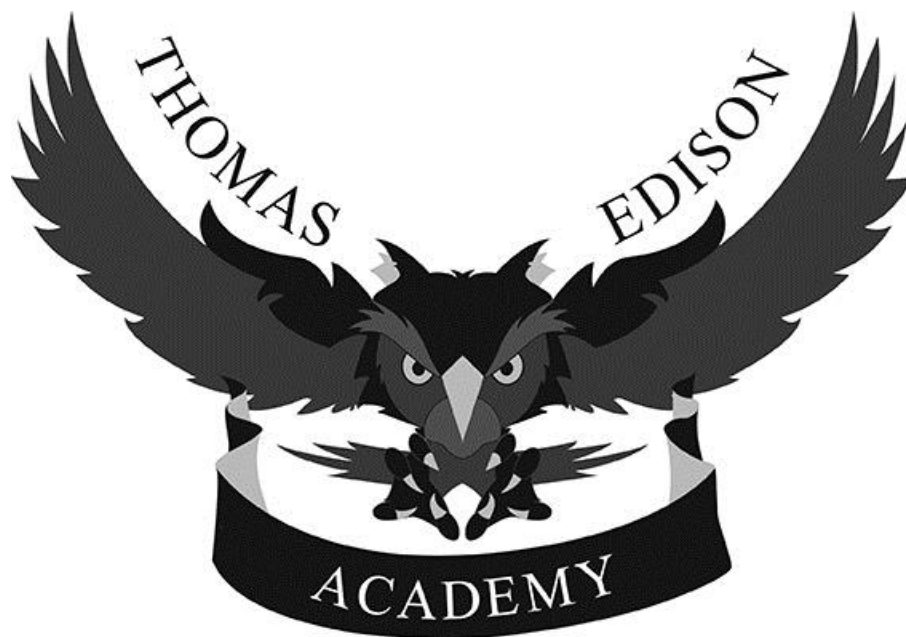


Brockton Public Schools

Your Future is Bright
at Edison Evening Academy

We're here to help.



Student/Parent Handbook
2023-2024



www.bpsma.org



City of Brockton

BROCKTON PUBLIC SCHOOLS

Michael P. Thomas ♦ Superintendent of Schools

Cristina de Novais, Principal

Edison Evening Academy

Phone (508) 580-7638

cristinapdenovais@bpsma.org

August 2023

Dear students, families, staff, and community,

Welcome! I am honored to serve as your principal and to partner with you to support each Edison Evening Academy student to succeed.

At Edison Evening Academy, we stand united and committed to our values of academic excellence, equity and inclusion, and culturally sustaining education.

By academic excellence, we mean that every Edison Evening Academy student will be supported to achieve excellence in their learning.

By equity and inclusion, we mean that everyone who walks through our doors belongs here.

By culturally sustaining education, we mean that the knowledge and experiences our students bring from their communities is not only respected at Edison Evening Academy but supported as a core part of their educational journeys.

As your principal, my leadership is only as good as my ability to listen and understand all of you. For this reason, my door is always open; do not hesitate to come see me.

Cristina de Novais, Principal

After reading the handbook, please detach and return this signed form to School Administration.

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

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

Parent/Guardian Signature

Student's Name (printed)

Date

Student's Signature

STUDENTS MUST HAVE THIS SHEET SIGNED AND RETURNED TO SCHOOL.



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

Office of the Superintendent
Phone (508) 580-7511 Fax (508) 580-7013
michaelpthomas@bpsma.org

Brockton Public Schools
1:1 Device Loan Agreement

Students in the Brockton Public Schools (“BPS”) are eligible to be issued a laptop and charger, as well as other related technology (“1:1 Devices”). Before being issued any 1:1 Device, the Student and their parent/guardian must read and agree to this 1:1 Device Loan Agreement.

1:1 Devices are loaned to the Student to be used for educational purposes only during the academic school year, and these devices and any data contained thereon remain the property of BPS. Students must not let any other person use their 1:1 Devices. 1:1 Devices are subject to inspection at any time without notice, and inappropriate use may result in the Student losing their eligibility to use these devices. 1:1 Devices must be turned in to BPS immediately upon request, and in any event no later than a Student’s last day of school at BPS.

Students must make every effort to have their 1:1 Devices charged and ready for each school day. Students must protect their 1:1 Devices from extreme hot and cold temperatures, keep food and beverages away from them, and safely transport them to and from school. Students must not deface or destroy any 1:1 Device, or place unauthorized decorations or markings (such as stickers, drawings, etc.) on any 1:1 Device, or leave any 1:1 Device unattended in an unsecure location.

If a 1:1 Device is damaged not working properly, the Student should bring it to the designated help desk at BPS. Students and/or their parents/guardians must not attempt any repairs on their own or through someone other than a BPS employee. If a laptop is damaged beyond repair and needs to be replaced, BPS will evaluate the damage or loss and/or replacement options on a case by case basis. In cases of fire or criminal acts such as theft or vandalism, parents/guardians should immediately report to the building principal or dean. The principal or dean will assist with filing a police or fire report, which must be filed by the parent/guardian before requesting a replacement 1:1 Device. Students and/or their parents/guardians may be held partially or fully responsible for any damages/loss.

Students must comply with all applicable BPS rules and regulations at all times while using 1:1 Devices, including without limitation the requirements of the student handbook and BPS’s Internet Acceptable Use Policy IJNDB. No Student may install, use, or permit the installation or use of any unauthorized software on any 1:1 Device. BPS is not responsible for any controversial materials acquired on these devices. Any violation of BPS rules and regulations and/or the terms and conditions of this 1:1 Device Loan Agreement may result in disciplinary or legal action.

By signing below, I acknowledge that I have read and understand this 1:1 Device Loan Agreement, that I agree to abide by its terms and conditions, and that BPS has my permission to loan 1:1 Devices to the Student

Student Name

Grade

Student Signature

Date

Parent/Guardian Name

Relationship

Parent/Guardian Signature

Date



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

Cristina de Novais, Principal
Edison Evening Academy
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Media Release for Students

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

On occasion, the Brockton Public School District ("District") is asked by the media to interview and/or photograph students as part of their coverage of positive school events. To allow this to happen, the District requires permission from a student's parents or guardians. The District also uses media materials such as student images, digital media, student work samples, etc. for District media purposes, such as the District website. By checking the "grant" box and signing your permission on this form, you are stating that you consent to the use of such materials. 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 Brockton Public Schools and approved media affiliates to publish, copyright, or use all film, photographs, computer-generated imagery and printed and spoken words in which my child is included, whether taken by staff, students, or others and agree that the school can use these images, digital media, words, and student-generated work for any exhibitions, displays, web pages and publications, without reservation or compensation, and I release the Brockton Public Schools from any and all claims, damages, liabilities, costs and expenses related to the use of such materials. Additionally, I understand that an expectation of privacy is not automatic at public school events and activities, including but not limited to parades, concerts, field trips, and athletic activities, and that the District cannot guarantee that my child will not be photographed should they participate in such programs. I agree to notify school administrators if I have a legitimate safety concern for my child being photographed at public events, so that we can work together to determine how to best address those concerns.

School Name: _____

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____



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

Cristina de Novais, Principal
Edison Evening Academy
Phone (508) 580-7638
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Military Recruiters Opt-Out

Dear Superintendent,

Section 8528 of the Elementary and Secondary Education Act of 1965 (ESEA) as amended by 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: _____

EDISON EVENING ACADEMY

Sincerely,

Signature

Date

Your Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____



City of Brockton
BROCKTON PUBLIC SCHOOLS
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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: EDISON EVENING ACADEMY

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

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Health Screenings & Physical Examinations

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

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

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

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

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

Youth Risk Survey

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

Brockton Public Schools Responsible Use Policy

Students

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

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

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

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

Guidelines for Student Use

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

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

1. Violations of this Responsible Use Policy include, but are not limited to, the following conduct:

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



City of Brockton

BROCKTON PUBLIC SCHOOLS

Michael P. Thomas ♦ Superintendent of Schools

Cristina de Novais, Principal

Edison Evening Academy

Phone (508) 580-7638

cristinapdenovais@bpsma.org

Application Process to Edison Evening Academy

I. Criteria

An applicant can be a potential candidate for admission into Edison Evening Academy if they meet the following criteria:

1. Preferably is at least 16 years old.
2. Has “aged out” of system and/or be an under credited high school student.
3. Has not experienced success in the traditional high school setting.
4. Is available and committed to attend school between 3:15 pm and 8:22 pm Monday through Thursday evenings.
5. Is available to attend summer session in July.
6. Is able to commit to complete all graduation requirements.

II. From a Brockton Public School

A student transferring from a Brockton Public School high school must:

- Have a current guidance counselor and administrator complete the “BPS High School Transfer Referral Form.”
- Send the referral form along with all required documentation Edison Evening Academy.
- Interview with the principal prior to enrolment at the Edison Evening Academy

III. Out of District

A student transferring from another district, state or country must:

- Contact the Parent Information center at 508-580-7950 and/or
- Log on to the “**Brockton Public Schools Website**”.
- Click on “**Parents and Community**”.
- On the left-hand menu click on “**Registration & Student Assignment**”.
- On the left-hand menu click on “**Registration Guidelines**” and “**Registration Procedures**” to gain knowledge of documentation required for registration at the “**Parent Information Center**”.
- With all required documentation, report to the **Parent Information Center** at **60 Crescent Street, Brockton.**
- Once all documentation has been submitted to the **Parent Information Center** and sent to **Edison Evening Academy**, the student will be called to come in for an interview with the principal.

