71, § 37H¾ or exclusion/expulsion in accordance with M.G.L. ch. 71, § 37H and 37H½ if applicable. Additionally, School Police will be notified.

1. Acts of arson
2. Any behavior, clothing, pins, insignias, colors, or emblems related to gang activity.

3. Assault on staff
4. Committing acts of assault including sexual assault
5. Committing acts of sexual harassment
6. Committing any acts of theft.
7. Extortion
8. False fire alarm
9. Fighting causing injury
10. Fighting in or on school grounds
11. Hazing
12. Making a bomb threat or serious physical threat to the safety of the Huntington School community (Requirement of outside counseling and anger management)
13. Possessing or distributing of any weapon, real or simulated, such as a firearm, ammunition, knife, explosive or any object deemed by Administration as a weapon.
14. Possession of, distribution of or drinking alcoholic beverages on school property, and/or possession of, distribution of or taking drugs on school property by anyone at any time is strictly forbidden. Any student who is under the influence of, partaking of, or purchasing alcoholic beverages or drugs, or possessing drug paraphernalia during school hours, on school grounds or at school- sponsored events will be suspended. Arrest will be made in cases where the law has been violated. (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.)
15. Violating the civil rights of others by making racial, religious, or sexual slurs. This includes verbal remarks or wearing of pins, clothing, or displaying of symbols commonly associated as racial, religious, or sexual slurs. This includes inappropriate markings on books, clothing or exposed skin.

## **Detention/ Suspension/ Expulsion**

### **Lunch Detention**

Student may be assigned lunch detention for failure to follow cafeteria rules or other infractions as determined by administration. Students will be notified prior to serving the lunch detention and must work toward reentering the cafeteria at a later date. Students will be brought their lunch and may not enter the cafeteria at any time.

### **Detention**

Students will be notified in writing twenty-four hours prior to serving a detention. Due to transportation issues, staff will work with parents in order to schedule time after school that is convenient for parents and staff. If a student is unable to remain after school, staff will work to find another suitable consequence for infraction of school rules.

### **Handbook Course**

A student may be assigned the Handbook Course for a Group A or Group B suspension. The course will be one-hour for two days after school. Student assigned to the course will have to participate in class discussions and complete reading and writing assignments. If a student is absent the day of the course, they will be reassigned by the Administration. Unexcused absences from the course will result in an out-of-school suspension.

If a student is unable to “regroup” in 5-10 minutes outside of the classroom with the goal of returning to the class, students will be required to attend the planning center. The planning center will be staffed professionally and have specific expectations. This space will be designed for students to process behaviors with both therapeutic and academic staff for the ultimate goal of returning students to class. Planning center visits will last at least 20 minutes to all day.

A student may receive academic credit if his/her work is completed to the satisfaction of the teacher. Students receiving two drops in one school day may be subject to separation for part or all of the school day in the planning center. Students will be expected to complete academic requirements, display appropriate behavior, work his/her way back into classes, and process with staff.





## 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.

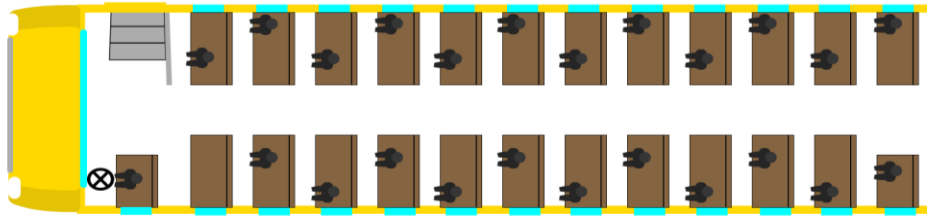
### **Screening Daily for COVID-19 Symptoms**

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: \_\_\_\_\_