Please be advised that no student referred to Edison Evening Academy will be considered for enrollment unless all documentation requested has been provided.

Edison Evening Academy Mission Statement

The mission of Edison Evening Academy is to implement an innovative program that offers instructional support and intervention strategies that reconnect students who are over aged and under credited for grade level, and are either at-risk of, or have already dropped out of school. Edison Evening Academy seeks to embrace these students in a rigorous high school diploma program focused on academics, career training and college readiness. Edison Evening Academy will accelerate student progress and maximize the effectiveness of how curriculum and instruction are delivered through a responsive and personalized learning experience.

Edison Evening Academy seeks to teach our students in a safe and supportive environment the knowledge, skills, values, and behaviors necessary to become responsible and productive members of a diverse society. Instruction focuses on enabling students to demonstrate the literacy skills of reading, writing, speaking, and reasoning and preparing them to participate actively as citizens in a technologically advanced society.

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 mediation trained peers as a means of avoiding a conflict situation.
 - Avoid instigating conflict through language, gestures, or the spreading of rumors both in school and out of school.

Parents of new students are responsible for the transfer of all records. If the grades are not provided, credit cannot be given for prior academic work.

EDISON EVENING ACADEMY

2023/2024 SCHOOL YEAR SCHEDULE

First Day of School for Students	TBA	TBA
End of Semester I	TBA	TBA
First Day of Semester II	TBA	TBA
End of Semester II	TBA	TBA
First Day of Summer Session	TBA	TBA
End of Summer Session	TBA	TBA

Graduation Ceremony
Thursday, July 13th, 2024

Edison Evening Academy will be closed on the following days

LABOR DAY	Monday	September 4, 2023
COLUMBUS DAY	Monday	October 9, 2023
ELECTION DAY	Tuesday	November 7, 2023
VETERANS' DAY	Friday	November 10, 2023
THANKSGIVING RECESS	Wednesday-Friday	November 22-24, 2023
WINTER RECESS	Monday – Monday	December 25, 2023 -
MARTIN LUTHER KING, JR. DAY	Monday	January 15, 2024
FEBRUARY RECESS	Monday-Friday	February 19-23, 2024
SPRING RECESS	Monday-Friday	April 15 - 29, 2024
MEMORIAL DAY	Monday	May 27, 2024
BHS GRADUATION EXERCISES	Saturday	June 1, 2024
JUNETEENTH	Wednesday	June 19, 2024
LAST DAY OF SCHOOL*	Tuesday	June 25, 2024
INDEPENDENCE DAY	Tuesday	July 4, 2024

Important Phone Numbers

Edison Evening Academy Office 508-580-7638

Edison Registrar / Guidance Office 508-580-7901

Media Release Policy

From time to time Edison Evening Academy receives requests from media outlets to interview, audio tape and videotape students as part of their reporting of programs and events at the school. Additionally, Brockton Public Schools has a web page, and occasionally digitized images of students are displayed, again, as part of the reporting of positive events at the school. **Should you as parent/guardian (or adult student) object to the inclusion of your child (or yourself as an adult student) in such media events, you should notify school administration of your wishes, and they will be honored.**

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

School Cancellations, Delayed Openings and Early Dismissals

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 **WXBR (1460 AM)**, by Boston radio station **WBZ (1030 AM)** and by **Boston Television Channels 4, 5 and 7**. **Cancellations are also posted on our website: www.bpsma.org** and are reported to parents via phone notifications.

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

Internet Acceptable Use Policy

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

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

Users **are not** permitted to:

- harass, insult, threaten, bully or attack others from home or school computers or electronic devices
- send or display offensive or false materials, messages, and pictures
- use of 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-106-554) by providing filtering on all computers that students use.

Edison Evening Academy 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.

Non-Discrimination Statement

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

Equity Officer

The Brockton School Committee has designated James M. LaBillois, Ed. D., Assistant Superintendent for Unified Student 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. Dr. LaBillois has also been designated as the district's section 504 coordinator and the sexual harassment officer. Any student who feels that they have been harassed or discriminated against because of race, color, national origin, religion, age, sex, sexual orientation, gender identity, disability, pregnancy, or pregnancy related condition should contact Dr. LaBillois, whose office is located in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4376, (508) 894-4341. If students prefer, they may file the complaint with any teacher or counselor, who will then bring the complaint to the attention of the equity officer.

Civil Rights and Harassment

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

It is the policy of the Brockton Public Schools to promote and maintain an educational environment that is free from harassment. Harassment is against the law and will not be tolerated in the Brockton Public Schools. Harassment is defined as repeated 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.bpsma.org/departments/student-support-services>, or by contacting your school office.

The Brockton School Committee has designated James M. LaBillois, Ed. D., Assistant Superintendent for Unified Student Services, as the school system's equity officer for students, vested with the authority and responsibility of processing all complaints of harassment and discrimination. Any student who feels that they have been harassed or discriminated against because of race, color, sex, disability, gender identity, religion, national origin, sexual orientation, pregnancy or pregnancy related condition should contact James M. LaBillois, Ed. D., in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4376, (508) 894-4341.

If students prefer, they may file the complaint with any teacher or counselor, who will then bring the complaint to the attention of the Equity Officer.

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

Hazing

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

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

SECTION 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is

likely to adversely affect the physical health or safety of any such person or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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 oneself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

SECTION 19. Each institution of secondary education and each public 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 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, 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

James M. LaBillois, Ed. D., Assistant Superintendent for Unified Student Services, is the designated complaint officer for students. Dr. LaBillois is vested with the authority and responsibility of processing all harassment complaints. Dr. LaBillois' s office is located in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4376, (508) 894-4341.

Bullying and Cyberbullying

The School Committee is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

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

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to themselves, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means 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.

Cyber-bullying shall also include the creation of electronic medium in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying 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 the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected. For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;

- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops; • On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;

Bullying and cyber-bullying are prohibited 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 the school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred, they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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.

Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

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 Janice Johnson Plumer 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 The Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA)

EPA Warnings & Notification

AHERA 40 CFR 763.1 11

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

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

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

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

Student Information to Military Recruiters

Federal legislation requires, upon request by military recruiters, that each school district release to such recruiters the names, addresses and phone numbers of current students, **unless the student or parent has submitted a request indicating that such information is not to be released.** If a student or that student's parent does not want such information to be released, s/he must complete a Military Opt Out form which can be found on page 4. This signed form will prevent the military from obtaining a student's information from Edison Evening Academy. Please note that military recruiters have several other avenues from which they may obtain information for recruiting purposes. **The form must be signed and delivered to the school principal no later than October 1.**

Academic Policies

Progress and Grade Reporting

Progress Reports will be issued to Edison Evening Academy students approximately halfway through each term. However, an instructor may issue a "hand-written" progress report, to be signed by the student, at any time during the term if the student is in danger of failing the class. Edison Evening Academy will make every effort to keep parents apprised of a student's progress, but it is the student's responsibility to share his/her progress report information with his/her parent/guardian. Report cards will be issued at the end of each term. Each enrolled student will be given his/her report card at the end of the term.

District Curriculum Accommodation Plan

The adoption of a District Curriculum Accommodation Plan (DCAP) is a requirement of the Commonwealth of Massachusetts ([Massachusetts General Laws Chapter 71 Section 38Q 1/2](#)).

The law states:

A school district shall adopt and implement a curriculum accommodation plan to assist principals in ensuring that all efforts have been made to meet students' needs in regular education. The plan shall be designed to assist the regular classroom teacher in analyzing and accommodating diverse learning styles of all children in the regular classroom and in providing appropriate services and support within the regular education program including, but not limited to, direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning, or who do not qualify for special education services under chapter 71B. The curriculum accommodation plan shall include provisions encouraging teacher mentoring and collaboration and parental involvement.

The DCAP is intended to guide principals and teachers to ensure that all efforts are made to meet student needs in the general education program and to support teachers in analyzing and accommodating students' diverse learning needs in Brockton Public Schools. The DCAP describes both formal and informal routes for problem solving. Communication between parents and teachers will be effective in identifying issues and agreeing upon strategies to be implemented. Teachers in Brockton are continuously monitoring student progress, differentiating instruction and accommodations to facilitate learning, and fostering understanding. The district is committed to early intervention and addresses learning issues in a timely fashion based on a team approach. The district's goal in this regard is to meet the needs of every child. The DCAP is to be used by all general education teachers, specialists, Instructional Support Teams with teachers before and instead of students being evaluated to determine special education eligibility.

Brockton Public Schools targeted areas for the DCAP:

- Strategies to assist regular education classroom teachers to help them analyze and accommodate various students' learning needs, including students who are English Language Learners, and to manage students' behavior effectively.
- Support services that are available to students through the regular education program
- Direct and systematic instruction in reading and mathematics for all students
- Teacher mentoring and collaboration.

- Parental involvement in their children’s education

Moreover, the DCAP reflects our core values and strategic objectives outlined in the [Brockton Public Schools Strategic Plan](#).

Our core values are to...

- Establish an equitable, diverse, inclusive, and unified district.
- Foster safe environments that facilitate growth, positive outcomes, and active learning opportunities.
- Create student-centered, accelerated learning experiences that are culturally responsive, inclusive of all learners, and support social, emotional, and physical well-being.
- Sustain partnerships with families, community, and businesses to ensure that students have equitable access to high-quality resources.

Objective 1: High-Quality Learning Experiences: Provide student-centered learning founded on lived experience through effective instruction that elicits excitement and engagement from students, families, and staff so ALL are prepared to thrive as members of the BPS community and beyond.

Objective 2: Access to Learning Opportunities: Enhance **all** students’ access to learning opportunities that meet their educational, cultural, recreational, and social needs.

Objective 3: Welcoming and Inclusive Environment: Design, create, and maintain a safe, supportive, welcoming, and inclusive environment of positive relationships, where the academic, social, and emotional well-being of the entire school community is supported.

Objective 4: Family and Community Partnerships: Strengthen family, community, business, and higher education partnerships to expand opportunities for students to pursue goals and interests, develop 21st century skills, and prepare for postgraduation success.

Objective 5: Equitable Resources: Ensure equitable access to resources that foster academic and personal growth in safe educational environments.

BPS Approach to Curriculum and Instruction for All Learners

Curriculum Accommodations Supports for General Education Classroom Teachers

Accommodations are ways to assist students in accessing the curriculum more effectively. Accommodations are provided within the general education classroom and may be available to any/all students, depending on student need. Such changes are made to provide a student with equal access to learning along with an equal opportunity to be able to show what he/she knows or can do. For many, the suggested list of accommodations found in the accommodation plan would simply be thought of as best educational practices. Accommodations typically fall under four key categories:

1. **Setting** (location): Examples include small group, preferential seating, quiet location, etc.
2. **Presentation** (how the teacher shares information): Examples include visuals provided for verbal information, preview/repeat, provide models, etc.
3. **Timing** (any consideration of time within the learning): Examples include time of day, length of time, extended time for assignments, “chunking” into smaller parts, planning for time with student, etc.
4. **Response** (How the student responds back to show understanding): Examples include use of graphic organizers, alternative writing utensils, access to keyboarding, limit number of repeat question types, etc.

Accommodations do NOT change the instructional level or content, delivery of instruction, or performance criteria. These latter changes are called modifications or “specially designed instruction” and those are only appropriate for students on an Individualized Education Program (IEP).

Accommodations are changes to the delivery of classroom instruction or the materials needed to support access to the curriculum. Accommodations change **how** students learn but do not change **what** they learn. They do not change the complexity of knowledge or the grade-level content standards students are expected to learn.

Instructional Strategies for Brockton Public School teachers to use to maximize students’ success in the general education classrooms. The following instructional strategies are broken down into the following four domains: behavior, reading, writing, and mathematics:

Behavior

Listed below are successful teaching strategies to address issues of behavior.

To improve attention to verbal information:
<ul style="list-style-type: none">✓ Shorten length of listening activities and direct instruction.✓ Incorporate activities to accompany listening tasks and direct instruction (interactive notes, questions to answer, illustrating notes, etc.)✓ Build movement and sensory breaks or tasks into lessons or transitions.✓ Provide preferential seating.✓ Re-direct student back to task.✓ Allow flexible seating options.✓ Reduce visual distractions in classroom.✓ Use preferential seating.✓ Allow for movement breaks.✓ Use audio material with headphones.✓ Use graphic organizers/sentence starters.
To improve positive group participation skills:
<ul style="list-style-type: none">✓ Establish strong relationships with students.✓ Provide Calm Classroom lessons.✓ Access to calming corners and activities within the classroom.✓ Teach students Zones of Regulation.✓ Hold daily Morning Meeting (Responsive Classroom).✓ Establish and post clear expectations and review frequently.✓ Clear outline (posted) and review of steps for corrective measures and consequences.✓ Behavior matrix outlining expectations for specific spaces and times within a school building.
To improve transition skills between activities:
<ul style="list-style-type: none">✓ Establish predictable routines.✓ Post expected rules and behaviors.✓ Provide frequent movement breaks throughout the day.✓ Post a daily classroom schedule.✓ Provide warnings of transitions and provide a visual timer if needed.✓ Teach and model transition routines.
To improve work completion:
<ul style="list-style-type: none">✓ Daily check-in and check-out.✓ Provide positive reinforcement.✓ Allow access to guidance/adjustment counselor/psychologist.✓ Provide Home to School communication log.✓ Establish supervised social groups “Lunch Bunches” through guidance.✓ Use reflection sheets with students.✓ Utilize a “Buddy Room” to allow students to take break away from their own classroom.✓ Provide sensory tools.✓ Create open lines of communication with families.✓ Allow flexible seating options.✓ Established and posted rewards systems, both classroom and school-wide, for individual students and classes.✓ Provide specific feedback to students both when they are successful and when improvement is necessary.✓ Implement First/Then visuals.✓ Provide students with a choice of two assignments.✓ Shorten the task and amount of material.✓ Break larger tasks into smaller chunks over time.

Reading

Listed below are successful teaching strategies to support all students as they learn to read.

To improve phonological awareness through small group or 1-1 instruction:
<ul style="list-style-type: none">✓ Teach phonemic awareness through Heggerty.✓ Oral rhyming activities.✓ Segmenting spoken words into syllables.

<ul style="list-style-type: none"> ✓ Identifying spoken words with same initial sounds. ✓ Identifying spoken words with same ending sounds. ✓ Orally blending phonemes into words. ✓ Segmenting words into phonemes.
To improve decoding skills:
<ul style="list-style-type: none"> ✓ Vision screening. ✓ Assess students' Independent Reading Level (IRL). ✓ Multi-sensory reading instruction. ✓ Allow students to use tracking tools to read. ✓ Daily opportunities for students to practice reading at their IRL. ✓ Teach students self-monitoring skills. ✓ Provide small group instruction. ✓ Provide 1:1 instruction. ✓ Establish Guided Reading Groups. ✓ Allow students to partner read. ✓ Use a variety of text, at different accessibility levels. ✓ Create individual word lists for students to practice. ✓ Teach syllabication rules. ✓ Use manipulatives to isolate individual phonemes in words.
To improve sight word recognition:
<ul style="list-style-type: none"> ✓ Create and utilize interactive word walls. ✓ Send home word lists for home practice. ✓ Create individual word lists for students to practice.
To improve reading comprehension skills:
<ul style="list-style-type: none"> ✓ Teach students self-monitoring skills. ✓ Allow students to partner read. ✓ Multiple readings of the same text. ✓ Use a variety of text, at different accessibility levels. ✓ Point out and highlight cognates. ✓ Use picture word cards. ✓ Use pictures to sequence or illustrate events in a story. ✓ Deliver individualized Lexia Core 5 lessons to students. ✓ Explicit lessons around annotating and actively reading text, tools and scaffolds to support students to do so. ✓ Prereading activities, activating prior knowledge and building background to build schema around new topics and content. ✓ Pre-teach tier 2 and 3 vocabulary words before reading about new content and concepts. ✓ Model fluent reading aloud, and metacognitive strategies "Think aloud" while processing reading. ✓ When possible, read grade level texts aloud or use audio when available. ✓ Use high interest texts at instructional and independent reading levels. ✓ Have students list details in story.
To improve fluency skills:
<ul style="list-style-type: none"> ✓ Multiple readings of the same text. ✓ Model fluent reading. ✓ Choral reading. ✓ Echo Reading.
To improve vocabulary acquisition:
<ul style="list-style-type: none"> ✓ Use picture word cards. ✓ Describe basic objects. ✓ Sort word into categories. ✓ Classify categories of words. ✓ Teach common synonyms/antonyms. ✓ Draw definitions of words. ✓ Use new vocabulary words in sentences. ✓ Teach prefixes, suffixes, and root words. ✓ Point out and highlight cognates.

Writing

Listed below are successful teaching strategies to support all students as they learn to write.

To improve spelling:
<ul style="list-style-type: none"> ✓ Use multi-sensory approach. ✓ Teach sight words in a meaningful phrase or sentence. ✓ Teach specific spelling rules. ✓ Create a grade-level list of commonly mis-spelled words reference sheet. ✓ Use word to allow students to type response and use spell check. ✓ Utilize a dictionary to correct spelling. ✓ When possible, allow use of Google translate for word-to-word translation as needed. ✓ Use peer editing conferencing. ✓ Use teacher editing conferencing.
To improve handwriting:
<ul style="list-style-type: none"> ✓ Allow alphabet strip on students' desks. ✓ Utilized different paper to accommodate needs of student. ✓ Use pencil grip. ✓ Teach students to use finger space when spacing words. ✓ Allow students to type responses. ✓ Reduce copying from board or book.
To improve written expression:
<ul style="list-style-type: none"> ✓ Use whisper phone to read and edit own writing. ✓ Provide a grade appropriate Editor's Checklist. ✓ Distribute writing rubrics prior to students beginning a writing assignment. ✓ Show examples of student writing (poor to exemplar). ✓ Allow students to choose what they write about and how they present their final product. ✓ Allow peer editing. ✓ Break essays into manageable tasks over time. ✓ Use graphic organizers based on individual student need. ✓ Teach students the writing process (brainstorming, rough draft, etc.). ✓ Use sentence starters, stems, or frames for students. ✓ Provide a list of transition words. ✓ Provide task specific key word lists (compare contrast, sequencing etc.). ✓ Provide and review content vocabulary to be incorporated in students written responses. ✓ Design, scaffold and facilitate student-led discussions of questions or writing prompts and tasks prior to the students beginning the actual writing.

Mathematics

Listed below are successful teaching strategies to support all students as they learn to mathematics.

To improve skills and readiness if below grade level:
<ul style="list-style-type: none"> ✓ Assess students' independent math level. ✓ Progress monitor daily, weekly, or bi-weekly. ✓ Use manipulatives. ✓ Allow students to use lined paper to help organize calculations. ✓ Allow students fact charts. ✓ Provide math reference sheets – and translated versions as needed. ✓ Allow students to use drawings to solve problems.
To improve the memorization of math facts:
<ul style="list-style-type: none"> ✓ Teach in a systematic way. ✓ Use motivating and engaging games for practice. ✓ Teach students to be flexible with numbers. ✓ Utilize Number Talks.
To improve the ability to attend to important details:
<ul style="list-style-type: none"> ✓ Teach students to highlight keywords and phrases when solving word problems. ✓ Pre-teach math vocabulary for new topics, paying attention to multiple meaning words, cognates, and false cognates. ✓ Use the 3 Reads Strategy. ✓ Teach the TTQA strategy (turn the question around). ✓ Reduce number of problems on a page.

✓ Allow students to use lined or graph paper to help organize calculations.
To improve the understanding of concepts:
<ul style="list-style-type: none"> ✓ Provide small group instruction. ✓ Provide 1:1 instruction. ✓ Allow extra time on all tests. ✓ Read aloud all grade level math materials. ✓ Use the 3 Reads Strategy. ✓ Provide students with “Real-World” experiences. ✓ Utilize Number Talks. ✓ Use the CRA (Concrete, Representational, and Abstract) Model. ✓ Create assignments on ST MATH to help students struggling on a particular concept. ✓ Post visuals, posters, and anchor charts to help students during independent work time. ✓ Teach students test-taking strategies. ✓ Allow students to peer tutor. ✓ Create alternative ways for students to show their knowledge. ✓ Encourage and model the use of reference sheets, number lines, number grids etc..
To increase the rate of work completion:
<ul style="list-style-type: none"> ✓ Reduce the number of problems to complete. ✓ Give choices. ✓ Use a visual timer. ✓ Break up longer assignments into manageable chunks.
To improve the ability to sequence steps for computation:
<ul style="list-style-type: none"> ✓ Provide models. ✓ Use reference sheet at seat. ✓ Use mnemonic devices. ✓ Review steps frequently. ✓ Provide posters within the classroom for reference. ✓ Use manipulatives.

Multi-Tiered Systems of Support

MTSS is a system designed to meet the needs of all students by ensuring that schools optimize data-driven decision-making, progress monitoring, and evidence-based supports and strategies with increasing intensity to sustain student growth academically, behaviorally, and social-emotionally. To realize this success, multi-tiered systems must be supported by leadership, implementation, and competency drivers to ensure that all district resources are focused on supporting our students, who can and will learn and succeed with our support.

Tier 1: Universal Support

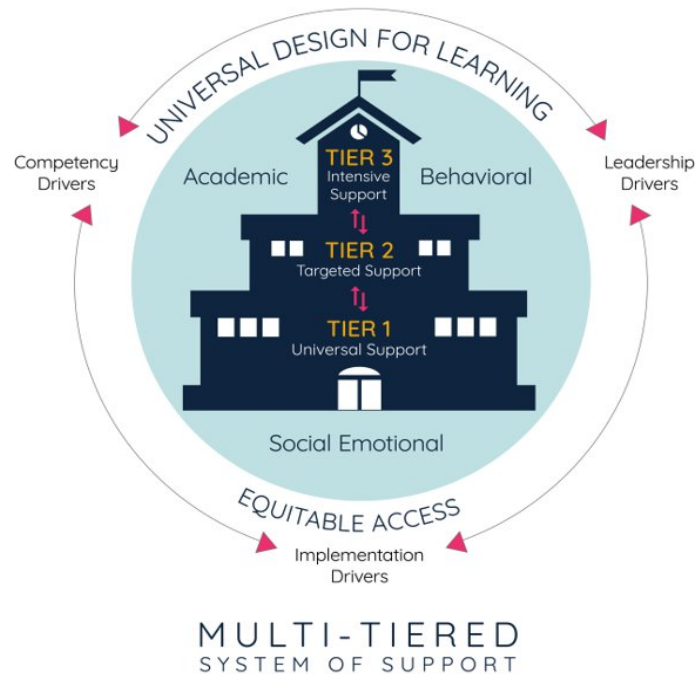
These are supports available to all students. Inclusive practice is a cornerstone of Tier 1. Inclusive practice is defined as “instructional and behavioral strategies that improve academic and social emotional outcomes for all students, with and without disabilities, in general education settings.” (Educator Effectiveness Guidebook for Inclusive Practice, 2017)

Tier 2: Targeted Support

Tier 2 supports occur in addition to the supports that happen in Tier 1 settings. These supports are generally done in small groups and include additional opportunities to practice skills necessary for core instruction. Tier 2 supports are provided for all students who need them. Tier 2 services may or may not supplement special education services for students with an IEP, depending on the individual student needs.

Tier 3: Intensive Support

Tier 3 provides more intensive support. These are often explicit, skills-based, focused interventions that occur individually or in very small groups. Again, Tier 3 supports are provided for all students who need them. Tier 3 is not synonymous with special education.



Supporting the implementation of Brockton's MTSS are a series of district initiatives to ensure equitable access for all students including, but not limited to:

System Wide Initiatives:

- District vision of shared responsibility of multilingual learners' success and accountability.
- Establishment of Essential Actions for each school year to support the implementation of the district vision – at the teacher, coach, school leadership, and district leadership levels.
- Strong partnership with the DESE statewide systems of support liaisons focused on guiding and supporting school teams to develop effective sustainable improvement plans.
- District leadership support team designed to collaborate and coordinate with state and school leaders.
- Implementation of Illustrative Math K-5.
- Implementation of Carnegie Learning Math and Mathia, 6-12.
- Implementation of Wonders Reading and Writing Program K-5.

Direct and Systematic Reading and Mathematics Instruction for ALL Students:

- Direct, explicit instruction using HQIM in reading and math, with a focus on early literacy foundational skills in grades PreK-2.
- Use of Leveled Literacy, Wonders Works, Foundations and Heggerty as reading interventions in the elementary grades.
- Tier II instruction that aligns with Tier I instruction using HQIM.
- Tiered differentiated instruction through a variety of instructional formats.
- Standards for instructional time allotment for all content areas.
- Dual Language Immersion program beginning in kindergarten (George School).
- Dual language programming in the following languages – Spanish (K-12), Portuguese (K-6 and growing each year), and French (K-5 and growing each year).
- Programming for multilingual learners at the foundational level – Launch Program at the elementary level and Transitional Bilingual Education at the secondary level.
- Integrated Sheltered English Immersion classrooms at all levels.
- English as a Second Language (ESL) teachers at every school to support the needs of English Language Learners in all programs – Launch, TBE, SEI, ISEI, Dual Language.
- Additional enrichment or WINN block at the Middle School level for students to meet standards.
- Academic Support Services -- School Year and Summer Programs.
- After-school options such as homework assistance and academic support.

- Use of both co-teaching and pullout models, K-12.
- Availability of in-school, after-school, and summer remedial programs.
- A variety of programs designed to address needs of students at-risk of failing.
- Program for gifted and talented students in grades 4 and 5.
- International Baccalaureate course offerings and diploma program at the 9-12 level.
- Priority instructional scaffolding for educators of multilingual learners at the foundational and transitional levels.
- A variety of teaching approaches, including teacher modeling, teacher-directed instruction and practice, group discussions, problem solving and cooperative learning.
- Emphasis on differentiated instruction/checking for understanding and formative assessment strategies in the classroom.
- Both oral and visual directions for assignments, along with visual, auditory, and tactile prompts.
- A variety of models implemented by instructional service providers.
- Active and varied learning activities across subject areas.
- Pre-writing and Writing Rubrics (MCAS rubrics) K-5 to assess student writing in a variety of modes and at a variety of stages throughout the writing process, middle schools, 6–8.
- Active reading and writing prompts in 6-8 Math every week.

Services and Supports within the Regular Education Classroom:

- Instructional Support Teams (IST) in all schools that address students who need additional instructional and/or social emotional behavior supports.
- Guidance Services Handbook.
- Social Thinking.
- Trauma-informed practice training and implementation.
- Second Step Program in all elementary schools.
- Positive Behavior Intervention and Support (PBIS) in all schools.
- English language success plans for students who did not meet their English language proficiency targets, with goals and system of monitoring progress through ESLP meetings.
- Language assessment team meetings to respond to individual student needs and placements.
- Districtwide Tier 1 Behavior Interventionists.
- Tier 2 Behavior Interventionists (middle school).
- Therapeutic and Behavioral Stabilization Programs.
- Functional Behavioral Assessment and Behavior Support Plans.
- School discipline codes, annually revised and translated.
- Elementary School Student/Parent Handbook.
- Middle School Student/Parent Handbook.
- High School Student/Parent Handbook.

High Quality Instructional Materials:

- Massachusetts Frameworks Common Core aligned standards-based report cards at the elementary level.
- Utilized the CuRaTe process to identify high-quality evidence-based curriculum in all content areas.
- Utilized CuRaTe to identify high-quality evidence-based ELA curriculum.
- Availability of a wide variety of curricular and instructional materials including 1-1 tablets, Smart Boards, LCDs, digital resources including, Lexia Core5, Lexia English and ST Math K-5, Carnegie Mathia, 6-12.
- Developmentally appropriate, culturally, and linguistically responsive curriculum.
- Scientifically research-based core text in grades K-5.
- HQIM Wonders & Math Illustrative Mathematics (K-5).
- HQIM Carnegie Math and Mathia, 6-12.
- HQIM Amplify Science, 6-8.
- Study Sync ELA (middle school) Implementation in conjunction with GLEAM Grant and TNTP consultant partnership.
- Discovery Education Techbook used for delivery of science content, K-5.

- Discovery Education Social Studies Techbook delivery of social studies content, middle schools, 6 -8.
- Lexia Power Up literacy intervention program, middle schools, 6-8.
- ICivics - Civics Project Workbook, digital and print versions to ensure equitable access for Civics Projects in middle school Social Studies, grade 8.
- Scientifically researched visual instructional program, ST MATH in K-5, Mathia 6-12.
- Wonders 2023 ELL Small Group Program and Lexia English as core resource to develop elementary ESL curriculum.
- Adaptation of Study Sync for Beginner ESL middle school students as core resource.
- ILit and English 3D as core resource to develop high school ESL curriculum.

Ongoing Analysis of All Students Through Formative and Summative Assessments:

- STAR Formative Assessment system in Math and English Language Arts.
- Expository and Narrative Writing Benchmarks collected quarterly for K-grade 5.
Common Benchmark Assessment system in grades K-8 with 4 cycles of common assessments in all content areas. Five common assessments in 6-8 Math.
- Warning and Intervention Student List (WISL): Early warning indicators used to identify, monitor, students needing additional academic and social emotional support.
- Monthly data meetings at each school to review screening assessments (Lexia Core5, Lexia English).
- The use of standardized and criterion-referenced assessment data as one measure of student learning and indicator of student needs.
- Dyslexia screening assessments will be administered K-3 three times per year.
- Analysis of WIDA ACCESS test results for the establishment and monitoring of language development goals of a student's English Learner Success Plan (ELSP).
- Analysis of WIDA ACCESS test results for program recommendation and classification English learners.
- STAR and Cog At in grades 3 as criteria for selecting students for Talented and Gifted placement.
- MCAS in grades 3, 4, 5, 6, 7, 8.
- MCAS in grade 10.
- Professional Learning structures designed to focus on instruction and data analysis.
- Creation, implementation, and analysis of common assessments using EDCITE in Math, ELA, K-8.
- Implementation and analysis of data within Amplify Science, 6-8.
- Creation, implementation, and analysis of common assessments in Social Studies, 6-8.
- School-based Language Assessment Teams to facilitate placement and supports for English Language Learners.

High Quality Mentoring for ALL New Teachers:

- Teacher mentoring program.
- New teacher orientation.
- Mentor teacher handbook.
- New teacher survival guide.
- Annual internship program.
- Professional development opportunities focused on educating and supporting teachers in content areas as well as equity, diversity, inclusion, belonging, and social emotional learning.
- MABE Summer Institute for Dual Language teachers.
- George School Summer Institute for new Dual Language teachers.
- Building based Professional Learning Communities.
- Leadership Academies.

Instructional Coaching:

- Elementary Literacy, Language Acquisition and STEM Coaches in all elementary schools.
- Instructional Resource Specialists at Brockton High School.
- Curriculum content department heads or coordinators PreK-12.
- Title I support at the elementary and middle schools.
- English Language Acquisition coaches providing instructional and curriculum support for teachers.

- Dedicated school-based English language acquisition coaches to support teacher development on language acquisition needs of multilingual learners in a variety of programs and proficiency levels.
- Instructional coaches provide job-embedded professional learning and support for classroom teachers, K-5.
- Implementation of districtwide learning management system (Schoology and TEAMS) and targeted professional development on instructional strategies for remote learning.

High Quality Professional Development Opportunities:

- Brockton Public Schools' Professional Development Plan has a process for approving professional development opportunities in the district.
- The newly appointed Director of Professional Growth and School Improvement regularly collaborates with district content and department leaders to provide high quality professional development.
- There are continuous ESL and Special Education courses offered to all BPS staff.
- SEI Endorsement courses offered to BPS educators.
- Professional Development opportunities for paraprofessionals and monitor teacher assistants based on identified needs.
- Youth Mental Health First Aid training offered to all BPS staff.
- Safety Care/De-escalation training offered to all BPS staff.
- Job-embedded professional development provided by school-based English language acquisition coaches at the elementary level.
- Job-embedded professional development provided by district English language acquisition coaches at the middle and high school levels.
- Immediate and specific feedback about student performance.
- Opportunities for collaborative lesson planning emphasizing activating and summarizing activity.

Family Engagement Systems:

- Parent Academy programming.
- Family Engagement Liaisons K-8 provide school-specific programming to meet needs of their respective school communities.
- Parent Advocacy Centers with native language support reflective of dominant languages in the community.
- Community and Family Engagement offerings.
- Carnegie Learning provides online tutoring in ELA and Math for all middle school students.
- “Welcome to Kindergarten” parent resource guide.
- Strategies for use of community agencies and volunteers to assist students and teachers.
- Partners in Excellence Handbook: Brockton Public Schools Volunteer Program.
- Services of the Community Schools' Adult Learning Center.
- Parent and family nights offered through Extended Day and 21st century programs.
- Parent and family night events and information sessions offered through the Bilingual PAC
- Family Learning Program.
- Providing information for parents to understand school programs and options available for their children through www.bpsma.org (multiple languages).
- Annual open houses and two parent conferences at all levels.
- Multiple curriculum nights at the elementary level.
- Monthly parent newsletters from all schools Consistent home-school communication exists through newsletters, phone calls, email, and text.
- Information regarding testing programs provided in a variety of formats to district and school parent advisory groups.
- Active PTO supports schools financially to defer costs of field trips, book donations etc. and through volunteerism.
- School Council which consists of parent representatives.
- Coordinated School Wellness Programs.
- Bilingual Parent Advisory Council (BPAC) meetings and events throughout the year.
- Special Education Parent Advisory Council (SEPAC).
- Parent Information Sessions on ACCESS, the language assessment team process, and on English language success plans.

- Establishment of the Multilingual Parent Communication Center that supports families and schools in the following languages – Cape Verdean, Portuguese, Spanish, Haitian, French, Hmong, Chinese, Laotian, and Thai.
- ELL Parent Advocates speaking Cape Verdean, Portuguese, Spanish, Haitian, and French to assist families with external supports.
- Creating professional development focused specifically on strengthening partnerships with community members and organizations, enhancing relationships with families, and increasing family and community engagement.
-

Instructional Support Teams (IST)

All Brockton Public Schools have established a school-based Instructional Support Team (IST). The goal of the IST is to maximize individual student success in the general education classroom through a process of collaborative problem-solving focused on student access to the social and academic facets of school. IST is a positive, success-oriented program which uses specific assessment and intervention techniques to help remove educational, behavioral, or affective barriers for all students. The IST asks the essential question of:

What resources can we use to increase the student's chances for success?

IST answers this question through a team approach that provides for greater cohesiveness, coordination, and instructional continuity, and complements existing curriculum and instructional programs.

Any student experiencing academic, social, or behavioral challenges in school may be a candidate for IST. This includes students beginning to display problems in general education, as well as students with disabilities who are included in general education programs. Students are identified for IST services by the classroom teacher, other educators, or parents.

Members of the IST

Although specific members of the IST may vary from student to student, based on student need, the IST generally consists of a building administrator, the team chairperson, the adjustment and/or guidance counselor, the student's classroom teacher/s. The students' parents/caregivers are also encouraged to participate as active partners in the process.

Pre-IST Referral

When a student experiences difficulty in school the classroom teacher should begin a problem-solving process that involves:

1. Identify the area/s of concern (see Appendix I for the document "Brief Assessment of Student Strengths and Challenges" that may be helpful in establishing area/s of concern).
2. Review all existing student academic and behavioral data (including, but not limited to):
 - a. STAR Assessment Results
 - b. Report Cards
 - c. Classroom Assessments
 - d. Disciplinary Information
3. Consult/Brainstorm with:
 - a. Previous teachers
 - b. Grade Level Colleagues
 - c. Academic Coaches/Support Staff
 - d. Parent/Guardian
4. Maintain documentation on DCAP accommodations attempted and student response.

IST Referral

Once pre-referral steps have been completed, the classroom teacher is encouraged to make a formal referral to the IST. The IST determines what strategies should be implemented to help the student achieve success in the general education classroom. Collaboration and joint planning occur throughout the entire process. Each member of the team has equal input and decision-making power to determine what methods, learning strategies, special techniques, or programs best address the student's area(s) of weakness.

IST Process & Procedure

The IST is grounded in the understanding that development is the result of the relationships between students and their environments. To effectively plan for supportive interventions, it is understood that the IST cannot evaluate a child's development only in the immediate environment and they must also examine the interactions among the larger environments that a student develops within. The IST will begin by examining the multiple facets of the student during the intake process:

- **Student as an Individual**
 - Academic and/or SEL screening data
 - Review of available medical screenings/information
 - Developmental course/milestones
 - Internalizing/Internalizing challenges
- **Student as Member of Family**
 - Familial structure, culture, language
 - Military Connections
- **Student as Member of School**
 - Relationship between staff and student
 - Relationship between school and family
 - Review of Academic and SEL screening data
- **Student as Member of Peer Group/s**
 - Peer relationships
 - Bullying (target or aggressor)
- **Student as Member of Community**
 - Access/participation in community groups/support
 - Access to transportation, health care, food/nutrition.
 - Involvement in social service supports.

The IST process involves identifying a student's need for academic or behavioral support, determining the strategies needed to assist the student, and implementing and monitoring intervention strategies through a continuum of services. After an initial intake assessment of the multiple facets of a student the IST recommends strategies across all domains of student functioning to be implemented to help the student achieve success in school. The team determines what support is needed for the student to maintain a level of success in the classroom. These strategies are evaluated by the team after a set period of time, based on the goals set for the student. If the student's teacher reports a positive change, the strategies are continued. If there is no progress, other strategies are tried and/or the student may be referred for a comprehensive evaluation to determine eligibility for special education and/or related services.

The IST process represents a system of problem-solving driven by students' needs. At the core of the process is the belief that all students can learn and that all students matter. IST maximizes the teaching resources within schools in a systematic search for what works for the individual student.

Scheduling

All students who enroll in Edison Evening Academy are assessed to determine the number of courses they will need to complete in order to graduate. If a student has passed and received credits for certain previous high school courses, these courses may be accepted and become part of the student's required courses towards graduation from Edison Evening Academy. Each student will be scheduled individually, and an effort will be made to tailor each schedule to accommodate the student's needs i.e., work, family, etc. In addition, a course plan will be developed to provide the student with a projected graduation date.

Online Class Enrollment Policy

Edison Evening Academy is pleased to offer all students the opportunity to use available technology to advance their academic progress by taking classes online. Virtually all our academic subjects are available online and can be accessed any time of day or night from any computer or electronic device that is connected to the internet. Online courses will only be offered during the fall and spring semesters. Students enrolled in online courses will be required to complete each course by the end of the semester in which they are enrolled. Students will only be allowed to enroll in a maximum of two on-line courses per semester. Students who complete online courses before the mid-point of the semester may be allowed to enroll into more online courses, but they must finish the course before the end of the semester. Students may be limited to one on-line course at the discretion of school administration.

Students who enroll into Edison Evening Academy halfway through a semester must enroll into online courses until the end of that semester unless they are transferring passing grades for the first term of that semester. Exceptions will be made for English learners who will be allowed to audit in-person language classes to promote their language development.

State-Mandated Assessment Requirement

As well as meeting all local graduation requirements, the Commonwealth of Massachusetts requires all students to pass the English/Language Arts, Math, and Science/Technology and Engineering MCAS exams in order to receive a high school diploma. High School students take these exams for the first time at the end of the sophomore year. Students will have five opportunities to pass the ELA and Math MCAS and three in Science/Technology and Engineering. To assist students in preparing for these exams, Edison Evening Academy will enroll students into MCAS test preparation 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 towards proficiency.

Students Graduating in 2024-2025 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 Educational Proficiency Plan (EPP)
- additionally, meet or exceed a scaled score of 220 of the Science and Technology/Engineering MCAS Test

Please note that the passing standards for the classes of 2021-2025 are set at a level of achievement that has been established as equivalent to the standard on the legacy MCAS tests.

Homework Policy

Purposes of Homework

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

Kinds of Homework

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

- Preparation homework – given to prepare a student for upcoming lessons.
- Practice homework – designed to reinforce lessons already taught in class.
- Extension/creative homework – intended to provide challenging learning opportunities for enrichment and extension of the lesson.

These assignments reinforce the Massachusetts Curriculum Frameworks and promote inquiry, problem solving, discovery, analysis, and application of essential concepts.

Parents'/Guardians' Responsibilities

- Respond to the school's request for support of stated expectations for homework for a given year.
- Expect daily assignments and insist that students complete them regularly.
- Review progress on long-term assignments periodically.
- Provide a suitable study atmosphere that is quiet, well-lighted and supervised periodically.
- Maintain the home/school connection through calls and 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.

Student Rights

Student Rights

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

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

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

Student 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). Massachusetts Law (M.G.L. ch. 71, § 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school principal. Please be advised that the temporary student record shall be reviewed by the principal or designee at the end of each academic school year, at which time misleading, outdated, or irrelevant information contained therein shall be destroyed. Parents and/or eligible students who wish to obtain a copy of their temporary student record prior to such destruction shall make such request to the school principal in writing prior to the end of the academic school year at issue. Note: this policy applies to student records generated during remote learning. For students in the ninth grade or higher or 14 years old or older, the rights below belong to the students and their parents or guardian. For students 18 years old or older, the rights below belong to the students alone if they request in writing that only they, and not their parents or guardians, should have these rights.

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

- a. Seeing a student's records - Parents or guardians have the right to see and have copies made of all materials in the record within ten days of the request. The school may not charge more than the cost of the copies.
- b. Privacy of a student's records – Authorized school personnel who work directly with a student may have access to a student's records when it is necessary to perform their duties. With very few exceptions, no one else may see these records without the written permission of a student/parent or guardian.
- c. Destroying a student's records - The school system must keep a student's transcript for at least 60 years after the student leaves the school system. Temporary records must be destroyed within seven years after the student leaves the system. Before any records are destroyed, the student/parent or guardian must be given notice and an opportunity to get a copy.
- d. Amending a student's record and appealing it - A student, parent or guardian may add any relevant written material to the student's record. If there is information in the record that the student, parent, or guardian feels is inaccurate, misleading, or irrelevant and the student wants it removed, the student may ask the Principal to remove it. If the request is denied, or if the student has any other objections to the school records policy, there is an appeals process. Information about the appeals process will be supplied by the guidance office.
- e. Notice is given that, under Massachusetts law, Brockton schools will allow access to student records to authorized school personnel of the school to which a student seeks to transfer (603 CMR 23.00)

- f. National Student Clearinghouse Data – Edison Evening Academy provides information to the National Student Clearinghouse for the purposes of tracking college enrollment verification. The information provided is in compliance with FERPA laws. However, parents/students may opt-out of providing information to this organization. Opt-out requests must be submitted to the principal in writing.

Age of Majority

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

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

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

Special Education Student Records Policy

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

Students' Privileges

Cafeterias

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

Leaving School/Dismissal

To leave school a student, must check out through the Edison Office. If a student returns on the same day, he/she must also check back through the Edison Office. Once a student arrives on school grounds, they may not leave without being dismissed through the Edison Office. Failure to abide by this proviso may result in disciplinary action.

School Automobile Use

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

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

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

No Idling Policy

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

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

School 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.

(Note - attendance at these functions is a privilege, not a right: the administration reserves the right to deny any student and/or guest attendance to any function)

Attendance Policy

In order to receive a diploma from the Edison Evening Academy, a student must maintain an acceptable Exceptions to attendance criteria can be made only by Principal and/or designee. This attendance policy is in conjunction with a student successfully passing all necessary academic subjects and passing all required state MCAS examinations.

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.

Automatic Failure Policy

For a class that meets 1X per week – Student fails on second absence

For a class that meets 2X per week – Student fails on third absence

For a class that meets 4X per week – Student fails on fifth absence

Attendance Buy-Back Policy

- Have a guidance counselor in the Edison Guidance Office fill out and sign a buyback form for you.
- Show the buy-back form to each of your teachers for initialing on the first day.
- Attend that class for three consecutive times without incurring any tardiness, behavioral referrals, or early release.
- On the third consecutive class, have the teacher re-sign the form, verifying your attendance and class work.
- Return the form at the end of the third class to the guidance office.
- If the student successfully fulfills the above guidelines, a one-day waiver for that class will be granted (please note that absence will still be recorded as such in formal attendance record).
- Students may receive up to 3 buy backs per class term.
- Buy-back waivers will not 'cross terms' it is only valid for the term in which the absence occurred.
- A buy-back must be completed within the term in which the absence occurred; it cannot be retroactive.

Waiver Policy

A student may apply directly to the Principal and/or designee for a waiver for any of the following reasons by submitting appropriate documentation for:

- Death in family
- Religious holidays
- Illness – Parents/adult students 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.
- Court appearances/legal obligations
- Military obligations
- Other reasons deemed appropriate by the Principal and/or designee

Tardiness Policy

In addition to good attendance, a student must attend all classes on time. If a student arrives late to the same class a total of three times within the same term, it will be counted as one absence. "Tardy" is considered between 10 and 20 minutes after the start of the class. If a student arrives to class more than 20 minutes after the class begins, it will be considered an absence and the student will have to "buy back" the absence.

Instructor Absence/Tardiness

If a student arrives to class and the instructor is not present, the student must wait a minimum of 15 minutes for the instructor to arrive. If after that time period, the instructor does not arrive, the student should go to the guidance office.

Discipline Code and Penalties for the Violation of School Rules

Due Process Procedure

Eligibility to Participate in School Activities and Events

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

Participation in clubs and activities at Brockton Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships, and honorary positions at Brockton Public Schools is limited to students who are currently enrolled in and attending Brockton Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of M.G.L. ch. 71, § 37H¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

Restorative Practices and Discipline Philosophy

Brockton Public Schools is committed to social and emotional wellness of all students and recognizes the rights and dignity of others. As a school community we believe that building and maintain positive relationships with students is paramount to their success. This includes building collaborative relationships with students and their families, so together we can partner to ensure student success. The goal of restorative practices and school discipline is to build inclusive school communities that allow students to remain actively engaged in learning and minimize time taken from instruction. We need the support of all stakeholders, especially our families, to make this goal a reality.

Our intentions for restorative practices and discipline are aligned with the following objectives:

- Provide students with ample opportunities to change behavior and nurture/restore relationships.
- Provide a program that is progressive and restorative by design.
- Provide understanding of appropriate behavioral expectations through varied administrative responses to discipline referrals and/or concerns.
- Provide students, parents/guardians, and school personnel with clearly stated advanced knowledge of the courses of action to be followed in handling discipline matters.
- Provide professional learning and support to employ strategies and actions that align with the principles of a democratic society.

Each day we will strive to influence our students' social and emotional development through the implementation of restorative practices to strengthen our learning community. We are focused on building healthy and positive relationships, preventing harmful behavior, productively resolving conflict with individuals and groups through the restoration of harm, and fostering a positive and inclusive learning environment. We value open dialogue to repair relationships, and we remain unequivocally committed to the principle that disorderly and disruptive behavior shall not be permitted to interfere with any students' access to learning. To maintain a safe and respectful learning environment, district faculty and staff will work to address and support behavioral concerns and address behaviors at the teacher/classroom level. These conversations may also include peers, parents/guardians, and the administration who all share responsibility to support and maintain a safe and inclusive learning environment and school community.

Every reasonable effort will be made to keep students in their learning environment, using suspension and/or expulsion only as a last resort. Our goal is to keep students in school and actively engaged in learning.

All staff and students partner to create a positive learning culture across all settings in the school community. While we encourage and value the building, and when necessary, the restoration of positive relationships students are reminded that:

1. The exercise of any of a student's rights ceases when it impacts the rights of another individual or group.
2. No student has the right to disrupt the educational process within a school or designated learning environment.
3. All students have the right to due process in matters that affect their ability to actively engage in their learning. This includes suspension and expulsion.

4. The School Committee stresses that any form of physical punishment of students is against the law and strictly prohibited. Any permissible use of physical contact is covered through the district's Physical Restraint Policy and district provided training.
5. A search of a student or their personal property in the presence of a second adult may be performed if a school administrator considers that there is a reasonable suspicion concerning violation of school rules or policies.
6. The carrying or wearing of any object which may be considered or used as a weapon, including but not limited to firearms and knives of any size, is forbidden on school property.

Suspensions

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

In-School Suspension Procedures

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other schoolwork 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/her designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or his/her designee is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

No Right to Appeal

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

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

Due Process Procedures for Out-of-School Suspensions

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

face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension

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

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

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

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

Emergency Removal of Student

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

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

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

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

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

Principal Hearing - Short-term Suspension

- (a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged

incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

- (b) Based on the available information, including mitigating circumstances, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- (c) The principal or his/her designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.
- (d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

No Right to Appeal

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

Long-Term Suspension Procedures Under M.G.L. ch. 71, § 37H³/₄

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or his/her designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in M.G.L. ch. 71, § 37H, or in M.G.L. ch. 71, § 37H¹/₂, 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 ³/₄ 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

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

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

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

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

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

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

- d. Any student who has been expelled (removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently) from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
- f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

Felony Complaint or Conviction Under M.G.L. ch. 71, § 37H½

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

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

Discipline 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 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. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.
 - d. 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 he/she receives all procedural protections subsequent to the finding of eligibility.

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 Administrative Staff.

If the absence is of five or more consecutive days for medical reasons, the student must report to the nurse, on the day of return, with a doctor's certificate in addition to the parent's or guardian's note. In the unlikely event of no doctor's note, the school nurse will make the appropriate medical recommendation as to whether a student will remain in school or not. Final approval will be the decision of the School Administration. Students returning to school after having a communicable disease may not be readmitted unless they have a Board of Health Permit obtained from City Hall or a certificate from a physician.

Assigned Rooms

It is the student's responsibility to be in the assigned classroom and/or supervised areas. Students are not to be out of an assigned room without authorization

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

Cell phones and electronic devices may be used inside the building in the designated areas. A student who fails to follow this policy will be subject to disciplinary action as noted in Group A. Edison Evening Academy is not responsible for lost or stolen cell phones or any type of electronic device. Students who carry these items do so at their own risk. The sale or purchase of cell phones and electronic devices is prohibited.

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.

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 action for a Group C offense.

Dress Code

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

- **HATS, BANDANAS, 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 Edison Evening Academy administration. We encourage families to speak to their building's administration regarding any religious or cultural observances.

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.

Electronic Devices

Cell phones, electronic tablets, laptops and other electronic devices may only be used appropriately during school hours.

Laser pointers, e-cigarettes and JUULs are not allowed at any time.

During school hours, students may use electronic devices

- During class time for teacher-approved activities, and only with the teacher's permission and supervision
- During Directed Academics and only with the teacher's permission and supervision
- In spaces dedicated to students of teachers absent without a substitute, with the teacher's permission and supervision
- During dinner, during transitions between classes, or outside the building only

Edison Evening Academy is not responsible for lost, stolen or damaged electronic devices and the sale or purchase of these items is prohibited on school grounds. Using any electronic device to photograph or record others is prohibited unless all proper permissions

have been provided in writing in advance of the recording. Violation of this policy will result in disciplinary action. 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 as noted in Group A.

Filming/Videotaping

Using any electronic device to record fighting, assaults or any other inappropriate behavior is prohibited. Violations of this policy will result in disciplinary action as noted in Group C.

Financial Obligations

All students have the responsibility to meet their obligations (e.g., financial, equipment, uniforms, books, etc.). Failure to do so will necessitate administrative action. Students, who have not met their financial obligations as agreed will, not receive a grade for classes taken until payments are received. Students with outstanding debts will not be permitted to register for any classes until all payments are received.

Identification

Every student enrolled in Edison Evening Academy will be issued an identification card for security reasons and for the safety of the student body. **STUDENTS WILL NOT BE PERMITTED TO ENTER THE BUILDING OR ATTEND CLASSES WITHOUT AN ID. Students must wear photo ID's at all times while inside the building. ID's must be worn on a lanyard around the neck and they must be clearly visible above the waist. The Edison Evening Academy will provide a lanyard. Subsequent lanyards will be the responsibility of the student. Lost IDs will be replaced at student cost.** Metal chains are not allowed and will be confiscated. This identification card is to be worn on the person at all times and may be requested before admittance to any function or activity sponsored by the school. The ID card will be requested for use in the IRC and other school-related activities as required. These cards are for the protection of the students and periodic appointments to replace them will be made available. This card is the property of Edison Evening Academy. Students are not allowed to deface or alter their ID in any way. If at any time a student withdraws from school, the identification card must be turned in to the Registrar.

Language

Using abusive, profane, or obscene language is a violation of the code of discipline and will not be tolerated.

Massachusetts Regulations on Physical Restraint of Students

The Massachusetts Legislature has enacted regulations regarding the physical restraint of students, located at 603 CMR 46.00 et seq. A copy of the Brockton Public School's procedures with regard to physical restraint will be available at the main office.

Medications

In every case where a student is required to take medication in school, a student, 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.

School Property

School property (desks, books, etc.) is not to be defaced. This policy will be strictly enforced and restitution for damages will be required.

Sexual Behavior

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

Health and Student Support Services

Student Health Policy

If a student is sick or injured at school, the School Nurse or Principal will evaluate the student, then appropriate measures will be taken. If the student must go home, the School Nurse, Principal, or their designee will notify the parent(s)/guardian(s) by phone prior to the student leaving the school. The student or their parent/guardian will sign the student out before leaving school, unless a student is at least 18 years of age. In this instance, students may sign themselves out.

2023-2024 District Immunization Policy Immunization and Physical requirements for Entry into Grades 7-12

- DTaP/DTP - 4 doses or 3 doses Td plus 1 dose Tdap upon entry to 7th grade or if > 5 years since last dose DTP/DT
- Polio - 3 or more doses / over the age of 19 polio is not given
- MMR - 2 doses
- Varicella - Grade 7-12: 2 doses
- Hepatitis - 3 doses - -
- A Physical exam - Seventh Grade Tenth grade SPORTS physical each year of participation before tryouts
- All copies should be sent to: Nursing office, 470 Forest Ave Brockton MA 02301 Phone: 508-580-7691 Fax: 508- 894-4271.
- Any students coming into the country should be having a TB risk assessment especially if they are from the countries listed below and/or living in a homeless shelter.

Conduct TB Risk Assessment to determine need for further testing The TB Risk Assessment identifies:

- Birth, travel to or residency in a high-risk world region including Africa, Asia (except Japan), Pacific Islands, Middle East, Eastern Europe, Mexico, Central or South America, the Caribbean
- Exposure to an individual with diagnosed or suspected TB disease
- Household contact to individual with positive TB test (TST or IGRA)
- Parent and/or guardian or household member from a high-risk world region
- History of immunosuppressive disease or medications that might cause immunosuppression

All copies should be sent to: Linda Cahill RN MSN FNP, Nursing Supervisor, Health Services 222, 175 Warren Ave, Brockton MA 02301 Phone: 508-580-7470 Fax: 508-580-7699

Counseling Services

Students are encouraged to speak with their Advisors or the School Adjustment Counselor regarding any situation that may be affecting their lives. An appointment for counseling services may be made by stopping by the School Adjustment Counselor's office before classes start with the permission of a teacher or by your advisor. Parents/guardians are also encouraged to speak with the School Adjustment Counselor when family or health issues may be affecting their child's ability to focus at school. The School Adjustment Counselor provides referrals to area mental health professionals when needed. Healthcare of Southeastern Massachusetts, Brockton Area Multi-Services, Inc. (BAMSI) and South Bay Mental Health, Inc. and other agencies may provide on-site individual and group counseling services to Edison students. Services can be accessed through the School Adjustment Counselor.

Sexting

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

Smoking

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

Standards of Behavior

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

Tardiness for Classes

If a student is continually tardy to classes or other assigned areas, the offenses will be reported along with appropriate documentation. Student will have a meeting with the adjustment counselor.

Tardiness for School

Based upon the frequency, a minimum penalty of a written contract, to a maximum penalty of a drop from program can occur. Habitual tardiness will require a meeting with school adjustment counselor and Principal and/or designee. The principal will require a meeting with a parent/guardian for excessive tardiness.

Substance Abuse Policy

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

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

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

- Students may be assigned a suspension or expulsion for violation of the Edison Evening Academy substance abuse policy in accordance with M.G.L. c. 71, §§ 37H, 37H1/2, 37H3/4 and 603 CMR 53.00 et seq.
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- Students may be required to successfully serve their suspension at the Counseling and Intervention Center (CIC) at the Keith School before being readmitted to their respective schools; failure to complete the alternative placement intervention at the CIC may result in permanent assignment to that school or further disciplinary action as determined appropriate
- Students 17 years of age and older who are found with packaged narcotics may be referred to law enforcement for selling/distribution of drugs within a school zone
- Students may 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

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.

Violent Behavior

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

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 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 this is proper legal justification.
- 3) Rights of Questioned Students – Parents will be notified in any interview/interrogation situation by a police officer which carries an implication of possible allegation of guilt or the furnishing of information leading to an indictment. The designated official of the school will maintain an informal record of the interview showing the time, place, persons, and summary of discussion and findings.

B. Confidentiality

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

Search of persons/property

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

Cell phone/electronic device searches

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

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

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

Use of Surveillance Cameras

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

The following are infractions of school rules and students found guilty of them will 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 or Assistant 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.

Disciplinary Action

Group A

The offenses listed below are subject to a minimum penalty of a verbal reprimand, detention, the handbook course 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
2. Being in locker bays or other restricted areas any time before, during and/or after school.
3. Chronic unexcused tardiness to class
4. Distributing non-school literature during school hours either in class or in the halls between classes. This material may be passed out in a place and at a time designated by the Principal indicating the time and place of distribution. Prior to distribution, a copy thereof must be furnished to the Principal indicating the time and place of distribution.
5. Entering a classroom late without a pass signed by the teacher, office staff personnel, or an administrator
6. Failure to comply with dress code rules.
7. Failing to have ID displayed.
8. Loitering in the corridors before, during or after school
9. Violation of cell phone/electronic devices policy or Internet Acceptable Use and/or Responsible Use policies

Group B

The offenses listed below are subject to a minimum penalty of a verbal reprimand, detention, the handbook course or up to a maximum penalty of a short-term suspension or long-term suspension based upon both the evidence presented and the severity of the offenses.

1. Abusing the privilege of driving or parking on school property
2. Being out of an assigned room without a pass signed by the teacher in charge of the room
3. 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.
4. Cutting Dinner Detention will result in a one-day out-of-school suspension.
5. Failing to demonstrate respect for fellow students and staff
6. Failure to register for school
7. Leaving school property during the school day without express permission.
8. Making unnecessary noise or causing a disturbance in classrooms, corridors, dining commons or auditorium
9. Smoking in school building or on school property during school hours (The Tobacco Education program is an option for the first offense.)
10. Throwing anything (foreign objects, etc.) anywhere in the building or outside of the building.

Group C

The offenses listed below are subject to a minimum penalty of a verbal reprimand, detention, denial of privileges and or participation in extra-curricular activities that include but are not limited to: attendance at the semi-formal, proms, class outings, participation in the graduation ceremony.

The offenses listed below are subject to a minimum penalty of a verbal reprimand, detention to a maximum penalty of a 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.

1. Cheating on tests, assignments, and homework, including plagiarism (Zero credit for the assignment, quiz, or test)
2. 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.
3. Defiance and inappropriate behavior during any school emergency, such as evacuation of the buildings, security checks or disruption of school.
4. Forgery
5. Gambling or card playing
6. Opening exterior doors to allow students or outsiders into the building
7. Trespassing
8. Selling or purchasing any electronic devices or sneakers.

9. Unacceptable Behavior: The Administration of this high school 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 well-being 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 identify oneself to any member of the high school staff
- f. Failure to report to the office as directed
- g. Filing a false report
- h. Foul or abusive language
- i. Insubordination
- j. Wearing another student's ID or an altered ID
- k. Any other behavior which is judged by the administration as being unacceptable or inappropriate to individuals and/or the school community

Group D

The offenses listed below are subject to a minimum penalty of a five-day suspension to a maximum penalty of a 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. The offenses listed below are subject to a minimum penalty of a verbal reprimand, detention, denial of privileges and or participation in extra-curricular activities that include but are not limited to: attendance at the semi-formal, proms, senior breakfast, participation in the graduation ceremony. School Police will also 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 harassment or sexual harassment
6. Committing acts of bullying/cyber bullying
7. Sexting
8. Sexual behavior
9. Committing any acts of theft.
10. Extortion
11. False fire alarm
12. Fighting causing injury
13. Fighting in or on school grounds
14. Habitual school offender: Defined as having received **four** prior suspensions in one trimester or **six** prior suspensions in one school year.
15. Hazing
16. Making a bomb threat or serious physical threat to the safety of the Edison Evening Academy and/or Brockton High School community (Requirement of outside counseling and anger management)
17. Possessing or distributing of any weapon, real or simulated, such as a firearm, ammunition, knife, explosive or any object of potential use as a weapon.
18. 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 Edison Evening Academy and Brockton High School drug-free, police dogs may be used to search for drugs, paraphernalia, and other contraband in lockers, parking lots, storage areas, and selected locations.)**
19. 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.

Suspension & Expulsion

Out-of-School Suspension

All student discipline will be implemented in accordance with M.G.L. ch. 71, § 37H, 37H½ and 37H¾ and 603 CMR 53.00 et seq. Parents will be notified when a student has been assigned an out-of-school suspension. Students serving out-of-school suspensions are not permitted on school grounds for any reason. A student assigned an out-of-school suspension may not attend or participate in any school sponsored events from the time the out-of-school suspension is assigned until the morning following the completion of the suspension. Students who are suspended for 10-days for violating school rules and the rights of others may be requested to serve their suspension in the Counseling and Intervention Center at the Keith School. A parent or guardian is invited and encourage to attend a reentry meeting on the return day. Out-of-school suspension days are waived. If school is cancelled for any reason, the Principal will reassign the suspension day(s).

Appendix

ADV	Advanced Learners
BEG	Beginning Learners
ELA	English Language Arts
ESL	English As a Second Language
INT	Intermediate Learners
MCAS	Massachusetts Comprehensive Assessment System
Elective	Automobile Care, Culinary Arts, Health & Wellness, Visual Arts, Graphic Arts
*Elective course offerings are subject to change with trimester enrollment needs	

Appendix A

Edison Evening Academy Grade Level Designations

To be in:	Grade 9	Student has no credits. Student has passed English 1, and no other courses. Student has passed English 1, and one other required course. Student has passed some/all required courses but not English 1.
To be in:	Grade 10	Student has passed English 1, plus two other required courses.
To be in:	Grade 11	Student has passed English 1 & 2 plus, four other required courses.
To be in:	Grade 12:	Student has passed English 1, 2 & 3, plus six other required courses.
To *	Graduate	Passed ALL required courses

In addition to the above required courses, students must take MCAS classes to prepare for any MCAS test which has not been passed. If a student has not passed all required MCAS Tests by graduation, then they will receive a "Certificate of Attainment". If a student has passed all required MCAS Tests, then they will receive an "Edison Evening Academy Diploma".

